



VACANCY NOTICE

Head of Project Management Department

Fusion for Energy (F4E) is looking for the leader of the Project Management Department, who will play a key role in furthering F4E's contribution to the construction and operation of ITER, the largest fusion energy device/machine in the world.

Reference	Grade	Location	Closing date
F4E/TA/AD12/2021/0245	Temporary Agent AD 12	Barcelona, Spain ⁱ	26/02/2021 - 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.

A Service-Minded Leadership, the orientation to deliver quality service and well-performing projects and the ability to work at strategic level within an Executive Management team - these are some of the key traits of the successful candidate.

Several hundred industrial partners are currently under contract, designing and manufacturing complex (unique/one-off) components, with an annual expenditure in the order of 1 billion € per year. The permanent improvement of an already high quality standard throughout the supply chain is of greatest importance to F4E, both from a nuclear safety regulatory perspective, and to ensure confidence that the gigantic systems will perform to its specifications, making ITER a success.

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

The Head of the Project Department is a member of the senior management team and reports directly to the F4E Director, holding direct responsibility for:

- Leading, motivating and managing the department, ensuring coherence, permanent improvement and synergies;
- Participating in strategic decisions impacting F4E.

The Project Management Department is responsible for the definition, support and governance of the F4E operational processes. It ensures that F4E's projects are on a first in class level in terms of processes, methods, tools and training. It supports the different F4E projects (matrix organisation), process governance and thought leadership in the areas of:

- project planning, management and controlling,
- nuclear safety (French code),
- quality assurance and control,
- risk management and
- systems engineering.

It facilitates the Project Steering Meeting (PSM) as the key F4E decision-making body on project authorisations and escalated issues.

It ensures consistent and accurate project reporting by the project managers to senior management and, where needed, the Governing Board, the European Commission and Parliament. The department currently operates with a contingent of approximately 100 people.

Furthermore, it has the mission to:

- a) ensure effective cost control throughout the organisation through a central cost estimation and reporting function, that maintains the Estimate at Completion (EAC) and the associated budget allocation under change control;
- b) prepare the annual and multi-annual programme planning documents, and to monitor progress against these;
- c) interface with the ITER organisation in the areas of PM, nuclear safety and quality assurance and ensure the coherency of approach as far as practicable.

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 AD12 (step 1) is currently approx. €11K. 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 temporary 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 corresponding to completed university studies attested by a diploma when the normal period of university education is four years or more. In addition, after having obtained the university degree, at least 15 years of proven professional experience, of which at least 5 years should have been acquired as a manager; **OR** at least a level of education corresponding to completed university studies attested by a diploma when the normal period of university education is three years. In addition, after having obtained the university degree, at least 16 years of proven professional experience, of which at least 5 years should have been acquired as a manager.

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 two areas

B1.1. Technical selection criteria

- At least 15 years' experience in the widest area of project management and/or project controlling on complex development project(s) in a medium-large organisation (with at least 300 employees);
- At least 5 years' experience in one or more of the following assignments :
 - Leading a project;
 - Leading a programme;
 - Leading programme or project managers;
 - Leading a project office, developing methodologies and project management tools.
- At least 10 years of proven experience of applying industry standard project management methodologies and tools relevant for high technology projects;
- Proven experience in people management over 5 years;
- At least 5 years of working experience in a multi-country environment.

B1.2. Management Skills

We take your management and behavioural abilities very seriously: as part of the selection process, shortlisted candidates will attend a management assessment centre. Amongst others the managerial competences assessed will be:

- Create and share vision;
- Motivate, coach and develop others;
- Delegate, establish objectives and monitor follow-up of activities;
- Communicate assertively and present complex subjects simply;
- Analytical and organisational skills combined with an ability to work well under pressure.

B2. Advantageous Selection Criteria

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

- University degree in engineering, physics or equivalent;
- Proven experience in all the following assignments will be considered as an asset:
 - Leading a project;
 - Leading a programme;
 - Leading programme or project managers;
 - Leading a project office, developing methodologies and project management tools.
- Experience of system engineering and configuration management;

- Proven experience in one-of-a-kind projects;
- Certification in project management, for example PMI PMP, IPMA level C, PRINCE2 Practitioner, PM2, or higher;
- Proven experience of developing and rolling out quality assurance methodology and processes;
- Proven experience in nuclear safety, or other similar safety critical environments (e.g. aviation);

Submission of applications

You are required to complete and append to your CV or Motivation Letter the Application Form available at the end of this vacancy notice. The editable version of the Selection Criteria Form can be found [here](#).

Please, note that failure to include this document in your CV or Motivation Letter will cause your exclusion from the selection process.

It is your responsibility to demonstrate as much as possible, including examples where needed, that you meet the selection criteria indicated under points A1, A2, A3, B1, and B2 by including the relevant information in the application form.

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 three documents:

- A detailed Europass Curriculum Vitae in **English** (can be obtained at the following address: <https://europa.eu/europass/en/create-europass-cv>;
 - A motivation letter of 2 pages maximum in English;
 - An Application Form ([available here](#)) appended to either the CV or the motivation letter.
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**Applications must be complete and validly submitted by the closing date for submission of applications
No later than 26/02/2021 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 Temporary 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 28/01/2021.

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 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.

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.