

VACANCY NOTICE

POSITION TITLE	LEGAL SUPPORT STAFF (F/M)
SELECTION REFERENCE	F4E/CA/FGIV/2014/0093
GRADE	CONTRACT AGENT – FGIV
LOCATION	CADARACHE, FRANCE
RESERVE LIST – MAXIMUM NUMBER	5
VALIDITY OF THE RESERVE LIST	31/12/2015
CLOSING DATE FOR APPLICATIONS	12/11/2014 AT 12.00 NOON, BARCELONA GMT+1

1. RESPONSIBILITIES

As a member of the Project Legal Group, located mainly in Cadarache (France) or in Barcelona (Spain), within the Legal Service Unit of Fusion for Energy, and reporting to the Head of the Project Legal Group, the Legal Support Staff will assist in the preparation, the management and the follow-up of the procurement procedures and implementation of signed contracts.

The successful candidate will, among other tasks:

- Provide legal advice on public procurement and grants, and in relation to the follow-up of signed contracts; including drafting and negotiating contracts, review of tender documents, drafting amendments and preparing legal notes under the supervision of a Legal Officer;
- Provide legal support in relation to advice on contractual matters or procurement arrangements with ITER IO;
- Provide support in legal advice in the resolution of disputes in matters related to Fusion for Energy's activities;
- Provide assistance to the members of the Project Legal Group;
- Perform legal research in the areas of activities of Fusion for Energy in particular research analysis and follow-up of relevant case-law;
- Perform legal check and review of documents.

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 the following minimum qualifications:

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

AND

In addition to the above, appropriate professional experience of at least three years (either in private practice or as company lawyer/in-house counsel in public or private sector), acquired after the university degree.

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 EXPERIENCE³ REQUIRED

B1 Essential Selection Criteria

- University degree in law;
- Proven working experience of at least three years in legal advice/consultancy services (either in private practice or as company lawyer/in-house counsel in public or private sector);
- Good knowledge of commercial law, private international law and European law;
- Good knowledge of the general legal framework and procedures of European Public Procurement and European Agencies;
- Proven working experience in contract drafting;
- Strong communication, negotiation and drafting skills with a focus on client/result-oriented service;
- Good organizational skills and ability to work as part of a team as well as individually, proactively and under pressure;
- Ability to perform duties with speed and accuracy, according to set schedules;

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

³ Concerning the eligibility requirements, F4E applies art.5 of the Staff Regulations for officials, art.11 of the CEOS for temporary agents and art.82 of the CEOS for contract staff.

- Ability to integrate into an international and multicultural environment;
- Good command of both written and spoken English, the working language of the ITER Project;
- Good computer literacy (MS Office).

B2 Advantageous Selection Criteria

- Proven working experience in public procurement;
- Good knowledge of FIDIC form of contracts;
- Good knowledge of alternative dispute resolution methods (such as adjudication, mediation or arbitration) and the proceedings of the European Court of Justice;
- Good knowledge of French law;
- Good understanding of the ITER Project framework and the framework of the European contribution thereto;
- Proven working experience at a European Union body or international organization or body.

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

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 **Cadarache, France**.

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

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 12/11/2014 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

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.**