

## VACANCY NOTICE

<b>POSITION TITLE</b>	<b>HEAD OF HUMAN RESOURCES UNIT (F/M)</b>
<b>SELECTION REFERENCE</b>	<b>F4E/TA/AD11/2014/0189</b>
<b>GRADE</b>	<b>TEMPORARY AGENT – AD11</b>
<b>LOCATION</b>	<b>BARCELONA, SPAIN</b>
<b>RESERVE LIST – MAXIMUM NUMBER</b>	<b>3</b>
<b>VALIDITY OF THE RESERVE LIST</b>	<b>31/12/2015</b>
<b>CLOSING DATE FOR APPLICATIONS</b>	<b>30/09/2014 AT 12.00 NOON, BARCELONA GMT+1</b>

### JOB DESCRIPTION

Directly reporting to the Head of Administration Department of “Fusion for Energy”, the Head of the Human Resources Unit will provide overall strategic orientation and ensure the sound and efficient management of the HR-team and its activities under his/her responsibility.

The Head of Unit is responsible for managing the HR-related activities in support of the ITER Project and develop new ideas of human resources management in a changing and project-oriented environment. He/she will provide overall leadership of the unit and ensure the timely and cost-effective management of the activities under his/her responsibility. We are seeking a person with vision and ideas and a strong capability to communicate HR-matters in-and externally.

He/she will ensure the sound management of the budget under his/her responsibility, and will act as Authorizing Officer by sub-delegation for the implementation of the expenditures in accordance with the F4E Financial Regulations and Implementing Rules. The Head of Unit will contribute to the strategic leadership of F4E as part of the middle management.

### Human Resources Unit (HRU)

The Human Resources Unit of F4E supports the mission of the Joint Undertaking by providing advice in HR matters, efficient HR services to all employees from selection procedures and recruitment of a qualified diverse workforce through retirement or leave of service. Career development and management of human resources under changing conditions of a project-oriented organisation are essential part of the mission of HRU. It is also responsible for HR processes and activities such as: appraisal, promotion, training, well-being and working conditions as well as the implementation of the legal framework in relation to the HR policies and processes.

The Human Resources functions of F4E have to be conducted in accordance with the Staff Regulations of the European Union and its implementing rules. The unit is also responsible to prepare the Multiannual Staff Policy Plan and the draft Establishment Plan and implement them as well as to manage the related annual budget and its implementation (Title 1 of F4E Budget).

## 1. RESPONSIBILITIES

The main responsibilities of the Head of Unit are to manage the activities and other tasks under his/her responsibility and to report to the Head of the Administration Department.

The tasks directly pertaining to the Head of Unit are:

- To give advice in all HR related matters;
- To guide and to lead a team of dedicated HR staff;
- To propose measures to manage human resources under the conditions of a project-oriented organisation including planning for career development and internal mobility;
- To establish and implement the F4E legal framework for a consistent personnel policy via the adoption of implementing rules to the Staff Regulations, in line with the Commission/EU institutions and agencies implementing rules;
- To ensure the proper application of the adopted framework regarding staff selection and recruitment, taking up of duties, training, career development and working conditions;
- To propose, prepare and implement any other Human Resources policies such as working conditions, working hours, leaves and absences, remuneration and allowances, secondment of national experts, internships, etc;
- To prepare and implement social measures (e.g. in the fields of health care, schooling etc.) for the benefit of the staff; and
- To support the Director in his relation with the staff representatives.

## 2. GENERAL CONDITIONS

### A. ELIGIBILITY CRITERIA

A1. In order to be eligible the candidate must:

- Be a citizen of one of the Member States of the European Union or of a Third state fully associated with the Euratom fusion programme (Switzerland);
- Enjoy his/her full rights as a citizen;<sup>1</sup>
- Have fulfilled the obligations imposed on them by the laws of their home country concerning military service;
- Meet the character requirements for the duties involved;
- Be physically fit to perform their duties<sup>2</sup>;

A2. On the closing date for registration, the candidate must possess:

At least a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more and, after having obtained the university degree, at least 15 years of proven professional experience;

OR

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<sup>1</sup> 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.

<sup>2</sup> 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.

At least a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is three years and, after having obtained the university degree, at least 16 years of proven professional experience.

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.

- A3. The candidate must possess a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties<sup>3</sup>.

## **B. QUALIFICATIONS AND EXPERIENCE REQUIRED**

### **B1 General Essential Selection Criteria:**

- At least 8 years of experience in relation with the several of the activities mentioned under heading number 1 ("Responsibilities") of which at least 5 years in similar position managing a group of professionals of relevant size;
- Capacity to interact and negotiate both with internal and external stakeholders at European and/or international level;
- Excellent managerial and organisational skills, in particular ability to lead, motivate and develop teams to the best of their potential within demanding environment;
- Experience in financial management, control and supervision of budget execution;
- Knowledge of quality assurance processes linked to the activities to be performed;
- Excellent analytical, planning and decision making capacities;
- Very good interpersonal skills in particular co-operative and service-oriented attitude;
- Experience in similar positions within an inter-cultural environment or in international bodies or companies;
- Willingness to travel, in particular to other sites of F4E (Cadarache, France and Garching, Germany).
- Strong communication skills;
- Ability to work under pressure;
- Ability to integrate into an international and multicultural environment;
- Good command of both written and spoken English, the working language of the ITER Project.

### **Specific Essential Selection Criteria:**

- Solid educational background in Human Resources Management (e.g. Master of Human Resources Management);
- Experience in developing Human Resources Policies and its implementation;
- Experience in dealing with HR related legal affairs and law cases (Staff Complaints, HR Data Protection, etc.);

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<sup>3</sup> In addition, staff members are required to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules in order to be considered for their first promotion.

- Experience in steering HR-related aspects of corporate-wide change processes;
- Experience in Personnel Selection Processes;
- Experience in the development of people management skills at corporate-wide level.

## B2 Advantageous Selection Criteria

- Knowledge and/or experience of the following will be advantageous:
  - Good knowledge of the Staff Regulations of the European Communities and its implementing rules.
  - Working in a European or international setting.

## 3. CONDITIONS OF EMPLOYMENT

A contract offer will be made as a member of temporary staff, pursuant to Article 2(f) of the Conditions of Employment of other servants of the European Communities.

The successful candidate will be recruited in the grade AD11 on a contract with an initial duration of five years, with possibility of renewal. The probationary period is 9 months.

For more information on the selection process of Temporary Agents and on the contractual and working conditions, please, refer to:

- **Guide for Applicants:**  
<http://fusionforenergy.europa.eu/careers/Documents/Annex%20to%20the%20VN.pdf>
- **Conditions of employment of Other Servants of the European Communities:**  
<http://eur-lex.europa.eu/LexUriServ/site/en/consleg/1962/R/01962R0031-20060701-en.pdf>

The salaries of temporary agents are subject to a community tax deducted at source. They are exempt from national tax. The European institutions have their own social security and pension scheme. **As an indication, the basic monthly salary, before any deductions or allowances, for grade AD11 (step 1) is currently 9.198€.**

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 salary is subject to a reasonable Community tax deducted at source and staff members are exempt of national taxation.

**By way of an example and only as an indication, please see below the example of the monthly salary for a couple with 2 children including expatriation allowance (16%), dependent child (under 6 years) allowance for 2 children.**

### **AD11 step 1:**

**9.538€ net salary (including allowances, after taxes and pension contribution).**

**In addition, F4E offers social benefits with regards to schooling and a health insurance scheme.**

Under certain circumstances, in particular where the jobholder is obliged to change his/her place of residence in order to take up employment, 'Fusion for Energy' may also reimburse various expenses incurred on recruitment, notably removal expenses.

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).

For reasons related to the 'Fusion for Energy' operational requirements, the candidate will be required to be available at short notice.

#### 4. 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 2 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 30/09/2014 at 12h00 noon, Barcelona GMT+1.**

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

**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.**