

VACANCY NOTICE

POSITION TITLE	BROADER APPROACH PROJECT MANAGEMENT SUPPORT OFFICER (F/M)
SELECTION REFERENCE	F4E/CA/FGIV/2014/0088
GRADE	CONTRACT AGENT – FGIV
LOCATION	GARCHING, GERMANY
RESERVE LIST – MAXIMUM NUMBER	10
VALIDITY OF THE RESERVE LIST	31/12/2015
CLOSING DATE FOR APPLICATIONS	02/04/2014 AT 12.00 NOON, BARCELONA GMT+1

1. RESPONSIBILITIES

As a member of the Broader Fusion Development Department, the Broader Approach (BA) Project Management Support Officer will be engaged in a number of the following tasks amongst others:

- Support in the preparation and management of the Administrative Budget of the Department, involving the forecasting of annual site budgets and consolidation into proposals to project governance, monitoring of actual expenditures and their execution in ABAC, as well as finance/procurement ordering and control;
- Support in the monitoring and control of the status of BA projects Operational Budgets execution, both for F4E and for the whole European contribution to the BA activities, gathering status information during execution of existing financial actions and checking scheduling of future actions;
- In connection with operational expenditure, support in the maintenance of project schedules and follow-up of central planning milestone data. In addition, support in the management of credit claims in the project Credit Management Systems, and compilation of earned value assessments;
- Administration of part of the project data infrastructure, for example the project and F4E departmental document and credit management systems, and the maintenance of corresponding key hard copy records, as well as the maintenance of network user databases;
- Configuring and updating of various BA internal and external web sites, and responsibility for undertaking statistical analysis of external web site usage;
- Preparation of supporting information and data for the work programme, project plan, annual reports required by the F4E governing body as well as the committees related to the broader Approach Agreement;
- Support, maintenance, documentation and development of F4E policy/standards/processes to be implemented by the department in particular in the SOAP and F4E Manuals.

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 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 with a scientific or business orientation;
- At least 3 years of professional working experience in project control and/or financial/contract administration;
- Experience in support of project management including budget preparation;
- Experience in production of reports and presentations using MS Office;
- Experience in electronic management of documents;
- Experience in online database administration;

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.

- Good interpersonal skills and ability to integrate into an international and multicultural environment;
- Strong aptitude for team work, ability to work under pressure and high level of discretion;
- Good command of both written and spoken English, the working language of the ITER Project.

B2 Advantageous Selection Criteria

- Experience in website management, including programming in HTML;
- Experience in project management practices;
- Knowledge of scheduling software such as Microsoft Project, Primavera or equivalent;
- Knowledge of scientific and engineering topics relevant for the ITER or Broader Approach projects;
- Good oral and written communication and drafting skills;
- Working experience in a European or international environment.

3. 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.

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 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 3.145,45€.**

For further information on remuneration for contract agents, visit:
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.

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:

FGIV/ grade 13/ step 1:

4.360,49€ 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 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 Garching (Germany)

Given the needs of the organisation, the candidate may be offered an employment at any of the other F4E working places: **Barcelona, Spain** or Cadarache (France).

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

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 02/04/2014 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 stage if not specified in the Vacancy Notice.**