

VACANCY NOTICE

POSITION TITLE	SENIOR PLANNING AND SCHEDULING OFFICER (F/M)
SELECTION REFERENCE	F4E/TA/AD9/2014/0182
GRADE	TEMPORARY AGENT - AD9
LOCATION	BARCELONA, SPAIN
RESERVE LIST - MAXIMUM NUMBER	5
VALIDITY OF THE RESERVE LIST	31/12/2015
CLOSING DATE FOR APPLICATIONS	09/04/2014 AT 12.00 NOON, BARCELONA GMT+1

1. RESPONSIBILITIES

As a member of the ITER Department of 'Fusion for Energy', the Senior Planning and Scheduling Officer will directly report to the Project Control Group Leader in the Project Office and Control Unit and will be responsible for the management of the Planning and Scheduling Team which controls all schedule related information for Fusion for Energy including the European contributions to the procurement for ITER.

The successful candidate will, among other tasks:

- Lead and manage the staff within the Planning and Scheduling team to provide a high level support to the Project Teams through a matrix structure, making sure that appropriate resources are available to support the teams (within defined resource constraints).
- Lead and manage the staff within the Planning and Scheduling team to provide an appropriate level of scheduling support to other areas of F4E to facilitate reporting. The schedules to be managed include high level schedules for Broader Approach and Administration which must also be managed by the Planning and Scheduling team.
- Develop and implement industry standard, high quality, standardized planning practices within the F4E organization and ensure that processes are in place to verify that these standards are applied and maintained throughout all involved units. The planning practices applied must support F4E management and reporting requirements and will include the required processes and practices needed for the implementation of an Earned Value Management System.
- Identify requirements and procure additional support as required through specific contracts to develop and implement changes to current processes, practices and tools which enhance the service provided by the Planning and Scheduling team.
- Support the Project Control Group Leader in all matters related to the development, maintenance and management of the F4E Detailed Working Schedules and Supplier schedules.
- Liaise with ITER Organization (IO) Project Control Office on specific scheduling activities, coordinate the monthly submission to ITER IO of the F4E Detailed Work Schedule (DWS) and

manage the F4E input into the Project Strategic Management Plan (SMP) and Annual Work Plan (AWP) as required.

- Manage the provision of appropriate software tools to allow the Planning and Scheduling team to perform their duties and to provide a suitable level of access to schedule information across F4E.
- Provide support in the preparation of F4E programmatic documents such as the Project Plan and Work Programs;
- Coordinate the planning and scheduling support to the deployment and use of the Contract Manager tool.

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.¹
- 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 duties².

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 duties³.

¹ 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.

² 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.

³ 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 an Engineering, Scientific or Management field or equivalent;
- At least 10 years of proven professional experience of Project Management / Project Control within an industrial environment with a specific focus on the development and management of schedules for complex major projects, but also including risk and cost management.
- Proven experience of Earned Value Management Systems (EVMS) and in the requirements of EVMS from a project planning perspective.
- Solid experience in working with Primavera planning software and have an advanced knowledge of the tool.
- Extensive experience in the development and implementation of standardized planning practices and the subsequent evaluation of schedules against these best practices.
- Good analytical capabilities;
- Strong communication skills;
- Good organisational skills and ability to work under pressure;
- 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

- Knowledge of engineering topics of fusion;
- 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 AD9 on a contract with an initial duration of five years, with possibility of renewal. The probationary period is 6 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 AD9 (step 1) is currently 7.127,99€.**

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.

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 (under 6 years) allowance for 2 children.

AD9 step 1:

8.075€ 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).

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 09/04/2014 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.