

## VACANCY NOTICE

<b>POSITION TITLE</b>	<b>DRAWING OFFICE COORDINATOR (F/M)</b>
<b>SELECTION REFERENCE</b>	F4E/TA/AD6/2013/0176
<b>GRADE</b>	TEMPORARY AGENT – AD6
<b>LOCATION</b>	BARCELONA, SPAIN
<b>RESERVE LIST – MAXIMUM NUMBER</b>	3
<b>VALIDITY OF THE RESERVE LIST</b>	31/12/2014
<b>CLOSING DATE FOR APPLICATIONS</b>	23/09/2013 AT 12.00 NOON, BARCELONA GMT+1

### 1. RESPONSIBILITIES

As a member of the ITER Department of 'Fusion for Energy', the Drawing Office Coordinator will work in the Technical Support Services Unit and will manage and coordinate a group of Technical Support Officers working in Mechanical Computed Aided Design (CAD) and in Engineering Data Management areas. He/She will be in charge of developing and maintaining an integrated CAD infrastructure allowing F4E and all external contributors to manage technical data, complying with the requirements such as quality, contributions to the design, coordination and integration across the entire life-cycle.

The successful candidate will, among other tasks:

- Develop and manage a group of Technical Officers involved in :
  - supporting the mechanical definition of components and systems in order to sub contract their manufacturing, in compliance with functional, technical specifications and Quality Assurance requirements;
  - controlling the design, managing and occasionally performing design activities;
  - managing the CAD data exchange with the ITER International Organisation (IO), technical and quality control, archiving;
  - managing the CAD data exchange with F4E suppliers technical and quality control, archiving;
- Organize and follow up a localized F4E Mechanical Configuration control;
- Implement and maintain CAD and Product Life cycle Management (PLM) tools;
- Formalise the CAD processes, CAD procedures and CAD Manual;
- Supervise the implementation of CAD and PLM tools, specifications of the hardware architecture, choice of software;
- Identify, develop and manage the proficiency capacities of the team in the corresponding domains;
- Prepare and monitor the workload of the group.

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

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## **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 of at least 3 years attested by a diploma and, after having obtained the university degree, at least 3 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**

- University degree in mechanical engineering or equivalent;
- At least 4 years of proven experience in the Mechanical / Plant Design or and Design office processes;
- Very good knowledge and experience of the Computer Aided Design software tools used in the ITER project such as CATIA V5;
- Good knowledge and experience of the Product Lifecycle Management software tools;
- Experience in managing a group of technicians and engineers
- Proven ability to co-ordinate the work of international engineering/research teams;
- Proven ability to work effectively as part of a multi-disciplinary team;
- Strong interpersonal skills and high self-motivation;
- Good analytical capabilities;
- Strong communication and leadership skills,

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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.

<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.

- Good organizational skills and ability to work under pressure.
- Openness for new challenges and demands;
- Good command of both written and spoken English, the working language of the ITER Project.

## B2 Advantageous Selection Criteria

- Good knowledge and experience of Product Lifecycle Management software tools used in the ITER project such as: ENOVIA V5 or ENOVIA SMARTEAM
- Knowledge of fusion relevant technologies and design of fusion devices components.
- Working experience 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(a) of the Conditions of Employment of other servants of the European Communities.

The successful candidate will be recruited in the grade AD6 on a contract with an initial duration of five years, with possibility of renewal.

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 AD6 (step 1) is currently 4.921,28 €.**

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.

**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 (2 children under 6 years) allowance for 2 children:**

### **AD6 step 1:**

**6.057,73€ 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).

#### 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 23/09/2013 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:**  
[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.**

**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.**