

**VACANCY NOTICE**  
**F4E/FO/AD/2012/0142**  
**(Permanent Post – AD 8/9)**

<b>POSITION TITLE</b>	<b>INFRASTRUCTURE, LOGISTICS, PRIVILEGES AND SECURITY (ILPS) GROUP LEADER (F/M)</b>
<b>GRADE</b>	<b>AD 8/9</b>
<b>LOCATION</b>	<b>BARCELONA, SPAIN</b>
<b>CLOSING DATE FOR APPLICATIONS</b>	<b>04/07/2012</b>

## **1. THE ORGANISATION**

With a budget of around €4 billion for the first ten years, the European Joint Undertaking for ITER and the Development of Fusion Energy ('Fusion for Energy') will play a key role in realising fusion as a possible future source of energy by providing the European contributions to the ITER International fusion energy project, the Broader Approach Agreement with Japan as well as to prepare for demonstration fusion reactors.

In its role as the Euratom Domestic Agency for ITER, 'Fusion for Energy' (F4E) will:

- Oversee preparation of the ITER project site in Cadarache, France;
- Provide in kind components, equipment, materials and other resources to ITER;
- Manage procurement arrangements with ITER ;
- Coordinate Euratom's participation in the scientific exploitation of ITER;
- Provide for the implementation of R&D activities in support ITER;
- Provide Euratom's financial contribution to ITER;
- Provide arrangements to make human resources available for ITER.

In its role as the Implementing Agency for the Broader Approach Agreement with Japan, the Joint Undertaking will:

- Provide components, equipment and other resources for the Broader Approach;
- Coordinate Euratom's participation in the Broader Approach implementation ;
- Provide for the implementation of associated R&D activities;
- Provide the Euratom financial contribution to the Broader Approach;
- Arrange to make human resources available for the Broader Approach.

In preparation for the construction of a demonstration fusion reactor (DEMO) and related facilities including the International Fusion Materials Irradiation Facility (IFMIF), the Joint Undertaking will implement a programme of research, development and design activities.

For further information about the structure and tasks of 'Fusion for Energy' please consult the website at <http://fusionforenergy.europa.eu>

## 2. CONDITIONS OF EMPLOYMENT

This publication concerns a permanent position and, therefore, the candidate **must** be an **EU official in an EU Institution or Agency / Body**.

The place of employment is Barcelona, Spain.

## 3. JOB DESCRIPTION - RESPONSIBILITIES

As a member of the Administration Department of 'Fusion for Energy', the Infrastructure, Logistics, Privileges and Security (ILPS) Group Leader will report directly to the Head of Administration Department. He/She will be responsible for undertaking support and service activities for the Joint Undertaking in the field of Infrastructure, Logistics, Privileges and Security.

The successful candidate will, among other tasks:

- Assist the Head of the Administration Department in coordinating the ILPS activities;
- Ensure effective planning and management of the ILPS group activities;
- Allocate tasks and responsibilities to the group;
- Determine and develop policies to follow for the implementation of the activities within the team;
- Follow up Infrastructure, Logistics and Privileges related activities, -including the approval of costs- liaise with external contractors, guide, monitor and evaluate their work;
- Contribute to the preparation of the annual reports, Governing Board presentations and any other report containing ILPS information related;
- Plan, execute and follow up the ILPS budget including validation of financial transactions related to ILPS Group;
- Draft specifications of Calls for tender related to Infrastructure, Logistics, Privileges and Security;
- Provide regular reporting on the activities of the Group;
- Ensure effective communication of the activities of the group to F4E staff and vis à vis the outside world ;
- Assure formal contacts and negotiations with the Spanish authorities to ensure a proper implementation of the Host Agreement;
- Manage the implementation of Privileges and Immunities for the organisation and its staff according to the Host Agreement and the Protocol of Privileges and Immunities of the European Communities;
- Promote and ensure correct implementation of the Security/Safety policy to F4E Staff, building, property and information.
- Assure formal contact with the national, regional and local authorities.

#### **4. QUALIFICATIONS AND EXPERIENCE REQUIRED**

- Being an established EU official at grade AD 8/9 in a EU Institution or Agency/Body;
- At least 5 years of proven professional experience in relation to the tasks mentioned under point 3;
- Proven working experience involving high-level contact with national/international authorities and/or administrations;
- Excellent knowledge of the Financial Regulations of the Joint Undertaking;
- Excellent managerial skills, in particular the ability to lead, motivate and develop a team to the best of its potential;
- Experience in inter-institutional relations;
- Very good analytical and problem solving capabilities;
- Very good negotiation skills at European and/or International level;
- Ability to work under pressure;
- High level of discretion for confidential work and information;
- Good command of both written and spoken Spanish;
- Good command of both written and spoken English, the working language of ITER Project

#### **Knowledge and/or experience of the following will be advantageous:**

- Good command of both written and spoken French;
- Ability to work efficiently in a multi-cultural environment;
- Ability to inspire colleagues and to stimulate creative ideas;
- Ability to set objectives and give constructive feedback.

#### **5. SELECTION PROCESS**

A Selection Board will be set up for the selection process.

The eligibility of candidates will be assessed by the board according to compliance with all formal requirements by the closing date for the submission of applications.

On the basis of the CV and taking into account this notice of vacancy, the Selection Board will decide which are the candidates best suited to be invited for an interview, which will be held mainly in English.

The interview sessions will be held in Barcelona, Spain, and candidates will be evaluated by the Selection Board.

When possible, a list of the most suitable candidates will be transmitted to the Appointing Authority, who will appoint the successful candidate.

As soon as this decision is taken, all candidates will receive an information letter.

The present vacancy notice is subject to the availability of budget and posts in the establishment plan of the Joint Undertaking, as decided by the EU budgetary authority.

Please note that applications will not be returned to candidates but will be kept on file by 'Fusion for Energy'. The information provided in your application is subject to EU legislation on protection of personal data and confidentiality of information.

If at any stage of the procedure it is established that any of the information a candidate provided is incorrect, this candidate will be disqualified.

Taking into account the nature of the duties, and in order to facilitate the selection process, all communications to candidates concerning this selection procedure will be in English.

## **6. GENERAL INFORMATION**

### **Commitment to promote equal opportunities**

'Fusion for Energy' is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.

### **Approximate timetable**

As a rough guide only, the selection procedure can take up to 3 months after the closing date for submission of applications.

### **Communication with applicants**

Taking into account the nature of the duties, and in order to facilitate the selection process, all communications to candidates concerning the selection procedures will be by email and in English only. Applicants are advised to check their e-mail regularly to see whether they have received any communication and also update their profiles in the e-recruitment tool in the event of any change in their contact details. All enquiries or requests for information or documentation in relation to selection procedures should be addressed to 'Fusion for Energy' HR Selections Team by e-mail to:

[hr-selections@f4e.europa.eu](mailto:hr-selections@f4e.europa.eu)

### **Reimbursement of travel expenses**

Travel expenses incurred for interviews will be reimbursed by 'Fusion for Energy' according to its [rules for the reimbursement of travel expenses](#) sent along with the letter inviting to an interview.

### **Protection of personal data - Privacy notice**

'Fusion for Energy' as the body responsible for organizing the selection process, will ensure that applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. 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.

Applicants have the right to access and rectify their 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.

Should the applicant have any query concerning the processing of his/her personal data, he/she shall address them to the following address: [Resources-Controller@f4e.europa.eu](mailto:Resources-Controller@f4e.europa.eu)

### **Appeal and Complaint procedures**

Applicants that consider that he/she has been adversely affected by a particular decision regarding this selection can lodge a complaint. For further details on how to proceed, please consult the appropriate document published on our website.

## 7. 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:

<http://fusionforenergy.europa.eu/careers/vacancies/Default.aspx>

Applicants must register their applications 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 sending in job applications.** Applicants are responsible for keeping their e-mail addresses and personal details up to date in their profile in F4E online application tool.

The mandatory fields in the profile marked with an asterisk should be duly filled in and the candidates are requested to submit the following 3 documents:

- A detailed curriculum vitae in **European format 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
- **Proof of your seniority in grade and step**

**Applications must be complete and validly submitted by the closing date for submission of applications**

**no later than 04/07/2012 at 12h00 noon, Barcelona GMT+1.**

Please, note that only complete applications containing the above mentioned documents and information required and submitted on time will be taken into account.

**In case you encounter technical problems when trying to submit your application via the e-Recruitment tool, please make a screenshot and send it to:**  
[e-recruitment@f4e.europa.eu](mailto:e-recruitment@f4e.europa.eu)

**It is the responsibility of the applicant to inform 'Fusion for Energy' about any technical problem without delay within the deadline mentioned above.**