

VACANCY NOTICE

POSITION TITLE	Corporate Services Support Officer (F/M)
SELECTION REFERENCE	F4E/CA/FGIII/2016/0107
GRADE	CONTRACT AGENT – FGIII
LOCATION	BARCELONA, SPAIN¹
VALIDITY OF THE RESERVE LIST	31/12/2017
CLOSING DATE FOR APPLICATIONS	16/09/2016 AT 12.00 NOON, BARCELONA GMT+1

Fusion for Energy seeks to establish a reserve list for the profile of Corporate Services Support Officer.

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 Corporate Services Unit (CSU) in the Administration Department, the Corporate Services Support Officer will report both to the group leader on Facilities Contracts Management and Host State, and to the Head of Unit. He/she will be responsible for providing financial and budgetary support to the entire Unit.

The successful candidate will, among other tasks:

- Assist in the preparation, follow-up, monitoring and reporting of the CSU budget;
- Monitor CSU budget lines, including the creation and follow-up of commitments and de-commitments;
- Be the contact point person in liaison with Budget and Finance Units;
- Be the contact point person in liaison with the Spanish authorities to ensure the implementation of the Administrative Support Agreement between CIEMAT (Centro de Investigaciones Medioambientales y Tecnológicas) and Fusion for Energy;

¹ Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places: Garching (Germany) or Cadarache (France).

- Prepare and follow-up the request orders under this Agreement;
- Support to the drafting of technical specifications of CSU calls for tender for the acquisition of products and services under the CIEMAT Agreement;
- Support to the drafting of technical specifications of CSU calls for tender for the acquisition of products and services under F4E rules;
- Prepare and follow-up the purchase orders and specific contracts related to tenders for the entire unit (performance, monitoring and quality control);
- Act as Operational Initiating Agent (OIA) for initiating commitments and payments, validating the invoices, recording payments for budgetary consumption;
- Validate financial transactions related to the Unit's activities as Operation Verifying Agent (OVA) (Invoices and assets);
- Support the ICT Unit in the development of an appropriate financial application for the unit's needs;
- Encode different invoices ;
- Manage and verify the Imprest Account.

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.²
- 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 duties³.

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 3 years.

² 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.

³ 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 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.

B. QUALIFICATIONS AND EXPERIENCE REQUIRED

B1 Essential Selection Criteria

- Proven experience of a minimum of 3 years in finance and/or budget management in EU institutions or bodies;
- Working knowledge of the Financial Regulation and its Implementing Rules applicable to the general budget of the European Communities;
- Experience of drafting of technical specifications for tenders;
- Proven experience in contract management;
- Good command of written and spoken English;
- Good command of written and spoken Spanish;
- Excellent knowledge of MS Excel;
- Good organisational skills and ability to work under pressure and as part of a team;
- Ability to integrate into an international and multicultural environment.

B2 Advantageous Selection Criteria

- Knowledge of IT management systems, including relational database;
- Knowledge of EU public procurement regulations;
- Experience in facility management;
- Knowledge of French.

- **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 Contract staff member, pursuant to Article 3(a) of the Conditions of Employment of other servants of the European Communities.

The candidate(s) placed on the reserve list may be recruited in the Function Group III on a contract with an initial duration of three years, with possibility of renewal. The established reserve list may be used to fill similar positions at the same grade but for 3 year non-renewable contract agent 3(a) contracts. 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/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

The successful candidate will be recruited in **function group III (FG III)**. The grade (8, 9 or 10) 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 III (grade 8 step 1) is currently 2.536,18 €.**

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 contract agents, visit:

<http://www.fusionforenergy.europa.eu/downloads/careers/Remuneration%20CA2016.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 **Barcelona, Spain**.

Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places: Garching (Germany) or Cadarache (France).

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 16/09/2016 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

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.**

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](#).