



VACANCY NOTICE
F4E/FO/AST/2011/0139
(Permanent Post – AST 3/5)

POSITION TITLE	ADMINISTRATIVE AND FINANCIAL ASSISTANT (F/M)
GRADE	AST 3/5
LOCATION	BARCELONA, SPAIN
CLOSING DATE FOR APPLICATIONS	08/11/2011

1. THE ORGANISATION

The European Joint Undertaking for ITER and the Development of Fusion Energy ('Fusion for Energy' or F4E) plays 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 and the Broader Approach Agreement with Japan as well as by preparing for the construction of a demonstration fusion reactor.

In its role as the Euratom Domestic Agency for ITER, F4E:

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

In its role as the Implementing Agency for the Broader Approach Agreement with Japan, F4E:

- Provides components, equipment and other resources for the Broader Approach (BA);
- Coordinates Euratom's participation in the Broader Approach implementation ;
- Provides for the implementation of associated R&D activities;
- Provides the Euratom financial contribution to the Broader Approach;
- Arranges 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), F4E will implement a programme of research, development and design activities.

For further information about the structure and tasks of F4E, please consult the website at <http://fusionforenergy.europa.eu>

THE EUROPEAN JOINT UNDERTAKING FOR ITER AND THE DEVELOPMENT OF FUSION ENERGY

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<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.

Given the need of the organisation and upon the agreement of the candidate, the place of employment might also be any of the other F4E working places: Garching (Germany) or Cadarache (France).

3. JOB DESCRIPTION - RESPONSIBILITIES

As a member of the Budget and Finance unit of 'Fusion for Energy', within the Administration Department of 'Fusion for Energy', the Administrative and Financial Assistant will contribute to the setting up of the F4E management systems, including internal controls. He/She will be responsible for the follow up of audits and audit action plans and ensure their implementation.

The successful candidate will, among other tasks:

- Contribute and assist in the establishment of the overall control environment of F4E, including the coordination of the implementation of the internal control action plan and represent F4E in the Auditnet for Agencies in relation to internal control activities;
- As F4E Liaison Officer, coordinate all activities relating to the European Court of Auditors, including the Court's annual visits, the preparation of F4E's replies to the Court's audit findings and the follow up of the implementation of the Court's recommendations;
- In relation to internal audits: centralize, coordinate and follow up the implementation of action plans. He/she will contribute to the preparation of periodical reporting as well as the Annual Activity report and ensure regular reporting to the management on progress made;
- Follow up of quality assurance related activities within the department;
- Contribute to the preparation of replies to requests from the European Commission as well as periodical reporting on the management systems of F4E;
- As Internal Control Coordinator, contribute and follow up on the development of ex-ante and ex-post controls, including the development of a monitoring and reporting environments;
- Coordinate replies for the European Parliament, including drafting responses to ad-hoc parliamentary questions and the preparation of mandatory annual discharge reports;
- As Local Profile Manager (LPM), act as Liaison Officer between F4E and DG BUDG relating to the security of the central accounting system ABAC, including the maintenance of access rights, monitoring the legality and regularity of the financial circuits and preparation of periodical reporting;
- Ensure the responsibility of the internal control exception register, including the registration, follow up and reporting on exceptions and deviations.

4. QUALIFICATIONS AND EXPERIENCE REQUIRED

- Being an established EU official at grade AST 3/5 in a EU Institution or Agency/Body;
- At least 3 years of proven professional experience in the tasks related to the responsibilities mentioned under point nr. 3;
- Very good knowledge of the Financial Regulation, rules and procedures applying to the Community Institutions or Agencies;
- Good knowledge of the ABAC information systems;
- Good knowledge of the administrative processes and procedures within the EU institutions or agencies;
- Good knowledge of the Internal Control Standards and Quality Assurance;
- High level of discretion for confidential work and information;
- Strong communication and interpersonal skills;
- Good sense of initiative and capacity to work both independently and as part of a team;
- Good command of both written and spoken English, the working language of ITER Project.

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

- Knowledge of French and/or Spanish;
- Ability to grasp problems of all kinds, often complex in nature, to react rapidly to changing circumstances and to communicate effectively;
- Able to work frequently under pressure and to adjust to a multicultural working environment;
- Good knowledge of Common International Internal Control practices;
- Good knowledge of the EU Financial and Budgetary Framework and Rules;
- Good knowledge of IT tools related to financial/budget matters and information systems;
- Good knowledge of MS-Office Tools including development of database applications and complex spreadsheets;
- Good knowledge of Business Objects Reporting Tool;
- Knowledge of Risk management and Common Audit methodologies;

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

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

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** (that can be obtained at the following address:
<http://europass.cedefop.europa.eu/europass/home/hornav/Downloads.csp>
- 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 08/11/2011 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

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