

VACANCY NOTICE

CORRIGENDUM

THE DEADLINE FOR SUBMISSION OF APPLICATIONS HAS BEEN EXTENDED UNTIL 25/10/2018

POSITION TITLE	TECHNICAL SUPPORT OFFICER(F/M)
SELECTION REFERENCE	F4E/CA/FGIII/2018/0123
GRADE	CONTRACT AGENT – FGIII
LOCATION	CADARACHE, FRANCE ¹
VALIDITY OF THE RESERVE LIST	31/12/2019
CLOSING DATE FOR APPLICATIONS	25/10/2018 AT 12.00 NOON, BARCELONA TIME (DEADLINE EXTENDED)

1. ORGANISATION SETTING

Fusion for Energy, or 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 in Cadarache, France, will progress fusion by 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.

Buildings programme: This programme covers the design; construction and commissioning of 39 buildings with their respective services to be deliver to ITER as part of the EU contributions. This programme is supported by 15 construction contracts under FIDIC rules and represents several Billions euros of investment. The Buildings Programme Manager is supported by several Project Managers in charge of one or several contracts.

2. RESPONSIBILITIES

As a member of the Site Building and Power Supply unit within the ITER Programme Department of 'Fusion for Energy', the Technical Support Officer will provide assistance and support to the Buildings Programme Manager and his deputy and will be part of the Building Programme core team.

The successful candidate will, among other tasks:

- Provide support including preparation and presentation of materials for meetings or workshops, working documents and reports;

¹ Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places.

- Take minutes for Project Team Meetings and interface meetings between ITER International Organization(ITER IO) and contractors when required and assist in following-up action lists;
- Keep track and follow-up of working dossiers;
- Assist the Programme Manager in the preparation and maintenance of the Buildings Programme risk register and, with the information provided by the Project Managers, contribute to proposing appropriate mitigation plans and monitor mitigations actions;
- Assist the Programme Manager in the coordination and communication of risk and opportunity responsibilities jointly with the Project managers;
- Contribute to the preparation of the annual and multi-annual budget Programme document and annual report for the buildings scope of works;
- Support to develop and maintain charts (ladder, pie, histogram);
- Develop and maintain excel files to support reporting including staffing needs and ad hoc milestone trend analysis;
- Assist the Project Managers in the management of the process of credit requests to ITER IO, implementing all necessary actions from milestone achievement by the contractor up to final validation and credit release by ITER IO;
- Contribute to the buildup and follow-up of indicators relative to technical data Contribute to the drafting and formatting and/or editing and/or translating and/or proof-reading of minutes, reports.

3. 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.

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.

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.

- A3. The candidate must produce evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the 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 3 years in in two or more of the tasks described under point 2;
- At least 1 year of proven working experience in Risks management and experience in the use of risk management software;
- Proven working experience in taking minutes of technical meeting;
- Strong computer literacy (MS Office);
- Ability to work as part of a team;
- Excellent written and verbal communication and influencing skills;
- Proven working experience in international and multicultural environment.
- Good organisational skills and ability to work under pressure;

B2 Advantageous Selection Criteria

- Ability to understand, interpret, analyse and present complex data;
- Proven working experience building up and following up indicators;
- Proven experience in proof reading document;
- Proven experience in using Primavera P6 Risk Analysis;
- Programme & Project Support Office training or qualification;
- Knowledge of Nuclear project and Environment;
- Proven involvement in construction or industrial project;
- Good interpersonal skills;

4. 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.

Depending on business needs and budgetary availability, the candidate(s) placed on the reserve list may be recruited as contract agents under Article 3(a) of the CEOS in Function Group III with either a contract of an initial duration of three years, with possibility of renewal; or with a non-renewable contract of a shorter duration.

In both those cases, 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 2.659,17 €.**

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_CA.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 **Cadarache, France**.

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

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).

5. 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 25/10/2018 at 12h00 noon, Barcelona time. (Deadline Extended)

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](#).

6. RESERVE LIST

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.