

**VACANCY NOTICE**  
**F4E/CA/FGIV/2010/0046**  
**(Contract Agent – FG IV)**

<b>POSITION TITLE</b>	<b>TECHNICAL SUPPORT OFFICER FOR MACHINE SYSTEMS (F/M)</b>
<b>FUNCTION GROUP</b>	IV
<b>LOCATION</b>	BARCELONA, SPAIN
<b>CLOSING DATE FOR APPLICATIONS</b>	<b>30/07/2010</b>

## **1. THE ORGANISATION**

With a budget of around €4 billion for the first ten years, the European Joint Undertaking for ITER and the Development of Fusion Energy ('Fusion for Energy') will play a key role in realising fusion as a possible future source of energy by providing the European contributions to the ITER International fusion energy project, the Broader Approach Agreement with Japan as well as to prepare for demonstration fusion reactors.

In its role as the Euratom Domestic Agency for ITER, 'Fusion for Energy'(F4E) will:

- Oversee preparation of the ITER project site in Cadarache, France;
- Provide in kind components, equipment, materials and other resources to ITER;
- Manage procurement arrangements with ITER ;
- Coordinate Euratom's participation in the scientific exploitation of ITER;
- Provide for the implementation of R&D activities in support ITER;
- Provide Euratom's financial contribution to ITER;
- Provide arrangements to make human resources available for ITER.

In its role as the Implementing Agency for the Broader Approach Agreement with Japan, the Joint Undertaking will:

- Provide components, equipment and other resources for the Broader Approach;
- Coordinate Euratom's participation in the Broader Approach implementation ;
- Provide for the implementation of associated R&D activities;
- Provide the Euratom financial contribution to the Broader Approach;
- Arrange to make human resources available for the Broader Approach.

In preparation for the construction of a demonstration fusion reactor (DEMO) and related facilities including the International Fusion Materials Irradiation Facility (IFMIF), the Joint Undertaking will implement a programme of research, development and design activities.

For further information about the structure and tasks of 'Fusion for Energy' please consult the website at <http://fusionforenergy.europa.eu>

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

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<http://fusionforenergy.europa.eu>

## **2. JOB DESCRIPTION – RESPONSIBILITIES**

The Technical Support Officer will work for one of the four Groups in the Machine Systems Division of the ITER Department: Magnets, In-Vessel Components, Vacuum Vessel or Remote Handling. He/she will report directly to the Leader of the Group where he/she will be assigned.

His/her work will include:

- To assess and write reports on technical and engineering documentation provided by F4E Engineering Support Contracts (ESC) contractors, ITER International Organization (IO) and component suppliers;
- To carry out quality and progress-related visits to component suppliers works and prepare relevant reports and summaries;
- To assist in the preparation of F4E ESC engineering tasks;
- To act as F4E engineering expert in meetings with F4E contractors, ITER-IO and component suppliers;
- To provide support in the preparation of documentation: technical reports, presentations, agenda and minutes of meetings, memorandums, etc., following the F4E Quality management system;
- To organize meetings and prepare minutes;
- To draft and format and/or edit and/or translate and/or proof-read documents;
- To assist with the maintenance of the contractual and technical documentation;
- To assist in the preparation of answers to technical requests, such as design changes, non-conformities and other contractual issues;
- To contribute to the coordination, planning, development and implementation of activities and procedures.

## **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.<sup>1</sup>
- 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 duties<sup>2</sup>.

A2. On the closing date for registration, the candidate must possess the following minimum qualifications:

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<sup>1</sup> 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.

<sup>2</sup> 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.

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

AND

In addition to the above, appropriate professional experience of at least one year, 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 EXPERIENCE REQUIRED**

### **B1 Essential Selection Criteria**

- University degree in an engineering or scientific subject or equivalent;
- Proven working experience including mechanical engineering;
- Proven industrial experience in technical follow up of contracts;
- Working experience in writing reports;
- Knowledge of MS office automation, electronic management of documents;
- Good interpersonal skills and ability to integrate into an international and multicultural environment;
- Good command of both written and spoken English, the main working language of F4E.

### **B2 Advantageous Selection Criteria**

- Experience in quality assurance standards;
- Experience with planning and scheduling software or techniques especially using Primavera software;
- Good organizational and problem solving skills;
- Ability to work both autonomously and in a team;
- Ability to focus on priorities and organize work as well as to deliver on time to agreed standards;
- Knowledge of CATIA CAD system;
- Willingness to travel and work away from the office;
- Working experience in a European or international environment.

#### 4. 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.

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 3.086,25 €.**

For further information on remuneration for contract agents, visit:

[http://ec.europa.eu/civil\\_service/job/contract/index\\_en.htm](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.

The European institutions have their own social security and pension 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 **Barcelona, Spain**.

For reasons related to the 'Fusion for Energy' operational requirements, the candidate will be required to be available at short notice.

#### 5. SELECTION PROCEDURE

A Selection Committee will be set up for the selection process. The eligibility of candidates will be assessed by the Committee according to compliance with all formal requirements by the closing date for the submission of applications. Any applications which do not meet the requirements specified in a vacancy notice (i.e. incomplete applications, applications submitted after the deadline or which do not meet the detailed criteria listed under 'the eligibility criteria') will be rejected.

Eligible candidates who meet all essential selection criteria and have the best profiles for the specific needs will be invited for an interview, which will be held mainly in English. Candidates invited for an interview will be requested to present for verification all documents supporting every educational achievement and work experience they have referred to in the application.

The interview will focus in particular on the candidate's specialist knowledge in the field of the selection and his/her knowledge of the main developments in European integration and Community policies. The interview is also designed to evaluate his/her linguistic skills and ability to adjust to working in a multicultural environment.

The interview sessions will be held in **Barcelona, Spain**.

**Please note that the Selection Committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.**

After the interviews, the Selection Committee will draw up a reserve list with the most suitable candidates, which will be adopted by the Appointing Authority and will be valid until 31 December 2011 and may be extended. As soon as this decision is taken, successful candidates will be informed. However, candidates should note that inclusion in the reserve list does not guarantee recruitment.

Please note that a binding commitment can only be made after verification of all conditions and will take form of a contract signed by the Director of 'Fusion for Energy', on proposal by the Selection Committee. If at any stage of the procedure it is established that any of the information a candidate provided is incorrect, this candidate will be disqualified.

The present vacancy notice is subject to the availability of budget and posts in the establishment plan of the Joint Undertaking, as decided by the EU budgetary authority.

## **6. GENERAL INFORMATION**

### **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.

### **Approximate timetable**

As a rough guide only, the selection procedure can take up to 6 months from the date on which it was published to establishment of a reserve list.

### **Communication with applicants**

Taking into account the nature of the duties, and in order to facilitate the selection process, all communications to candidates concerning the selection procedures will be by email and in English only. Applicants are advised to check their e-mail regularly to see whether they have received any communication and also update their profiles in the e-recruitment tool in the event of any change in their contact details. All enquiries or requests for information or documentation in relation to selection procedures should be addressed to 'Fusion for Energy' HR Selections Team by e-mail to: [hr-selections@f4e.europa.eu](mailto:hr-selections@f4e.europa.eu)

In order to check the status of selection procedures, applicants are invited to follow the update on the Closed positions page within the Job Opportunities page of 'Fusion for Energy': [http://www.fusionforenergy.europa.eu/7\\_job\\_opportunities\\_closed\\_publications\\_ca.htm](http://www.fusionforenergy.europa.eu/7_job_opportunities_closed_publications_ca.htm)

### **Reimbursement of travel expenses**

Travel expenses incurred for interviews and medical examinations will be reimbursed by 'Fusion for Energy' according to its [rules for the reimbursement of travel expenses](#) sent along with the letters inviting to an interview or a medical examination.

### **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.

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](mailto:Resources-Controller@f4e.europa.eu)

## 7. 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://www.fusionforenergy.europa.eu/7\\_open\\_job\\_opportunities.htm](http://www.fusionforenergy.europa.eu/7_open_job_opportunities.htm)

Applicants must register their applications online through the F4E E-recruitment tool by creating a valid F4E user account at the following web address: <https://jobs.f4e.europa.eu>

**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 curriculum vitae in **European format** in **English** (that can be obtained at the following address:  
<http://europass.cedefop.europa.eu/europass/home/hornav/Downloads.csp>
- A motivation letter of 2 pages maximum in English including a clear mention of the post applied for and of your address for correspondence and for invitation to interview

**Applications must be complete and validly submitted by the closing date for submission of applications – 30/07/2010 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: [e-recruitment@f4e.europa.eu](mailto:e-recruitment@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.**