



Vacancy Notice

Head of Contracts Unit

Fusion for Energy (or F4E) is hiring a Head of Contracts Unit, who will play a key role in the Project Control, Supply Chain and Finance Department.

Reference	Grade	Location	Closing date
F4E/TA/AD9/2024/0275	Temporary Agent AD 9	Barcelona, Spain ⁱ	19/09/2024 - 12:00 noon (CET)

Is this job for you?

Do you have a track record in supply chain management along with financial mastery? Are you ready to lead and inspire a team of highly specialised professionals? Then this is the job for you as we are looking for our new Head of Contracts unit!

Fusion for Energy (F4E) is managing Europe's contribution to ITER, the biggest fusion experiment, and is contributing to several other major projects in the same domain. The fusion landscape is changing fast and F4E as a key European player has just entered in a new organisation. The Head of Contracts unit will be a key player in the new organisation and at the heart of a reinforced Supply Chain development.

Why F4E?

Fusion for Energy (F4E) is the European Union's organisation for ITER and the Development of Fusion Energy. We are working with industry and laboratories to deliver cutting-edge components to the ITER international fusion energy project. In parallel, we are working on other major projects in the same domain, including the JT-60SA experiment with Japan, a new material testing facility (DONES), and, in the long-term, preparing for the next generation of fusion devices.

F4E is headquartered in Barcelona with offices in Cadarache (France) and Garching (Germany). To deliver the European contribution to ITER, face the fusion challenges, and manage more than 400 professionals, F4E is moving towards a more diverse, flexible, and result-oriented organisation. Its renewed vision is focussed on (1) successful delivery of projects, (2) developing fusion talent and knowledge base for the development of commercially viable fusion power plants in Europe and (3) paving the way for a transition from research to a competitive European industrial fusion sector.

We are committed to Diversity & Inclusion

Fusion for Energy is an equal opportunities employer and takes care to avoid any form of discrimination. As part of its commitment to diversity, gender equality and geographical distribution, F4E strongly encourages applications from female candidates and applies a policy of equal opportunities. It does not discriminate against anyone on grounds of gender, race, colour, ethnic or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability or sexual orientation. Fusion for Energy offers measures to reconcile professional and private life and will provide reasonable adjustments at the workplace for persons with disabilities.

Your key areas of impact

As a member of the Project Control & Supply Chain Department Management Team, the successful candidate will report to the Head of Department. The Head of Contracts Unit is responsible for leading the Unit towards the achievement of its mission through the fulfilment of the requirements defined in the mission statements and, for ensuring the sound and efficient management of the resources assigned to the Unit. The role and responsibility of the Head of Unit include but are not limited to:

- Lead and monitor the efficient organization of the Unit ensuring proper allocation of resources among the different units' objectives, contributing to a flexible matrix organisation;
- Ensure that a coherent commercial & Supply Chain Management approach is used in ways that are similar in all Programmes/Projects that the unit members will serve and in compliance with the management systems requirements - in particular with the EU financial regulations, Industrial Policy and quality and nuclear safety requirements – and in support of Projects Department needs and of overall F4E Vision;
- Provide leadership for the direct reports and take responsibility for incorporating gender perspectives and ensuring diverse participation in all areas of work; demonstrate knowledge of strategies and commitment to the goal of gender and geographical balance in staffing;
- Manage the Staff assigned to the Unit and monitor the fulfilment of their mission and objectives;
- Establish a work environment allowing for trust, collaboration, well-being and where Staff can be engaged and motivated; promote professional development of the staff
- Ensure proper definition, implementation, and follow-up of the Unit's administrative budget;
- Contribute to the strategic leadership of F4E as part of the Middle Management and advise Senior Management on matters pertaining to the Unit's area of responsibilities;
- Be responsible for the definition, developing, implementation and follow up of within the Unit of policies, processes and procedures;
- Promote and facilitate interfacing and (where appropriate) integration of the Unit's Staff and processes with the corresponding services in the various project stakeholders (e.g. ITER IO, Suppliers);
- Act as a conduit of information between Staff and Senior Management and advice the latter on matters related to Unit's area of work.

What can we offer you?

Life in Barcelona, Spain

Barcelona offers professionals and families a high quality of life. It has a year-round average temperature of 18°C and complements its cosmopolitan lifestyle and vibrant cultural life with the nature of the Mediterranean coastline and the Pyrenees.

The city is strategically located between the sea and the mountains, and it is served by an international airport. Barcelona is a cosmopolitan city with Roman remains, medieval quarters and the most beautiful examples of 20th century modernism and avant-garde architecture.

Salary and benefits

As an indication, the basic monthly salary for grade AD9 (step 1) is currently € 9.025,62. 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 salaries of temporary agents are subject to a community tax deducted at source and are exempt from national taxation.

Where you would need to relocate, you would normally benefit from relocation and removal reimbursements. F4E has agreements with a wide range of international schools to support access to schooling for the dependent children of its staff.

Work-life balance

F4E enables staff members to reconcile family and professional life by offering flexible work arrangements and teleworking.

F4E staff members enjoy a basic entitlement of 24 days of annual leave as well as +/- 18 statutory public holidays per annum. Additional leave days may be granted for age and distance from the place of origin.

How will we evaluate your application?

A Eligibility Criteria - you can apply if:

A1. You fulfil five general requirements

1. Being a citizen of one of the Member States of the European Union or of a third state fully associated with the Euratom fusion programme.
2. Enjoying your full rights as a citizenⁱⁱ.
3. Have fulfilled the obligations imposed on you by the laws of your home country concerning military service.
4. Producing the appropriate character references as to your suitability for the performance of your duties.
5. Being physically fit to perform your dutiesⁱⁱⁱ.

A2. Your Education & Experience are in line with our requirements^{iv}

On the closing date of the application process, you must have:

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, of which at least two years should have been acquired as a manager;

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, of which at least two years should have been acquired as a manager.

A3. Your Language Skills are developed

You must produce evidence of excellent written and spoken communications in English and of a satisfactory knowledge of another official language of the European Union.

B Your Qualifications and Experience

B1. It is essential that your professional history covers two areas:

B1.1. Technical selection criteria

- University degree in Engineering, Economics, Law or Business Administration, or equivalent;
- At least 12 years of professional experience of contracts management related activities;
- At least 10 years' relevant experience in Commercial management or procurement activities for complex, high technology and/or first of a kind products and projects;
- At least 5 years' experience in the management or coordination of procurement or commercial management activities for contracts over 10 MEUR;
- At least 2 years' experience in the management or coordination of teams.

B1.2. Management Skills¹

We take your management and behavioural abilities very seriously: as part of the selection process, shortlisted candidates will attend a management assessment centre. Amongst others the managerial competences assessed will be:

¹ As per Annex of the Decision of the Administration and Management Committee of the European Joint Undertaking for Iter and the development of Fusion for Energy of 13 June 2019 on middle management staff.

- Ability to communicate clearly, demonstrate a collaborative style and fostering well-being of staff;
- Ability to build productive and cooperative working relationships with hierarchy, partners, and stakeholders;
- Create and share vision; motivate, coach, and develop others while fostering collaboration, trust, support, understanding, sharing and responsibility;
- Delegate, establish objectives and monitor follow-up of activities.

B2. Advantageous Selection Criteria

In addition to the above, the following criteria will be taken into account:

- Working experience in procurement and commercial management in the EU environment or equivalently in a public body with the EU Member States;
- Proven experience in projects related to fusion-related systems and technologies, nuclear systems and technologies and/or large science infrastructure systems and technologies;
- Track record in managing teams distributed across several different locations/countries;
- Post-graduate certification in business administration, industrial or business organisation, project management and/or human resources management;
- Track record in visibly championing/sponsoring or leading Diversity, Equity, and Inclusion initiatives in the last 5 years.

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: <https://jobs.f4e.europa.eu/>.

You must register your application 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 submitting/sending in job applications. You are responsible for keeping your e-mail addresses and personal details up to date in your profile in F4E online application tool.

The mandatory fields in the profile marked with an asterisk should be duly filled in and you are requested to submit the following two 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 19/09/2024 at 12h00 noon Barcelona time.**

In case you encounter technical problems when trying to submit your application via the e-Recruitment tool, please take a screenshot and send it to hr-selections@f4e.europa.eu. It is your responsibility to inform F4E about any technical problem immediately, 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.

Conditions of employment

Successful candidates will be placed on a Reserve List, and one of the candidates thereon may be offered this position.

For more information on the selection process of Temporary Agents and on the contractual and working conditions, please, refer to the "[Guide for applicants](#)" published on the F4E website along with this Vacancy Notice and the [Conditions of employment of Other Servants of the European Communities](#).

How is your data protected?

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

You have the right to access and rectify your 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.

Vacancy published on F4E website on 07/08/2024.

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

ii 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.

iii Before their 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.

iv 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.