

**VACANCY NOTICE**  
**F4E/TA/AD9/2010/0142**  
**(Temporary Agent – AD9)**

<b>POSITION TITLE</b>	TECHNICAL RESPONSIBLE OFFICER FOR THE PROCUREMENT OF HEATING AND CURRENT DRIVE SYSTEMS (F/M)
<b>GRADE</b>	AD9
<b>LOCATION</b>	BARCELONA, SPAIN
<b>CLOSING DATE FOR APPLICATIONS</b>	21/01/2011

## **1. THE ORGANISATION**

The European Joint Undertaking for ITER and the Development of Fusion Energy ('Fusion for Energy' or F4E) plays a key role in realising fusion as a possible future source of energy by providing the European contributions to the ITER International fusion energy project and the Broader Approach Agreement with Japan as well as by preparing for the construction of a demonstration fusion reactor.

In its role as the Euratom Domestic Agency for ITER, F4E will:

- Oversee preparation of the ITER project site in Cadarache, France;
- Provide in kind components, equipment, materials and other resources to ITER;
- Manage procurement arrangements with ITER ;
- Coordinate Euratom's participation in the scientific exploitation of ITER;
- Provide for the implementation of R&D activities in support ITER;
- Provide Euratom's financial contribution to ITER;
- Provide arrangements to make human resources available for ITER.

In its role as the Implementing Agency for the Broader Approach Agreement with Japan, F4E will:

- Provide components, equipment and other resources for the Broader Approach (BA);
- Coordinate Euratom's participation in the Broader Approach implementation ;
- Provide for the implementation of associated R&D activities;
- Provide the Euratom financial contribution to the Broader Approach;
- Arrange to make human resources available for the Broader Approach.

In preparation for the construction of a demonstration fusion reactor (DEMO) and related facilities including the International Fusion Materials Irradiation Facility (IFMIF), F4E will implement a programme of research, development and design activities.

For further information about the structure and tasks of F4E, please consult the website at <http://fusionforenergy.europa.eu>

## **2. JOB DESCRIPTION - RESPONSIBILITIES**

As a member of the ITER Department of 'Fusion for Energy', the Technical Responsible Officer will work in the Heating, Current Drive, Diagnostics, Plasma Engineering and CODAC Division, in the Heating and Current Drive Group. He/she will report at Group Leader level.

The successful candidate will, among other tasks:

- Contribute to the development of the overall strategy for the procurement in kind of the heating and current drive electrical and/or power electronics and/or mechanical systems under the responsibility of the group, in particular :
  - the power supplies for the ITER neutral beam system;
  - the power sources (gyrotrons, magnets and auxiliaries) and power supplies for the ITER electron cyclotron heating system;
- Prepare and coordinate the execution of the Procurement Arrangements (PA) with ITER, which define the Joint Undertaking scope of supply and associated responsibilities;
- Manage interfaces between F4E, suppliers and ITER, including the other ITER Parties in charge of the procurement of interfacing sub-systems and components;
- Contribute to the preparation and implementation of F4E work programs, work plans and time schedule;
- Manage the preparation of the technical specifications and Quality Assurance documents for Call for Tender/Proposals for both Procurement and Grant activities;
- Manage the Technical Evaluation of Tender responses and participate in negotiations for concluding R&D, design and manufacturing grant/procurement contracts;
- Supervise the execution of contracts by tracking design, R&D and procurement activities against schedule, monitoring progress, managing changes and deviations, identifying and monitoring risks, providing regular and accurate reporting, attending tests, analyzing and evaluating results;
- Organize and supervise, as applicable, technical meetings (e.g. design reviews, progress meetings, etc.), preparing reports and minutes as required;
- Supervise the implementation of quality assurance and control requirements in accordance with arrangements established with ITER Organization;
- Liaise with other F4E departments, in particular the Contracts and Procurement Department, for the selection of appropriate procurement procedures and the preparation of Tender and Contractual documentation;
- Coordinate a Section within the Group in the execution of the above tasks.

## **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.<sup>1</sup>
- Have fulfilled the obligations imposed on them by the laws of their home country concerning military service.

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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.

- 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 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 12 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 13 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**

### **B1 Essential Selection Criteria**

- University degree in the field of electrical engineering and/or power electronics and/or mechanical engineering or equivalent;
- Minimum 4 years of experience in each of at least two of the following fields:
  - Electromagnetic and circuit analysis
  - Power electronics and power conversion
  - High voltage technology in particular for DC applications
  - Radio frequency and microwave engineering and technology
  - Superconducting magnets
  - High heat flux components and heat transfer systems
- Proven working experience in most of the tasks described under point 2, “Responsibilities”; must have been acquired during engineering activities involving design and/or manufacturing of complex electrical and/or power electronics and/or mechanical systems, in an environment applying formal quality assurance practices to internationally recognized standards;
- At least 6 years experience in:
  - the preparation and evaluation of technical bids; and/or
  - the follow-up of industrial procurement contracts, including monitoring of schedule, quality control procedures and acceptance testing;
- Proven knowledge of project management best practices;
- Experience with PRIMAVERA scheduling tools;

<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.

- Willingness to travel and work away from the office;
- Good command of both written and spoken English, the working language of F4E.

## B2 Advantageous Selection Criteria

- Experience in more than two of the fields mentioned under the essential criteria, second bullet point;
- Experience in design, analysis and integration of systems and components for fusion devices;
- Experience in working in multinational and/or distributed teams;
- Experience in applying formal codes and standards to engineering projects;
- Experience in working with a drawing office and the use of advanced CAD systems;
- Knowledge of scientific and engineering aspects of the ITER project and of related activities;
- Knowledge of the additional heating and current drive systems for ITER, in particular the neutral beam injection system and the electron cyclotron heating system;
- Knowledge of F4E operational procedures and tools;
- Ability to interact effectively with people with different professional background and working in different departments/bodies/organisations including industry;
- Ability to coordinate activities of a multi-disciplinary team;
- Good command of another additional European language
- Good analytical capabilities, communication skills, organisational skills and ability to work under pressure;
- Working experience in a European or international setting.

## 4. 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 AD9 on a contract with an initial duration of five years, with possibility of renewal.

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 AD9 (step 1) is currently 6.993,83 €.**

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 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 need of the organisation and upon the agreement of the candidate, the place of employment might also be 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.

## 5. SELECTION PROCEDURE

A Selection Committee will be set up for the selection process. The eligibility of candidates will be assessed by the Committee according to compliance with all formal requirements by the closing date for the submission of applications. Any applications which do not meet the requirements specified in a vacancy notice (i.e. incomplete applications, applications submitted after the deadline or which do not meet the detailed criteria listed under 'the eligibility criteria') will be rejected.

Eligible candidates who meet all essential selection criteria and have the best profiles for the specific needs will be invited for an interview, which will be held mainly in English. Candidates invited for an interview will be requested to present for verification all documents supporting every educational achievement and work experience they have referred to in the application.

The interview will focus in particular on the candidate's specialist knowledge in the field of the selection and his/her knowledge of the main developments in European integration and Community policies. The interview is also designed to evaluate his/her linguistic skills and ability to adjust to working in a multicultural environment.

The interview sessions will be held in **Barcelona, Spain**.

**Please note that the Selection Committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.**

After the interviews, the Selection Committee will draw up a reserve list with the most suitable candidates, which will be adopted by the Appointing Authority and will be valid until 31 December 2012 and may be extended. As soon as this decision is taken, successful candidates will be informed. However, candidates should note that inclusion in the reserve list does not guarantee recruitment.

Please note that a binding commitment can only be made after verification of all conditions and will take form of a contract signed by the Director of 'Fusion for Energy', on proposal by the Selection Committee. If at any stage of the procedure it is established that any of the information a candidate provided is incorrect, this candidate will be disqualified.

The present vacancy notice is subject to the availability of budget and posts in the establishment plan of the Joint Undertaking, as decided by the EU budgetary authority.

## 6. GENERAL INFORMATION

### **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.

### **Approximate timetable**

As a rough guide only, the selection procedure can take up to 6 months.

### **Communication with applicants**

Taking into account the nature of the duties, and in order to facilitate the selection process, all communications to candidates concerning the selection procedures will be by email and in English only. Applicants are advised to check their e-mail regularly to see whether they have received any

communication and also update their profiles in the e-recruitment tool in the event of any change in their contact details. All enquiries or requests for information or documentation in relation to selection procedures should be addressed to 'Fusion for Energy' HR Selections Team by e-mail to:

[hr-selections@f4e.europa.eu](mailto:hr-selections@f4e.europa.eu)

### **Reimbursement of travel expenses**

Travel expenses incurred for interviews and medical examinations will be reimbursed by 'Fusion for Energy' according to its [rules for the reimbursement of travel expenses](#) sent along with the letters inviting to an interview or a medical examination.

### **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 (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. 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. In order to update your CV and/or Motivation Letter and rectify any incorrect or inaccurate data, please send an email to [hr-selections@f4e.europa.eu](mailto:hr-selections@f4e.europa.eu) **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](mailto:Resources-Controller@f4e.europa.eu)

### **Appeal and Complaint procedures**

Applicants that consider that he/she has been adversely 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.

## **7. 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.aspx>

Applicants must register their applications online through the F4E E-recruitment tool by creating a valid F4E user account.

**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 curriculum vitae in **European format** in **English** (that can be obtained at the following address:  
<http://europass.cedefop.europa.eu/europass/home/hornav/Downloads.csp>

- A motivation letter of 2 pages maximum in English including a clear mention of the post applied for and of your address for correspondence and for invitation to interview

**Applications must be complete and validly submitted by the closing date for submission of applications**

**no later than 21/01/2011 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.**