



VACANCY NOTICE

Technical Data Management Support Officer – F4E/CA/FGIV/2021/0138

Fusion for Energy (F4E) is hiring a Technical Data Management Support Officer who will play a key role in furthering F4E's contribution to the construction and operation of ITER, the largest fusion energy device/machine in the world.

Reference	Grade	Location	Closing date
F4E/CA/FGIV/2021/0138	Contract Agent FGIV	Barcelona, Spain ⁱ	09/03/2021 - 12:00 noon (CET)

Is this job for you?

If you want to make a difference to the future of sustainable energy and would like to work on a multi-billion euro first-of-a-kind development project, this job is for you.

Delivering high-quality service, working hard and the ability to perform in a complex fast-paced environment with excellent organisational skills are some of the key traits of the successful candidate.

The CAD and Technical Data Management Group in the Engineering Unit within the ITER Delivery Department of 'Fusion for Energy' provides technical expertise in the area of CAD and technical data management to the different project teams of F4E. In particular the CAD and Technical Data Management Group has an important role in the management of the Technical Data; ensuring the data generated by the F4E project teams and F4E suppliers are produced according to the F4E rules and procedures.

Why F4E?

F4E, a European Union Joint Undertaking headquartered in Barcelona. It specifies and manages the production of the European contribution (45%) to ITER. This research fusion machine/device, currently under construction in Cadarache, France -, will constitute a major leap towards the clean and sustainable generation of abundant baseload energy, complementing renewables. To find out more about F4E, visit us at <https://f4e.europa.eu/>

Your key areas of impact

The Technical Data Management Support Officer is a member of CAD and Technical Data Management Group in the Engineering Unit and reports directly to the Group Leader. The Technical Data Management Support Officer will be responsible for providing support in the management of both technical data and contractual documentation ensuring that F4E procedures and regulatory rules are applied; applying corrective actions when needed, warranting traceability of documentation and reporting in the progress of documentation creation. They will do the following:

- Be a primary source of Data Governance to all interfaces;
- Support the management of Technical Data along the entire project lifecycle, collaborating with all stakeholders to ensure all technical data and documentation requirements are met;
- Provide support and training to F4E staff, and their contractors, in the management of Technical Data and Documentation;
- Perform the actions, checks and follow-ups to ensure the Technical Data and Documentation is following the proper approval workflow according to F4E processes and regulatory requirements;
- Contribute to the improvement of the Technical Data and Documentation Management processes and procedures;
- Support the coordination of activities of a team of external staff performing a wide scope of tasks.

What can we offer you?

Life in Barcelona

Barcelona offers professionals and families a high quality of life. It has a year round average temperature of 18°C and complements its cosmopolitan lifestyle and vibrant cultural life with the nature of the Mediterranean coastline and the Pyrenees.

The city is strategically located between the sea and the mountains and it is served by an international airport. Barcelona is a cosmopolitan city with Roman remains, medieval quarters and the most beautiful examples of 20th century modernism and avant-garde architecture.

Salary and benefits

As an indication, the basic monthly salary for grade FG IV (Grade 13) is currently €3,555.98. In addition to the basic salary, staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary and household allowance), dependent child allowance and education allowance. The salaries of contract agents are subject to a community tax deducted at source and are exempt from national taxation.

Where you would need to relocate, you would normally benefit from relocation and removal reimbursements. F4E has agreements with a wide range of international schools to support access to schooling for the dependent children of its staff.

Work-life balance

F4E enables staff members to reconcile family and professional life by offering flexible work arrangements and teleworking.

F4E staff members enjoy a basic entitlement of 24 days of annual leave as well as +/- 18 statutory public holidays per annum. Additional leave days may be granted for age and distance from the place of origin.

How will we evaluate your application?

A Eligibility Criteria - you can apply if:

A1. You fulfil five general requirements

1. Being a citizen of one of the Member States of the European Union or of a third state fully associated with the Euratom fusion programme.
2. Enjoying your full rights as a citizenⁱⁱ.
3. Have fulfilled the obligations imposed on you by the laws of your home country concerning military service.
4. Producing the appropriate character references as to your suitability for the performance of your duties.
5. Being physically fit to perform your dutiesⁱⁱⁱ.

A2. Your Education & Experience are in line with our requirements^{iv}.

On the closing date of the application process, you must have:

A level of education which corresponds to completed university studies of at least three years attested by a diploma.

A3. Your Language Skills are developed

You must produce evidence of excellent written and spoken communications in English and of a satisfactory knowledge of another official language of the European Union.

B Your Qualifications and Experience

B1. It is essential that your professional history cover the following areas

- At least 1 year of proven working experience in Data Governance;
- At least 2 years' relevant experience in Data and Documentation Management in a multicultural environment project;
- Knowledge of programming languages like Visual Basic, C#, Python or similar;
- Knowledge of the standards and implementation of Project Management;
- Good command of both written and spoken English, the working language of the ITER Project;
- Truly outstanding communication skills.

B2 Advantageous Selection Criteria

In addition to the above, the following criteria will be taken into account:

- Experience in the workload coordination of a team of documentation specialists;

- Knowledge and experience of ISO 30300 and ISO 38500;
- Qualifications in data and/or documentation.

B3 Competencies

The following competences will also be assessed:

- Ability to work under conditions of high pressure and tight deadlines;
- Ability to solve and prioritise conflicting requirements;
- Excellent organisational skills.

Submission of applications

The online application process starts upon clicking “**CLICK TO APPLY**” next to a vacancy of your interest on the Open Positions page: <https://jobs.f4e.europa.eu/>

You must register your application online through the F4E E-recruitment tool by creating a valid F4E user account and submitting the documents mentioned below.

Please note that the online e-recruitment application tool is the **only** acceptable means of submitting/sending job applications. You are responsible for keeping your e-mail addresses and personal details up to date in your profile in the F4E online application tool.

The mandatory fields in the profile marked with an asterisk should be duly filled in and you are requested to submit the following two documents:

- A detailed Europass Curriculum Vitae in **English** (can be obtained at the following address: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>)
- A motivation letter of 2 pages maximum in English

**Applications must be complete and validly submitted by the closing date for submission of applications
No later than 09/03/2021 at 12h00 noon Barcelona time.**

In case you encounter technical problems when trying to submit your application via the e-Recruitment tool, please take a screenshot and send it to hr-selections@f4e.europa.eu. It is your responsibility to inform F4E about any technical problem immediately, within the deadline mentioned above.

Please, do not send any supporting documents (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.) with your application at this stage if not specified in the Vacancy Notice.

Conditions of employment

Successful candidates will be placed on a Reserve List, and one of the candidates thereon may be offered this position.

For more information on the selection process of Temporary Agents and on the contractual and working conditions, please, refer to the [“Guide for applicants”](#) published on the F4E website along with this Vacancy Notice and the [Conditions of employment of Other Servants of the European Communities](#).

We are committed to Diversity & Inclusion

Fusion for Energy is an equal opportunities employer and takes care to avoid any form of discrimination. As part of its commitment to diversity, gender equality and geographical distribution, F4E strongly encourages applications from female candidates and applies a policy of equal opportunities. It does not discriminate against anyone on grounds of gender, race, colour, ethnic or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability or sexual orientation. Fusion for Energy offers measures to reconcile professional and private life and will provide reasonable adjustments at the workplace for persons with disabilities.

How is your data protected?

‘Fusion for Energy’ as the body responsible for organizing the selection process, will ensure that your personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA relevance. This applies in particular to the confidentiality and security of such data. Personal data shall be processed solely for the purpose of the selection procedure.

You have the right to access and rectify your data. To update your CV and/or Motivation Letter and rectify any incorrect or inaccurate data, please login into your e-recruitment profile before the deadline for submission of the applications elapses.

After the deadline for applications has elapsed, this right will be limited to the rectification of identification details and contact information only.

Vacancy published on F4E website on 08/02/2021.

ⁱ Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places.

ii Prior to any appointment, the successful candidate will be asked to provide a certificate issued by the competent authority attesting the absence of any criminal record.

iii Before his/her appointment, the candidate shall be medically examined in line with requirement of Article 12(2) (d) of the Conditions of employment of other servants of the European Communities.

iv Only study titles that have been awarded by the Members of the Joint Undertaking or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.