

VACANCY NOTICE

POSITION TITLE	HEAD OF PROJECT MANAGEMENT INFRASTRUCTURE AND CONTROL DEPARTMENT (F/M)
SELECTION REFERENCE	F4E/TA/AD13/2015/0197
GRADE	TEMPORARY AGENT – AD13
LOCATION	BARCELONA, SPAIN
VALIDITY OF THE RESERVE LIST	31/12/2016
CLOSING DATE FOR APPLICATIONS	15/09/2015 AT 12.00 NOON, BARCELONA GMT+1

Fusion for Energy seeks to establish a reserve list for the profile of Head of Project Management Infrastructure and Control Department.

Suitable candidates placed on the reserve list may be recruited upon decision of the Appointing Authority. Candidates should note that inclusion on the reserve list does not guarantee recruitment.

This reserve list may be used for recruiting candidates on other similar positions carrying the same profile as the one described in this notice.

The validity of the reserve list could be extended if the Appointing Authority so decides.

1. RESPONSIBILITIES

The Head of the Project Management Infrastructure and Control Department is a member of the senior management team responsible for leadership of Fusion of Energy. He/she will report directly to the F4E Director.

The Head of the Project Management Infrastructure and Control Department is responsible for:

- Cost and Schedule Control for F4E's contribution to ITER;
- Implementing industry-standard project management processes, methodologies and tools;
- Contributing to the development of related Information and Communication Technology (ICT) systems;
- F4E's quality management system, including its effective implementation across the organisation;
- Following up the implementation of the accepted recommendations of internal and external audits.

Other important functions are:

- To provide leadership of the staff under his/her management;

- To ensure sound financial management of the budget under his/her responsibility, and will act as Authorising Officer by sub delegation for the relevant expenditures in accordance with F4E's financial regulation;
- Presenting reports to relevant European Institutions as well as to national parliamentary bodies in close coordination with the Commission;
- Preparing and implementing an overall Project Plan setting out the work programme of F4E, defining performance indicators to track the progress of the project in line with the ITER objectives and ensuring the most effective use of its resources
- To deputise for the Director as required.

2. GENERAL CONDITIONS

Applicants must satisfy the requirements set out in the Article 12 of the Conditions of the Employment of other servants of the European communities (CEOS¹) as well as the needs of the service.

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.²
- 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 duties³.

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

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 good command of English and a thorough knowledge of another official language of the European Union to the extent necessary for the performance duties⁴.

¹ http://ec.europa.eu/civil_service/docs/toc100_en.pdf

² 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.

³ 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.

⁴ Promotion/reclassification is subject to working knowledge of a third EU language

B. QUALIFICATIONS AND EXPERIENCE REQUIRED

B1 Essential Selection Criteria

- University degree in engineering, physics or equivalent;
- At least five years of proven working experience in a senior management position within a technically complex and large project;
- At least ten years of proven working experience in relation with several of the responsibilities listed above;
- Knowledge of industry standard project management methodologies and tools relevant for high technology projects;
- Proven skills in people management, in particular the ability to lead and motivate teams to the best of their potential;
- Excellent analytical and organisational skills combined with an ability to work well under pressure.
- Experience in change management and organisational development.

B2 Advantageous Selection Criteria

- Experience in the engineering design and integration of nuclear fusion devices (e.g. tokamaks);
- Experience of system engineering and configuration management in projects relevant to the mission of F4E;
- Knowledge of the ITER Project;
- Experience in the use of, and integration of data management tools such as Project Lifecycle Management (PLM) and Enterprise Resource Planning (ERP) systems;
- Knowledge of quality assurance methodology and processes;
- Working experience in a European or international environment.

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 AD13 on a contract with an initial duration of five years, with possibility of renewal. The established reserve list may be used to fill similar positions at the same grade but for 3 year non-renewable temporary agent 2(f) contracts. 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 AD13 (step 1) is currently 11,774.62 €.**

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. F4E as well offers social benefits with regards to schooling and a health insurance scheme. The salary is subject to a reasonable Community tax deducted at source and staff members are exempt of national taxation.

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 15/09/2015 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

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.**