

VACANCY NOTICE

Deputy Executive Assistant to the Director

Closing date for applications: 16/12/2019 - 12:00 noon (Barcelona time)

Reference	Grade	Location
F4E/CA/FGII/2019/0129	Contract Agent, FGII	Barcelona, Spain ¹

Fusion for Energy (or F4E) is looking for a highly motivated and experienced Deputy Executive Assistant to work in the Office of the Director.

IS THIS JOB FOR YOU?

Are you a passionate Executive Assistant professional? Would you be excited to work on a multi-billion euro development project? Do you want a challenge?

The **Director** is the Chief Executive Officer of F4E and responsible for the day-to-day running of the organisation and representing F4E towards its stakeholders. An Office, comprising Executive Assistants, an Advisor and the Secretariat of the Governing Board, supports the Director.

The Deputy Executive Assistant will provide high quality administrative and logistical support to the Director and other staff in the Office.

The Deputy Executive Assistant will play a key role in the day-to-day running of the Office.

WHY F4E?

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 being built in Cadarache, France, will be 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.

To find out more about F4E, visit us at <https://f4e.europa.eu/>

THE EUROPEAN JOINT UNDERTAKING FOR ITER AND THE DEVELOPMENT OF FUSION ENERGY

Josep Pla nº 2 · Torres Diagonal Litoral · Building B3· 08019 Barcelona · Tel. +34 93 320 18 00 · Fax +34 93 320 18 51

<http://fusionforenergy.europa.eu>

YOUR KEY RESPONSIBILITIES

As a member of the Office of the Director, the Deputy Executive Assistant will have the following responsibilities:

- Provide administrative and logistical support to the Director and other staff in the Office of the Director;
- Manage the optimum planning, preparation and execution of the Director's complex travel arrangements and process reimbursements;
- Support the Office of the Director in the management and archiving of documents, budgetary and legal approvals and seek to optimize administrative processes;
- Manage communications through all channels, representing F4E with a professional and friendly interface and appearance, maintain contact databases;
- Ensure appropriate follow-up towards stakeholders by the Office of the Director as well as by other F4E staff;
- Carry out other administrative tasks, to ensure the good functioning of the Office of the Director including meeting and event organization;
- Assume the duties of the Executive Assistant in his/her absence, in particular managing the Director's schedule pro-actively.

WHAT CAN WE OFFER YOU?

Life in Barcelona

Barcelona offers professionals and families a high quality of life. It enjoys an average temperature of 18°C throughout the year and complements its cosmopolitan lifestyle and vibrant cultural life with the nature of the Mediterranean coastline and the Pyrenees mountain range.

The city is strategically located between the sea and the mountains and is served by an international airport. Barcelona is a Mediterranean and cosmopolitan city with Roman remains, medieval quarters and the most beautiful examples of 20th century Modernism and avant-garde.

Salary and benefits

As an indication, the basic monthly salary, for grade CA FGII (grade 4) is currently approx. €2112. 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 salaries of contract agents are subject to a community tax deducted at source and are exempt from national taxation.

Where the successful candidate needs to relocate, F4E would normally reimburse removal expenses.

F4E has agreements with a wide range of international schools to support access to schooling for the children of F4E staff.

For further information on remuneration, please visit the dedicated page on [F4E's website](#).

F4E makes every effort to develop the competences of its staff in order to actively and significantly contribute to the achievement of its goals as well as to enhance their career prospects.

Work-life balance

F4E enables staff members to reconcile family and professional life by offering flexible work arrangements and teleworking.

F4E staff members enjoy a basic entitlement of 24 days of annual leave as well as +/- 19 statutory public holidays per annum. Additional leave days may be granted for age and distance from the place of origin. Special leave is granted for certain circumstances such as marriage, birth or adoption of a child, death of a close relative etc.

WHAT ARE THE SELECTION REQUIREMENTS?

A. ELIGIBILITY CRITERIA

A1. General requirements

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 citizenⁱ.
- Have fulfilled the obligations imposed on him/her by the laws of their home country concerning military service.
- Produces the appropriate character references as to his/her suitability for the performance of his/her duties.
- Be physically fit to perform their dutiesⁱⁱⁱ.

A2. Education / Experience^{iv}

On the closing date for registration, the candidate must have:

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.

A3. Language Skills

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

B. QUALIFICATIONS AND EXPERIENCE REQUIRED

B1 Essential Selection Criteria

- Proven experience of at least two years as an Executive Assistant or Personal Assistant to a senior executive or manager;
- Proven experience of working in multicultural/European/international environments;
- Excellent command of oral and written English evidenced by proof of proficiency on at least C1 level;
- Excellent computer skills (in particular Microsoft Office).

B2 Advantageous Selection Criteria

In addition to the above, the following criteria will be taken into account:

- Proven professional training, education or certification as an Executive or Personal Assistant;
- Experience of working in a travel agency and / or having travelled extensively;
- Driving license;
- Ready to travel;
- Good knowledge of Spanish, German, Catalan and/or French.

B3 Competencies

The following competencies will also be assessed:

- Outstanding organisational skills and ability to work in a well-structured, thorough way even under pressure and adapt to variable work schedules;
- Excellent interpersonal skills at all levels of hierarchy and strong communication skills;
- High level of discretion, accuracy, discipline and reliability;
- Good team player;
- Quick learner with strong business acumen and ability to work with conflicting priorities.

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 16/12/2019 at 12h00 noon Barcelona time.

F4E is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the criteria listed above 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

‘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.

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 F4E 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.

CONDITIONS OF EMPLOYMENT

Successful candidates will be placed on a Reserve List, and one of the candidates thereon may be offered this position. The candidate(s) placed on the reserve list may be recruited in the grade CA FGII on a contract with an initial duration of three years, with possibility of renewal. The established reserve list may be used to fill other similar positions at the same grade for the same or different durations, depending on business needs and budgetary availability, and at any of the F4E working locations.

The number of successful candidates sought for this reserve list is **ten**^v.

Candidates should note that inclusion on the reserve list does not guarantee recruitment.

The validity of the reserve list is **31/12/2020** but this can be extended.

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 the "[Guide for applicants](#)" published on the F4E website along with this Vacancy Notice and the [Conditions of employment of Other Servants of the European Communities](#).

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

ii 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.

iii 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.

iv 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.

v 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.