



VACANCY NOTICE

Internal Communications Support Officer

Fusion for Energy (F4E) is looking to recruit an Internal Communications Support Officer, who will play a key role in implementing F4E's corporate internal communication strategy.

Reference	Grade	Location	Closing date
F4E/CA/FGIV/2021/0145	Contract Agent FGIV	Barcelona, Spain ⁱ	19/07/2021 - 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.

Talent for communicating on the people behind the project, team work and the orientation to deliver quality service and exciting projects - these are some of the key traits of the successful candidate.

Multinational and multicultural environment with many opportunities for professional and personal growth.

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 base load energy, complementing renewables. To find out more about F4E, visit us at <https://fusionforenergy.europa.eu/>.

Your key areas of impact

As a member of the Communications Unit, the Internal Communications Support Officer, under the supervision of the Head of Communications, will support the team in implementing F4E's corporate internal communication strategy.

They will be responsible for supporting:

- the further development of F4E's internal communications strategy;
- the further development of diverse communication channels, e.g. intranet, social media, print, digital screens, email as the appropriate means for communicating with staff depending on the nature and context of different communications;
- the delivery of communications tailored to different internal audiences in such a way that the message can be communicated most effectively to specific stakeholder groups;
- the new projects by providing specific and timely information to enable F4E to engage stakeholders and bring about change in an effective manner;
- the establishment of a framework of clear and effective internal corporate communications with staff on a broad variety of topics to create a sense of shared purpose that is relevant to the working lives of all staff;
- the provision of communication guidelines and content to managers to develop a culture based on a consistent two-way flow of information;
- the provision of clear and effective communication in response to crisis or emergency situations to reassure and guide staff;
- the drafting and editing of texts, articles and other communication documents and material;
- the development and organisation of internal events;
- the dissemination of news and information in the social media.

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 3 years' relevant experience in internal corporate communication and/or employer engagement strategies;
- Proven working experience in internal communication;
- Proven experience in generating communication content;
- Experience in engaging users on social media platforms;
- Knowledge and experience of MS Office (MS Teams, Word, Excel and PowerPoint).

B2. Advantageous Selection Criteria

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

- Experience in strategic internal communication policies and activities, employee satisfaction surveys;
- University degree in Communications;
- Working experience in European or international environment.

B3. Competencies

The following competences will also be assessed:

- Ability to build and maintain good working relationships as part of a team;
- Very good communication skills, including the ability to engage and capture audiences;
- Self-motivated and able to perform duties autonomously with speed and accuracy, according to set budgets and schedules;
- Excellent command of spoken and written English, the working language of F4E.

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 19/07/2021 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 Contract 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 17/06/2021.

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 their 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.