

## VACANCY NOTICE

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| <b>POSITION TITLE</b>                | <b>CONTRACTS &amp; PROCUREMENT OFFICER (F/M)</b> |
| <b>SELECTION REFERENCE</b>           | <b>F4E/TA/AD6/2015/0196</b>                      |
| <b>GRADE</b>                         | <b>TEMPORARY AGENT – AD6</b>                     |
| <b>LOCATION</b>                      | <b>BARCELONA, SPAIN OR CADARACHE, FRANCE</b>     |
| <b>VALIDITY OF THE RESERVE LIST</b>  | <b>31/12/2016</b>                                |
| <b>CLOSING DATE FOR APPLICATIONS</b> | <b>26/06/2015 AT 12.00 NOON, BARCELONA GMT+1</b> |

Fusion for Energy seeks to establish a reserve list for the profile of Contracts & Procurement Officer.

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

As a member of the Project Procurement Team in the Contracts & Procurement Unit within the Administration Department of 'Fusion for Energy', the Contracts & Procurement Officer will be responsible for the preparation and implementation of operational procurement activities and the resulting operational contracts. This implies the launch of operational procurement procedures and commercial contract management after contract signature.

The successful candidate will, among other tasks:

- Provide expert support to Project Teams regarding the establishment and implementation of procurement strategies needed for the definition of operational calls for tenders;
- Manage the preparation and publication of operational calls for tender, the commercial negotiation with tenderers, the evaluation of tenders (in collaboration with other F4E Responsible Officers), the preparation of the award and signature of the operational contracts (including presentation to the Procurement and Contracts Committee<sup>1</sup>);
- Ensure appropriate regulatory compliance level and implementation of corporate policies through procurement activities and subsequent operational contracts, as applicable to individual cases and as mandated by the corporate objectives;

<sup>1</sup> Please refer to <http://fusionforenergy.europa.eu/aboutfusion/pcc.aspx> for more information on the role of the Procurement and Contracts Committee.

- Ensure proactive implementation of cost containment policies and objectives throughout operational procurement activities, considering all phases in the product lifecycle (procurement, operation, maintenance and disposal) as appropriate;
- Provide expert support to Project Teams regarding the establishment and implementation of commercial contract strategies as part of the risk analysis, market analysis, commercial and financial analysis related to the operational contract and contractual changes;
- Be responsible for all aspects of the commercial implementation of operational contracts and related procurement arrangements<sup>2</sup>, providing appropriate translation of F4E needs into contractual, commercial and financial solutions;
- Manage the administration of operational contracts, including amendment preparation, option release, contract close-out, etc. and safeguard that actions of both contractual parties are compliant with contractual responsibilities and objectives;
- Contribute to the planning and reporting of Contracts & Procurement activities and ensure proper documentation and archiving of procurement procedures and resulting operational contracts.

## 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>3</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>4</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>5</sup>.

The candidate must be able to communicate in English, the working language of the ITER Project.

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<sup>2</sup> A Procurement Arrangement (PA) is an arrangement agreed between the ITER Organisation and Fusion for Energy which governs the implementation of the procurement in kind. The PA provides a detailed technical description of the contribution to be made including the technical specifications, schedules, milestones, risk assessments and deliverables, including criteria for their acceptance.

<sup>3</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>4</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>5</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.

## B. QUALIFICATIONS AND EXPERIENCE REQUIRED

### B1 Essential Selection Criteria

- University degree in Engineering, Law, Economics, Business Administration or equivalent;
- At least 3 years of proven professional experience in no less than 4 of the tasks related to the responsibilities mentioned under above ("Responsibilities");
- At least 2 years of proven working experience in the follow-up of commercial aspects of industrial or construction contracts;
- Proven practical experience in face-to face negotiation with economic operators;
- Ability to work both autonomously and as part of a team;
- Excellent analytical, planning and organisational skills;
- Strong interpersonal and communication skills;
- Ability to integrate into an international and multicultural environment;
- Good command of both written and spoken English, the working language of the ITER Project.

### B2 Advantageous Selection Criteria

- Master degree in Engineering, Law, Economics, Business Administration or equivalent;
- Knowledge of EU public procurement regulations, practices and directives;
- Knowledge of quality assurance processes linked to the activities to be performed;
- Good understanding (by training or professional experience) of the ITER and Broader Approach framework;
- Proven working experience in construction contract management (FIDIC or equivalent);
- 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(f) 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<sup>6</sup>. 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 AD6 (step 1) is currently 4.960,64 €.**

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<sup>6</sup> In the interest of the service, candidates may be offered a 3 year, nonrenewable temporary agent 2(f) contract

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:**

**5,723.95 € 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 or Cadarache, France.**

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

#### **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 26/6/2015 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](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.**