

VACANCY NOTICE

POSITION TITLE	PROCUREMENT SUPPORT OFFICER (F/M)
SELECTION REFERENCE	F4E/CA/FGIV/2015/0099
GRADE	CONTRACT AGENT – FGIV
LOCATION	BARCELONA, SPAIN ¹
VALIDITY OF THE RESERVE LIST	31/12/2017
CLOSING DATE FOR APPLICATIONS	18/01/2016 AT 12.00 NOON, BARCELONA GMT+1

Fusion for Energy seeks to establish a reserve list for the profile of Procurement 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 Contracts and Procurement Unit within the Administration Department, and reporting to the Head of Contracts and Procurement Unit, the Procurement Support Officer supports the members of the service in the preparation and implementation of procurement activities and all related matters.

The successful candidate will, among other tasks:

- Provide support to the Responsible Officer regarding the establishment and implementation of procurement strategies needed for the definition of operational calls for tenders;
- Support the preparation and publication of operational calls for tender, the commercial negotiation with tenderers, the evaluation of tenders (in collaboration with other F4E Responsible Officers), the preparation of the award and signature of the operational contracts;
- Support the Responsible Officer in ensuring an appropriate regulatory compliance level and implementation of corporate policies through procurement activities and subsequent operational contracts, as applicable to individual cases and as mandated by the corporate objectives;

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).

- Support the Responsible Officer in ensuring proactive implementation of cost containment policies and objectives throughout operational procurement activities, considering all phases in the product lifecycle (procurement, operation, maintenance and disposal) as appropriate;
- Provide support to the Responsible Officer regarding the establishment and implementation of commercial contract strategies as part of the risk analysis, market analysis, commercial and financial analysis related to the operational contract and contractual changes;
- Support all aspects of the commercial implementation of operational contracts, providing appropriate translation of F4E needs into contractual, commercial and financial solutions;
- Support the administration of operational contracts, including amendment preparation, option release, contract close-out, etc. and safeguard that actions of both contractual parties are compliant with contractual responsibilities and objectives;
- Contribute to the planning and reporting of Contracts & Procurement activities and ensure proper documentation and archiving of procurement procedures and resulting operational contracts.

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 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 good command of English to the extent necessary to perform his/her duties and a thorough knowledge of another official language of the European Union⁴.

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.

⁴ Before obtaining an employment contract for indefinite duration, contract agents in function group IV shall be required to demonstrate the ability to work in a third official EU language.

B. QUALIFICATIONS AND EXPERIENCE REQUIRED

B1 Essential Selection Criteria

- University degree in Business Administration, Economics, Law, Engineering or equivalent;
- At least 3 years of proven working experience in two or more of the first four tasks described under point 1 of the vacancy notice (in section “Responsibilities”);
- Proven working experience in the follow-up of financial or commercial aspects of industrial or construction contracts;
- Ability to work as part of a team;
- Excellent analytical and organisational skills;
- Strong interpersonal and communication skills.
- Ability to integrate into an international and multicultural environment.

B2 Advantageous Selection Criteria

- Knowledge of EU public procurement regulations, practices and directives or working experience under quality assurance systems linked to the activities to be performed;
- Working experience in a European or international environment.

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 IV 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 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 3.170,61 €.**

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%20CA.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 18/01/2016 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](#).