

VACANCY NOTICE

POSITION TITLE	SECRETARY / OFFICE CLERK (F/M)
SELECTION REFERENCE	F4E/CA/FGII/2014/0089
GRADE	CA FGII
LOCATION	CADARACHE, FRANCE
RESERVE LIST – MAXIMUM NUMBER	6
VALIDITY OF THE RESERVE LIST	31/12/2015
CLOSING DATE FOR APPLICATIONS	09/04/2014 AT 12.00 NOON, BARCELONA GMT+1

1. RESPONSIBILITIES

As a member of the ITER Department of 'Fusion for Energy', and directly reporting to the Project Manager of Site and Building and Power Supplies Project Team, the Secretary/Office Clerk will follow-up the necessary phases of the implementation of construction contracts for ITER site and buildings according to the general specifications received from the ITER International Organisation (IO).

The successful candidate will, among other tasks:

- Prepare, maintain and update technical files and records relating to the work of the Project Team;
- Contribute to preparation of presentations, working documents, reports and statistics related to the activity of the Project Team;
- Register the documents in the F4E Document Management System and prepare and follow-up the routine correspondence for signature;
- Update different tracking tables and databases and follow-up pending files by monitoring outstanding tasks, deadlines and requests;
- Provide basic administrative duties and give assistance such as archiving, filing, scanning, copying and reproducing documents; preparation of minutes of the meetings, recording and tracking actions;
- Perform general secretarial / administrative duties and provide support related to specific tasks of a department, as deemed necessary.

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 post-secondary education attested by a diploma

OR

a level of secondary education attested by a diploma giving access to post-secondary education and, after having obtained the diploma, appropriate professional experience of at least three years.

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

- At least 3 years of professional experience in the activities listed under point 1 in the field of construction or industry;
- At least 1 year of proven working experience in European or international environment;
- Good knowledge of document management systems;
- Strong experience in office automation tools; in particular proficiency in use of Excel and PowerPoint;
- Knowledge of construction or industrial contracts follow-up;

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.

- Excellent organizational and coordination skills with the ability to set priorities;
- Ability to work efficiently and accurately when under pressure to meet tight deadlines;
- Strong communication and interpersonal skills;
- A good oral and written command of French;
- Good working knowledge of English, the main working language of the ITER Project.

B2 Advantageous Selection Criteria

- Working experience in the field of construction;
- Working experience in the FIDIC contracts follow-up;
- Ability to adapt to changing requirements of the project and under conditions that require flexibility and stress resistance;
- Client-service oriented attitude;
- Good planning skills;
- A good oral and written command of an additional EU language;
- Working experience in multicultural environment;
- Working experience in the field of Nuclear Project.

3. CONDITIONS OF EMPLOYMENT

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

The successful candidate will be recruited in the grade FGII on a contract with an initial duration of three years, with 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 salaries of Contractual 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 FGII 4(step 1) is currently 2222.98 €.**

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.

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:

FGII 4 step 1:

4209.11€ 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/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).

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 09/04/2014 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/her stage if not specified in the Vacancy Notice.**