

**VACANCY NOTICE  
F4E/TA/AST3/2010/0132  
(Temporary Agent – AST3)**

<b>POSITION TITLE</b>	PROCUREMENT ASSISTANT (F/M)
<b>GRADE</b>	AST3
<b>LOCATION</b>	BARCELONA, SPAIN
<b>CLOSING DATE FOR APPLICATIONS</b>	19/02/2010

**1. THE ORGANISATION**

The European Joint Undertaking for ITER and the Development of Fusion Energy ('Fusion for Energy') will play 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, the Broader Approach Agreement with Japan as well as to prepare for demonstration fusion reactors.

In its role as the Euratom Domestic Agency for ITER, 'Fusion for Energy' 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, the Joint Undertaking will:

- Provide components, equipment and other resources for the Broader Approach;
- 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), the Joint Undertaking will implement a programme of research, development and design activities.

For further information about the structure and tasks of 'Fusion for Energy' please consult the website at <http://fusionforenergy.europa.eu>

## **2. JOB DESCRIPTION**

As a member of the Contracts & Procurement Department, and reporting to the Procurement Group Leader, the Procurement Assistant supports the members of the service in the preparation and implementation of procurement activities and all related matters.

## **3. RESPONSIBILITIES**

The successful candidate will, among other tasks:

- Assist in the preparation of calls for expression of interest, calls for tender and calls for proposal;
- Assist in the monitoring and follow up of the implementation of the contracts, grants and any other action undertaken by the Procurement Group;
- Prepare the necessary reports of the activity and results of the Procurement Group, produce statistics and manage spread sheets;
- Build up, manage and maintain an archiving system for documents and files;
- Manage (including tendering, contract preparation and follow up) low value contracts and related activities, in collaboration with technical responsible, Legal and Financial officers;
- Contribute to the coordination, planning, development and implementation of activities and procedures;
- Perform other administrative tasks.

## **4. 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.
- Meet the character requirements for the duties involved.
- Be physically fit to perform their duties<sup>2</sup>.

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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.

<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.

A2. **On the closing date for registration** the candidate must possess:

A level of post-secondary education attested by a diploma and, after having obtained the diploma, 3 years of relevant professional experience

OR

a level of secondary education attested by a diploma giving access to post-secondary education and, after having obtained the diploma, 6 years of relevant 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. SELECTION CRITERIA**

### **B1 Essential**

- Proven working experience in one or more of the tasks described under point 3 of the vacancy notice (in section “Responsibilities”);
- Experience in procurement functions;
- Good computer literacy (MS Office);
- Able to work as a part of a team;
- Able to perform duties with speed and accuracy, according to set schedules;
- Able to focus on priorities and organize work as well as to deliver on time to agreed standards;
- Good organizational skills;
- Good command of both written and spoken English, the main working language of 'Fusion for Energy'.

### **B2 Advantageous**

- Experience in public procurements and grants;
- Ability to work under conditions that require considerable flexibility and stress resistance;
- Client/service orientation;
- Working experience in a European or international setting.

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<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.

## 5. 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 AST3 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 AST3 (step 1) is currently 3.333,77 €.**

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.**

For reasons related to the 'Fusion for Energy's operational requirements, the candidate will be required to be available at short notice.

### **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.

## 6. 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. 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.

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 2011 and may be extended. As soon as this decision is taken, successful candidates will receive an information letter. 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.

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.

Please note that applications will not be returned to candidates but will be kept on file by 'Fusion for Energy'. The information provided in your application is subject to EU legislation on protection of personal data and confidentiality of information.

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.

## **7. SUBMISSION OF APPLICATIONS**

Each application shall contain the following 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

These two documents should be sent, specifying the post title and reference of vacancy notice, by electronic mail only to:

[f4e-ta2010-0132@f4e.europa.eu](mailto:f4e-ta2010-0132@f4e.europa.eu)

Please, note that only complete applications containing the above mentioned documents and information required and submitted on time will be taken into account.

Taking into account the nature of the duties, and in order to facilitate the selection process, all communications to candidates concerning this selection procedure will be in English.

**Do not send supporting documents with your application** (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.). Candidates invited for an interview will be requested to present for verification all original documents supporting every educational achievement and work experience they have referred to in the application.

<p><b><u>Closing date:</u> Applications must be received no later than 19/02/2010 at 12h00 noon, Barcelona GMT+1</b></p>
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