

VACANCY NOTICE

POSITION TITLE	FACILITY MANAGEMENT ASSISTANT
SELECTION REFERENCE	F4E/TA/AST4/2015/0195
GRADE	TEMPORARY AGENT – AST4
LOCATION	BARCELONA, SPAIN
VALIDITY OF THE RESERVE LIST	31/12/2016
CLOSING DATE FOR APPLICATIONS	16/07/2015 AT 12.00 NOON, BARCELONA GMT+1

Fusion for Energy seeks to establish a reserve list for the profile of Facility Management Assistant.

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.

1. RESPONSIBILITIES

As a member of the Corporate Services Unit within the Administration Department of 'Fusion for Energy', the Facility Management Assistant will, among other tasks:

- Coordinate the Building and Operations Services subgroup;
- Plan, launch and monitor the maintenance and the management of technical installations and/or building and office fitting projects;
- Manage and plan the contracts with external companies and monitoring and inspect the execution of their work, including supervision of external staff (security, maintenance, cleaning, etc);
- Manage the office space by allocating and adjusting; but also studying, drawing up and updating layout plans;
- Plan and manage office allocations and office removals;
- Develop, maintain and monitor the physicals security and fire safety plan and promoting health and safety at work;
- Provide technical support and participate in the working group for the transfer to the new F4E permanent premises;
- Plan, prepare and monitor the budget for facility management or security matters;
- Develop/update policies and procedures in the area of facility management and security;
- Assist with the management of the inventory in ABAC Assets: by the creation of Purchase Orders, inventory records, filing of the information related to the inventoried items, declassification of inventoried items, tracking of inventoried items, annual physical checks;
- Coordinate relations with users surveying and monitoring their needs;
- Establish technical specifications for tenders and participating in technical evaluation;
- Validate financial transactions related to Facility Management as Operational Verifying agent (OVA);

THE EUROPEAN JOINT UNDERTAKING FOR ITER AND THE DEVELOPMENT OF FUSION ENERGY

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- Handle any other tasks assigned by the Head of Unit in the field of Facility Management and Security.

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:

A level of post-secondary education attested by a diploma and, after having obtained the diploma, at least 6 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, at least 9 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 good command of English and a thorough knowledge of another official language of the European Union to the extent necessary for the performance of duties³.

B. QUALIFICATIONS AND EXPERIENCE REQUIRED

B1 Essential Selection Criteria

- At least 5 years of proven professional experience in the activities listed under point 1 in the field of Facility and Security management;
- Experience in managing contracts with service providers;
- Professional experience of managing the budgetary and/or financial aspects of projects;
- Experience in inventory management;
- Experience in developing policies and procedures, preferably in the area of security and facility management, and communicating these to relevant audiences ;

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

- Good knowledge of drawing software such as Autocad;
- Working experience in a European or international setting;
- Good knowledge and experience of safety at work;
- Strong communication skills;
- Good organisational skills and ability to work under pressure;
- Ability to integrate into an international and multicultural environment;
- Good knowledge of both oral and written Spanish;

B2 Advantageous Selection Criteria

- Experience in organisations of comparable or greater size and complexity;
- Good knowledge of French;
- Good knowledge of software for assets management such as ABAC Assets;

3. CONDITIONS OF EMPLOYMENT

A contract offer will be made as a member of temporary staff, pursuant to Article 2(f) of the Conditions of Employment of other servants of the European Communities.

The successful candidate will be recruited in the grade AST4 on a contract with an initial duration of five years, with possibility of renewal. The established reserve list may be used to fill similar positions at the same grade but for 3 year non-renewable temporary agent 2(f) contracts. 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/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 AST4 (step 1) is currently 3.875.06 €.**

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 (2 children under 6 years) allowance for 2 children:

AST4 step 1:

4.757,49 € 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 16/7/2015 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.**