

## VACANCY NOTICE

<b>POSITION TITLE</b>	<b>FACILITY MANAGEMENT AND SECURITY ASSISTANT</b>
<b>SELECTION REFERENCE</b>	<b>F4E/FO/AST/2013/0154</b>
<b>GRADE</b>	<b>ESTABLISHED EU OFFICIAL – AST 3/7</b>
<b>LOCATION</b>	<b>BARCELONA, SPAIN</b>
<b>CLOSING DATE FOR APPLICATIONS</b>	<b>30/10/2013 AT 12.00 NOON, BARCELONA GMT+1</b>

### 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>

## 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 needs of the organisation, the candidate may be offered an employment at any of the other F4E working places: Garching (Germany) or Cadarache (France).

## 3. RESPONSIBILITIES

As a member of the Facility Management and Host State Liaison office Unit within the Administration Department of 'Fusion for Energy', the Facility Management and Security Assistant will, among other tasks, be responsible for two areas: the Facility Management and Security and Safety matters.

Within the Facility Management area, the successful candidate will be mainly responsible for

- Planning, launching and monitoring the maintenance and the management of technical installations and/or building and office fitting projects;
- Providing support in the management and planning of contracts with external companies and monitoring and inspecting the execution of their work;
- Assisting with the management of the office space by allocating and adjusting; but also studying, drawing up and updating layout plans;
- Organising and monitoring the logistics of internal removals;
- Providing technical support and participating in the working group for the construction of the new F4E permanent premises;
- Assisting in the planning, preparation and/or monitoring the budget for technical or logistical matters;
- Assisting with the management of the inventory in ABAC Assets: by the creation of Purchase Orders, inventory records, filing of the information related to the inventoried items, declassification of inventoried items, tracking of inventoried items, annual physical checks;
- Coordinating relations with users surveying and monitoring their needs;
- Establishing technical specifications for tenders and participating in technical evaluation;
- Assisting in the drafting and developing policies within the field of Facility Management;
- Validating financial transactions related to Facility Management as Operational Verifying agent (OVA);
- Contributing to the preparation of the annual reports, Governing Board presentations and any other report containing Facility Management;
- Handling any other task assigned by the Head of Unit in the field of Facility Management.

Within the Security and Safety area, the successful candidate will be mainly responsible for:

- Providing support in the analyses of the security needs and implementation of appropriate measures related to the protection of the staff of the Joint Undertaking and its buildings in compliance with the applicable security regulations;
- Setting up, leading and managing activities related to security such as the control of the building accesses, the management of the service cards and of the visitors' passes;
- Assuring formal contact with the national, regional and local authorities;
- Assisting in the implementation of preventative measures such as fire prevention, building safety, hygiene, etc;
- Helping in drawing up instructions, policies and specifications in the areas concerned, in particular security/safety;

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

- Being an established EU official at grade AST 3/7 in a EU Institution or Agency/Body;
- At least 3 years of proven professional experience in the area of Facility Management and/or Security, in particular in relation to the tasks mentioned under point 3;
- Professional experience of managing the budgetary and/or financial aspects of projects;
- High level of discretion for confidential work and information;
- Good analytical and problem solving capabilities;
- Ability to work in a team;
- Ability to work under pressure;
- Self-motivated and able to perform duties autonomously with speed and accuracy;
- Ability to use electronic office tools ;
- Good communication skills;
- Good knowledge of the EU Financial and Procurement;
- Good command of both oral and written Spanish;
- Good command of both written and spoken English, the working language of the ITER Project.

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

- Proven professional experience in the area of both Facility Management and Security;
- Ability to read plans and to use specialised software for the fields of Buildings and building maintenance (E.g. AutoCAD, Archibus, CMMS);
- Knowledge of French;
- Good knowledge of ABAC Asset and ABAC workflow;
- Training of First aid and/or Fire picket and/or Security Officer.

#### **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.

### **Indicative timetable for selections**

As a rough guide only, the selection procedure can take up to 4 months after the closing date for submission of applications.

The different stages of the selection procedure are the following:

#### **Publication of the Vacancy Notice**

For EU Officials positions the publications should stay online at least 10 working days (2 weeks).

#### **The screening of applications**

From 3 to 5 weeks for the selections with less than 50 applications

From 6 to 8 weeks for the selections with more than 50 applications.

#### **Invitation and rejection letters**

The formal invitation letters are sent by email at least 3 weeks before the interview date.

Not invited candidates are informed on the same time on the outcome of the screening process.

#### **Oral tests and deliberations**

From 2 to 3 weeks

#### **Communication to candidates on the final outcome of the selection**

From 1 to 2 weeks

### **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 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
- **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 30/10/2013 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.**