

## VACANCY NOTICE

<b>POSITION TITLE</b>	<b>HUMAN RESOURCES SUPPORT OFFICER(F/M)</b>
<b>SELECTION REFERENCE</b>	<b>F4E/CA/FGIV/2014/0091</b>
<b>GRADE</b>	<b>CONTRACT AGENT – FGIV</b>
<b>LOCATION</b>	<b>BARCELONA, SPAIN</b>
<b>RESERVE LISTS– MAXIMUM NUMBER</b>	<b>TRAINING COORDINATOR: 3 CAREER DEVELOPMENT: 3 PAYROLL/FINANCES/BUDGET FUNCTION WITHIN THE HR UNIT: 3</b>
<b>VALIDITY OF THE RESERVE LISTS</b>	<b>31/12/2015</b>
<b>CLOSING DATE FOR APPLICATIONS</b>	<b>6/11/2014 AT 12.00 NOON, BARCELONA GMT+1</b>

### 1. RESPONSIBILITIES

As a member of the Administration Department of 'Fusion for Energy', and directly reporting to the Head of the Human Resources Unit, the HR Support Officer will contribute to the definition and implementation of F4E HR policies.

The HR Support Officer will work in one of the 3 positions described below. For each profile, a specific reserve list with a maximum of 3 candidates will be established.

His/her work will include:

#### Training Coordinator

- Act as the training Coordinator of 'Fusion for Energy';
- Contribute to the conception, the implementation and the monitoring of a Training Policy in the organization;
- Assist in the drafting of procedures, guidelines and policies regarding training issues in line with the Staff Regulations of Officials of the European Communities and Conditions of Employment of other Servants of the European Communities;
- Coordinate procurement activities related to training issues;
- Prepare the Learning and Development framework on training needs and priorities of the organization;
- Prepare and contribute to the reporting framework in the field of training and development;
- Implement training with the EU institutions or agencies or with external providers as well as in house training;
- Prepare the budget of the Joint Undertaking in aspects related to Human Resources, in particular in the field of training;

- Manage the sound execution of the foreseen budget for the fields of competence and ensuring the operational initiation or verification according to the existing financial rules;
- Prepare and contribute to information sessions to F4E staff in training related issues;
- Manage HR information systems;
- Operational initiation or verification of financial operations related to the HR activities and follow-up of training related budget;
- Represent the organization in Training networks;
- Procure services from external providers where necessary and ensure they are appropriately managed, monitored, and compliant with F4E rules;
- Carry out any other HR related task that is deemed necessary or beneficial to the functioning of the unit.

### **Career development**

- Support to the development and implementation policies, plans, strategies, processes and initiatives to meet F4E's needs on career development;
- Support the career development tools and metrics as defined;
- Contribute to ensuring streamlined career development policies in coherence with F4E strategy;
- Support the collaboration with F4E training activities and liaise with the training part to develop related policies, procedures and processes;
- Support the planning of a programme of learning activities required to meet collective as well as individual targeted training and development needs;
- Prepare and contribute to information sessions to F4E staff in career development related issues;
- Prepare the relevant documentation for the management in the domain of competence;
- Manage HR information systems;
- Operational initiation or verification of financial operations related to the HR activities and follow-up of the relevant budget;
- Carry out any other HR related task that deemed necessary or beneficial to the functioning of the Team;
- Procure services from external providers where necessary and ensure they are appropriately managed, monitored, and compliant with F4E rules.

### **Payroll/Finances/Budget function within the HR unit:**

- Staff Policy Plan and Financial Statement: contribute to the drafting of the texts and prepare the tables concerning staff movements;
- Staffing Plan and follow-up of recruitments in F4E: follow-up of the allocation of posts, reserve availability, posts and personal numbers, etc.;
- F4E Administrative budget related to staff matters: forecast and follow-up of its implementation;
- Centralization and monitoring of the administrative expenditure related to HR, including forecast exercises for each area (training, schooling, interim, etc.) with the responsible team members;

- General reporting and statistics on staff for hierarchical entities (Head of Administration, Director, Governing Board, etc.) and external bodies (Eurostat, PMO, Court of Auditors, etc.) and the corresponding data protection checks and procedures;
- Staff departure procedure and its follow-up; coordination with the Pay Master Office of the Commission;
- Act as HR contact point for financial and budgetary procedures;
- Operational initiation or verification of commitments and payments related to administrative or operational expenditure;
- Contribute to the definition of financial procedures in accordance with the Internal Control Standards;
- Management of rights included in Annex X of SR for staff assigned in third countries.

**Nota bene:**

**In the subject of your motivation letter please specify the position(s) for which you would like to be considered for.**

## **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>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>.

A2. On the closing date for registration, the candidate must possess the following minimum qualifications:

A level of education which corresponds to completed university studies of at least three years attested by a diploma

AND

In addition to the above, appropriate professional experience of at least one year, acquired after the university degree.

<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 82(3)(d) of the Conditions of employment of other servants of the European Communities.

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.

## **B. QUALIFICATIONS AND EXPERIENCE REQUIRED**

### **B1 Essential Selection Criteria**

#### **Common to all the three profiles:**

- Proven working experience of at least 2 years in the responsibilities mentioned under point 1, in relation to a minimum of 80% of the tasks listed under the chosen profile;
- Experience in dealing with human-resources-related issues in an EU/international environment;
- Proven experience in working with the Staff Regulations of Officials of the European Communities and Conditions of Employment of other Servants of the European Communities;
- Strong negotiation skills;
- Ability to integrate into an international and multicultural environment;
- Strong analytical and drafting skills;
- Good interpersonal skills and capacity to work effectively within a team;
- Good command of both written and spoken English, the working language of the ITER Project.

#### **Additional essential criteria**

##### **For training coordinator profile:**

- Proven experience in financial and budgetary matters related to training activities;
- Proven experience in EU public procurement;
- Proven experience in negotiating with training and development providers.

##### **For the career development profile:**

- Proven experience in supporting career development processes;
- Good knowledge of the Staff Regulations rules on appraisal, promotion and related issues;
- Proven experience in EU public procurement.

##### **For the payroll/finances/budget profile**

- Good knowledge of the financial regulations and implementing rules applicable to the general budget of the European Communities;
- Proven experience with Annex X of the Staff Regulations and in coordinating with the EEAS;

- Proven experience in payroll, including third countries;
- Proven experience of ABAC workflow.

## B2 Advantageous Selection Criteria

- Good knowledge of human-resources-related software applications;
- Co-operative and service oriented attitude;
- High level of discretion for confidential work and information;
- Good problem-solving skills and judgment;
- Good communication skills.

## 3. CONDITIONS OF EMPLOYMENT

A contract offer will be made as a Contract staff member, pursuant to Article 3a) of the Conditions of Employment of other Servants of the European Communities, for an initial period of three years, with the possibility of renewal. The probationary period is 9 months.

For more information on the selection process of Contract 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 successful candidate will be recruited in **function group IV (FG IV)**. The grade (13, 14 or 16) will be determined in accordance with the years of professional experience. **As an indication, the basic monthly salary, before any deductions or allowances for FG IV (grade 13 step 1) is currently 3.170,61 €.**

For further information on remuneration for contract agents, visit:  
[http://ec.europa.eu/civil\\_service/job/contract/index\\_en.htm](http://ec.europa.eu/civil_service/job/contract/index_en.htm)

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:**

**FGIV/ grade 13/ step 1:**

**4.192,18 € 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's 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 6/11/2014 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](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.**