

VACANCY NOTICE

POSITION TITLE	HUMAN RESOURCES OFFICER (F/M)
SELECTION REFERENCE	F4E/TA/AD6/2019/0223
GRADE	TEMPORARY AGENT – AD6
LOCATION	CADARACHE, FRANCE¹
NUMBER OF SUCCESSFUL CANDIDATES SOUGHT FOR THE RESERVE LIST²	8
VALIDITY OF THE RESERVE LIST	31/12/2020
CLOSING DATE FOR APPLICATIONS	11/03/2019 AT 12.00 NOON, BARCELONA TIME

1. ORGANISATION SETTING

Fusion for Energy, or F4E, a European Union Joint Undertaking, headquartered in Barcelona, specifies and manages the production of the European contribution (45%) to ITER. This research fusion reactor in Cadarache, France, will progress fusion by a major leap towards clean and sustainable generation of abundant base load energy, complementing renewables.

ITER is one of the largest construction projects in Europe and the world's largest scientific partnership. ITER brings together seven parties that represent half of the world's population – the EU, Russia, Japan, China, India, South Korea and the United States.

Further information on F4E is available on the F4E website: <http://www.fusionforenergy.europa.eu/>.

F4E is seeking a suitable candidate for the position of Human Resources Officer at its offices in Cadarache, France.

The mission of the Human Resources Unit is to support F4E in becoming an employer of choice by attracting, developing and inspiring great people, with great passion, working for a great purpose. To this end, the Unit aims to implement best practice and provide strategic solutions and evidence based advice and counsel. Leadership development, staff engagement and confidence building act as guiding

¹ Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places.

² The Selection Board will draw up the reserve list and populate it until the number of successful candidates sought is reached. Eligible candidates who have been shortlisted for further testing and have obtained the highest overall marks following the assessment will be listed alphabetically. Where candidates tie for the last available place on the reserve list, they will all be included on the reserve list. Any readmitted candidates following a successful appeal at this stage of the procedure will also be added to the reserve list.

principles to human resource decision-making and provide a framework for our commitment to service delivery and the following strategic objectives:

- Create value by enhancing workforce effectiveness at all levels of the organisation;
- Foster a culture of mutual respect and trust that embraces inclusion and equitable practices;
- Enhance HR service delivery capabilities and alignment by adapting, standardizing, and streamlining essential processes, procedures, and communication;
- Develop and maintain collaborative partnerships that further F4E's mission and objectives.

2. RESPONSIBILITIES

As a member of the Business Partners Team in the HR Unit within the Administration Department of F4E and under the overall responsibility of the Head of the HR Unit, the successful candidate will contribute and provide support in all areas of HR related activities. The jobholder will be the HR focal point for F4E's Cadarache and Garching duty stations.

A key responsibility is to provide advice and guidance to the managers on the interpretation of HR policies and procedures and to provide information to staff members about regulations, policies and general support.

The work requires a profound knowledge of HR matters, EU Staff regulations/CEOS and decisions, including proven experience in HR practices and people management.

The successful candidate will, among other tasks:

- Contribute to the implementation and monitoring of human resources policies and processes in line with the EU Staff Regulations and CEOS: selection and recruitment, training, staff appraisal, mobility, career guidance and development, working conditions, equal opportunities, disciplinary issues amongst others;
- Provide first line assistance to staff in matters of schooling, leaves and absences, well-being, training and career development, relocation or any other individual entitlements;
- Advise managers in the analysis and planning of the staffing needs including internships and use of interim services; inform them on potential resourcing solutions; renewal of contracts;
- Advise management on effective handling of personnel issues and provide resolution recommendations;
- Participate in selection committees and assist in the daily management of selection procedures;
- Coordinate training activities and develop related policies, procedures and processes;
- Guide talent development and retention by researching, planning, proposing, and influencing solutions that meet organisational needs;
- Prepare and contribute to information sessions to F4E staff in HR related issues including induction training for newcomers;
- Participate in committees, work groups, and/or process improvement teams;
- Develop a proactive strategy with staff representatives;
- Recommend and implement new approaches, policies and procedures to effect continual improvements in efficiency;
- Coordinate medical infrastructure in Cadarache (full scope of annual medical visits to be ensured on location);
- Facilitate, action and promulgate corporate F4E identity;

- Foster, maintain and further relations between HR-F4E and HR-IO;
- Procure, in collaboration with the Contract and Procurement Unit, services from external providers where necessary and ensure they are appropriately managed, monitored, and compliant with F4E rules;
- Perform any other tasks related to human resources issues and policies.

3. 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.³
- 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 duties⁴.

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 produce evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his duties⁵. One of the two languages must be English.

B. QUALIFICATIONS AND EXPERIENCE REQUIRED

B1 Essential Selection Criteria

- University degree in Human Resources, Psychology, Law, Sociology, Business Administration, Business Management, Economy or equivalent;
- Minimum of 5 years of proven experience or related experience of Human Resources, in particular in relation to the tasks mentioned under “Responsibilities” (point 2)/ including employee relations or HR project management;
- Proven knowledge and experience in at least 2 functional HR domains;
- Good knowledge of the EU Staff Regulations and CEOS;

³ 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.

⁴ 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.

⁵ Promotion/reclassification is subject to working knowledge of a third EU language.

- Strategic thinking and ability to diagnose issues, identify and influence in the appropriate solution;
- Ability to work independently, with solid capacity for initiative and ability to deal with difficult situations;
- Strong communication and interpersonal skills necessary to communicate at several levels;
- Strong sense of responsibility, commitment and co-operation;
- Good organisational skills and ability to work under time pressure;
- High level of discretion;
- Working experience in a European Union or international organisation.

B2 Advantageous Selection Criteria

- Demonstrated experience working as sole representative of an organisation's HR function;
- Experience working in a scientific and/or engineering environment;
- Strong level of influence and negotiation skills;
- Be able to develop effective working relationships with employees at all levels as well as have a strong personality to stand your ground;
- Have a highly structured approach to work, attention to detail and a focus on quality as well as deadlines;
- Good command of oral and written French;
- Experience driving process improvements.

4. CONDITIONS OF EMPLOYMENT

Commitment to promote equal opportunities

'Fusion for Energy' is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.

Depending on business needs and budgetary availability, the candidate(s) placed on the reserve list may be recruited as temporary agents under Article 2(f) of the CEOS in grade AD6 with either a contract of an initial duration of five years, with possibility of renewal; or with a non-renewable contract of a shorter duration.

In both those cases, 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/LexUriServ.do?uri=CONSLEG:1962R0031:20140101: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 5,416.58€.**

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.

For further information on remuneration for temporary agents, visit:

https://f4e.europa.eu/downloads/careers/Remuneration_TA.pdf

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 **Cadarache, France**.

Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places.

For reasons related to the 'Fusion for Energy' operational requirements, once the candidate receives the job offer, he/she may be required to be available at short notice (2 to 3 months).

5. 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 11/03/2019 at 12h00 noon, Barcelona time.

Reimbursement of travel expenses

Travel expenses incurred for tests will be reimbursed by 'Fusion for Energy' according to its rules for the reimbursement of travel expenses sent along with the letter inviting to an interview. After the submission of the required documents, the reimbursement of the travel expenses will occur in the 3 following months.

Protection of personal data - Privacy notice

'Fusion for Energy' as the body responsible for organizing the selection process, will ensure that applicants' 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.

Applicants have the right to access and rectify their 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.

Should the applicant have any query concerning the processing of his/her personal data, he/she shall address them to the following address: Resources-Controller@f4e.europa.eu

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.**

Appeal and Complaint procedures

Applicants that consider that he/she has been unfairly affected by a particular decision regarding this selection can lodge a complaint. For further details on how to proceed, please consult the appropriate document published on our [website](#).

6. RESERVE LIST

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.

All the detailed information concerning the selection process may be found in the "Guide for applicants" published on the F4E website along with this Vacancy Notice.