

VACANCY NOTICE

POSITION TITLE	FINANCIAL ASSISTANT
SELECTION REFERENCE	F4E/TA/AST4/2019/0233
GRADE	TEMPORARY AGENT – AST4
LOCATION	BARCELONA, SPAIN OR CADARACHE, FRANCE¹
NUMBER OF SUCCESSFUL CANDIDATES SOUGHT FOR THE RESERVE LIST²	6
VALIDITY OF THE RESERVE LIST	31/12/2020
CLOSING DATE FOR APPLICATIONS	07/08/2019 AT 12.00 NOON, BARCELONA TIME

1. ORGANISATION SETTING

Fusion for Energy, or F4E, a European Union Joint Undertaking, headquartered in Barcelona, specifies and manages the production of the European contribution (45%) to ITER. This research fusion reactor in Cadarache, France, will progress fusion by a major leap towards clean and sustainable generation of abundant base load energy, complementing renewables.

ITER is one of the largest construction projects in Europe and the world's largest scientific partnership. ITER brings together seven parties that represent half of the world's population – the EU, Russia, Japan, China, India, South Korea and the United States.

The **Finance Unit (FNU)** implements all financial operations at F4E in accordance with the principles of sound financial management. The Unit also provides guidance to other Units on sound financial management and procedures.

2. RESPONSIBILITIES

As a member of the Finance Unit in the Commercial Department, the Financial Assistant will report to the Head of Unit. He/she will support responsible colleagues in the preparation, management and follow-up of commitments and payments, including the tasks of financial initiation.

¹ Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places.

² The Selection Board will draw up the reserve list. Subject to availability of sufficiently good candidates, the list will be populated up to the number of successful candidates sought and stipulated in the vacancy notice. Eligible candidates who have been shortlisted for further testing and have obtained the highest overall marks following the assessment will be listed alphabetically. Where candidates tie for the last available place on the reserve list, they will all be included on the reserve list. Any readmitted candidates following a successful appeal at this stage of the procedure will also be added to the reserve list.

The successful candidate will, among other tasks:

- Act as Financial Initiating Agent in ABAC for the contracts and grants in his/her portfolio.
- Oversee the sound financial management of contracts and grants with a view to supporting the procurement, commercial and technical officers and the Authorising Officer in ensuring that the Financial Regulation is observed and that the internal control objectives are met from tendering stage to close-out.
- Lead in the financial analysis of documentation leading to a payment, such as invoices, cost claims and interim payment certificates.
- Coordinate the implementation of contractual provisions such as option releases, price indexation and guarantees.
- Assist the commercial and financial officers in keeping financial overviews per contract, including commitment and payment consumptions and forecast.
- Contribute to audit exercises by providing relevant explanations and documentation.

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.³
- 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 duties⁴.

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, 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, 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 produce evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his duties⁵. One of the two languages must be English.

³ 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.

⁴ 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.

B. QUALIFICATIONS AND EXPERIENCE REQUIRED

IMPORTANT:

- 1) **BASED ON THE NEEDS OF THE SERVICE, THE LOCATION WILL BE BARCELONA (SPAIN) OR CADARACHE (FRANCE).**
- 2) **CANDIDATES ARE REQUIRED TO SPECIFY IN THEIR APPLICATION THEIR WILLINGNESS TO BE POSTED IN EITHER ONE OR BOTH LOCATIONS.**
- 3) **CANDIDATES SPECIFYING THEIR INTEREST TO BE LOCATED IN CADARACHE ARE EXPECTED TO HAVE A SOLID WORKING KNOWLEDGE OF FIDIC CONTRACTS AS DETAILED IN “B1. ESSENTIAL SELECTION CRITERIA”.**
- 4) **FOR CANDIDATES EXPRESSING INTEREST IN BARCELONA, KNOWLEDGE OF FIDIC CONTRACTS IS ADVANTAGEOUS AS DETAILED IN “B2. ADVANTAGEOUS SELECTION CRITERIA”.**
- 5) **CANDIDATES EXPRESSING NO PREFERENCE AND NOT FULFILLING CRITERION B1 WILL BE EXCLUDED FROM ANY LOCATION.**
- 6) **CANDIDATES EXPRESSING THE OPTIONAL PREFERENCE FOR BARCELONA WILL ONLY BE CONSIDERED FOR RECRUITMENT THEREIN EVEN IF THEY FULFIL ALL ESSENTIAL CRITERIA B1.**

B1 Essential Selection Criteria

- **For candidates expressing interest in being located in Cadarache**, proven working experience in FIDIC Contracts, particularly in the verification of Interim Payment Certificates and implementation of price indexation of FIDIC contracts; **(N.B.: this criterion is advantageous for candidates expressing their interest in Barcelona);**
- Experience of four years or more in the duties of financial initiation in a European institution or agency;
- Excellent working knowledge of the Financial Regulation and its Implementing Rules applicable to the general budget of the European Communities;
- Very good numeracy and accuracy skills with strong attention to detail;
- Strong organisational skills, capacity to respect deadlines and ability to work under pressure and react fast, independently as well as part of a team;
- Ability to integrate into an international and multicultural environment;
- Good command of both written and spoken English, the working language of the ITER Project;
- Practical knowledge of office automation tools such as MS Word, Excel and systems for the electronic management of documents.

B2 Advantageous Selection Criteria

- Solid understanding of the financial management of FIDIC contracts; **(N.B.: this criterion is essential for candidates expressing their interest in Cadarache and advantageous for candidates expressing their interest in Barcelona);**

⁵ Promotion/reclassification is subject to working knowledge of a third EU language.

- Sound understanding of EU public procurement rules or commercial management of contracts;
- Experience in research or high technology projects;
- Knowledge of Spanish and/or French;
- Working experience in ABAC (Accrual-Based Accounting used for the management of the EU budget).

4. CONDITIONS OF EMPLOYMENT

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.

Depending on business needs and budgetary availability, the candidate(s) placed on the reserve list may be recruited as temporary agents under Article 2(f) of the CEOS in grade AST4 with either a contract of an initial duration of five years, with possibility of renewal; or with a non-renewable contract of a shorter duration.

In both those cases, 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/LexUriServ.do?uri=CONSLEG:1962R0031:20140101: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 4.231,23€.**

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.

For further information on remuneration for temporary agents, visit:

https://f4e.europa.eu/downloads/careers/Remuneration_TA.pdf

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 or Cadarache, France.**

Given the needs of the organisation, the candidate may be offered an employment at any of the other F4E working places.

For reasons related to the 'Fusion for Energy' operational requirements, once the candidate receives the job offer, he/she may be required to be available at short notice (2 to 3 months).

5. 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 07/08/2019 at 12h00 noon, Barcelona time.

Reimbursement of travel expenses

Travel expenses incurred for tests will be reimbursed by ‘Fusion for Energy’ according to its rules for the reimbursement of travel expenses sent along with the letter inviting to an interview. After the submission of the required documents, the reimbursement of the travel expenses will occur in the 3 following months.

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 (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.

Applicants have the right to access and rectify their 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.

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

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.**

Appeal and Complaint procedures

Applicants that consider that he/she has been unfairly 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](#).

6. RESERVE LIST

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.

All the detailed information concerning the selection process may be found in the "Guide for applicants" published on the F4E website along with this Vacancy Notice.