

## VACANCY NOTICE

<b>POSITION TITLE</b>	<b>TRANSPORTATION TECHNICAL ASSISTANT (F/M)</b>
<b>SELECTION REFERENCE</b>	<b>F4E/TA/ST/AST3/2016/0006</b>
<b>GRADE</b>	<b>TEMPORARY AGENT – AST3 / SHORT TERM</b>
<b>LOCATION</b>	<b>CADARACHE, FRANCE<sup>1</sup></b>
<b>VALIDITY OF THE RESERVE LIST</b>	<b>31/12/2017</b>
<b>CLOSING DATE FOR APPLICATIONS</b>	<b>10/11/2016 AT 12.00 NOON, BARCELONA GMT+1</b>

Fusion for Energy seeks to establish a reserve list for the profile of Transportation Technical 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.

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.

### 1. RESPONSIBILITIES

As a member of the Technical Services Support Unit of the ITER Delivery Department of 'Fusion for Energy', and reporting to the Transportation Coordinator, the transportation Technical Assistant is responsible of ITER components logistics and transportation tasks, interacting with the technical officers in the department and with external entities (i.e. ITER Organization, other DA's, Agence ITER France, French Gendarmerie and suppliers). This work will be based in Cadarache (France) but may require frequent travel to other parts of Europe including the F4E Headquarters in Barcelona.

The successful candidate will, among other tasks:

- Support the F4E Project Teams activities in topics of logistics and transportation within the Procurement Arrangements as part of the F4E in-kind contribution;
- Check for the correct implementation of the requirements specified by the ITER documentation / agreements in the field of transportation and logistics linked to activities to be carried out by F4E;
- Support the development of detailed technical specifications and quality control documents for the preparation of Task orders related to Transportation activities

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<sup>1</sup> Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places: Barcelona (Spain) or Garching (Germany).

- Follow-up the progress of contracts by tracking activities against the plan, provision of regular and accurate reports, analysis and evaluation of performance; Follow up of the related payments; Participation to audits of the Transportation Company.

## 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.<sup>2</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>3</sup>.

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 good command of English to the extent necessary to perform his/her duties and a thorough knowledge of another official language of the European Union <sup>4</sup>.

### B. QUALIFICATIONS AND EXPERIENCE REQUIRED

#### B1 Essential Selection Criteria

- Proven professional experience of at least 3 years in engineering activities related to mechanical, nuclear, electrical or civil construction projects or operations including monitoring of schedule, budget, and quality control procedures;
- Experience with project management approaches and tools;
- Proven experience in technical specifications preparation, and supplier offer evaluation in industrial projects;

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<sup>2</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>3</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.

<sup>4</sup> Promotion/reclassification is subject to working knowledge of a third EU language

- Proven professional experience in a QA environment managing QA requirements;
- Good analytical capabilities;
- Strong communication skills;
- Good organisational skills;
- Ability to integrate into an international and multicultural environment.

## B2 Advantageous Selection Criteria

- University degree in in Engineering or Transportation/logistics or equivalent;
- Knowledge of Projects Logistics and Transportation.
- Knowledge of engineering aspects of the ITER project and of related activities.
- Knowledge of ITER quality assurance requirements.
- Good command of French language.
- Working experience in a European or international environment.

## 3. 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.

**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 until 31<sup>st</sup> December 2019, without possibility of renewal.** 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 AST3 (step 1) is currently 3,507.10 €.**

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:

<http://www.fusionforenergy.europa.eu/downloads/careers/Remuneration%20TA2016.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 **Cadarache, France**.

Given the needs of the organisation, the candidate may be offered an employment at any of the other F4E working places: Garching (Germany) or Barcelona (Spain).

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).

#### **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 10/11/2016 at 12h00 noon, Barcelona GMT+1.**

#### **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 (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. 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](mailto: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](mailto: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](#).