

VACANCY NOTICE

POSITION TITLE	QUALITY ASSURANCE SUPPORT OFFICER (F/M)
SELECTION REFERENCE	F4E/CA/FGIV/2017/0113
GRADE	CONTRACT AGENT FGIV¹
LOCATION	Barcelona, Spain or Cadarache, France ²
VALIDITY OF THE RESERVE LIST	31/12/2018
CLOSING DATE FOR APPLICATIONS	27/03/2017 AT 12.00 NOON, BARCELONA GMT+1

Fusion for Energy is seeking to recruit highly motivated and driven people to join our Quality Assurance Group in our offices in Barcelona and Cadarache.

Working at F4E offers the opportunity to join the European Union civil service, which brings together more than 35,000 civil servants across the Europe, where candidates can develop a challenging and rewarding career in a multicultural environment. F4E will need highly specialized and qualified staff to work at the cutting edge of fusion technology at its offices in Barcelona.

A career at F4E offers a challenging job at the heart of EU affairs, excellent remuneration and working conditions and a career development and training opportunities.

1. RESPONSIBILITIES

As a member of the Quality Group (QAG) of Project Management Department of 'Fusion for Energy', and directly reporting to the Head of Group, the Quality Assurance Support Officer will be responsible for the coordination, definition and follow-up of the activities to be performed for the control of the quality and the compliance of the components to be provided by F4E to the ITER Organisation.

In close cooperation with the Technical Teams and Nuclear Safety Officers, the successful candidates will, among other tasks:

- Liaise with the line management and provide support in all topics involving Quality Assurance (QA);
- Support the implementation of the F4E Quality Management System, also by developing processes, procedure and templates as needed;
- Assist the Project Team Managers and Task Officers on quality activities such as monitoring, audits, surveillances, documentation review, conformance processes, etc.;

¹ The established reserve list will also be used to fill short-term non-renewable positions with a maximum duration of 31/12/2019. Please refer also to point 3(Conditions of Employment) for more information.

² Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places: Barcelona (Spain), Garching (Germany), or Cadarache (France).

- Support the ITER Delivery Department in the relationship with external QA representatives (i.e. ITER International Organization and Suppliers);
- Provide support to Technical Officers in F4E Project Teams on inspection activities and compliance with procedures and processes;
- Perform the follow-up of site inspection reports and non-conformities, the identification of analysis of good practices or root-causes for repetitive non-compliances;
- Perform frequent surveys on F4E suppliers' sites such as:
 - periodic technical controls on site (activity witnessing) on behalf of F4E project teams and additional to F4E site inspectors,
 - surveillance (inspections) or complementary technical independent surveys
- Follow-up the F4E contracts on outsourced QA activities (i.e. inspection, etc.) and monitor F4E site inspectors activities.

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.³
- 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 duties⁴.

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.

³ 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.

⁴ 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 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

- University degree in Engineering or equivalent in technical disciplines;
- Appropriate professional experience of at least one year, acquired after the university degree acquired during either:
 - engineering activities involving design and/or manufacturing and/or operation of mechanical systems (medium and/or large projects);
 - or
 - follow-up of procurement contracts, including monitoring of schedule, quality control procedures and final acceptance tests;
 - or
 - development of quality management systems in engineering companies.
- Demonstrated experience of at least 1 year in working in Quality Assurance environment and stringent Quality Assurance requirements for the industry (nuclear, aerospace, automotive, chemical, thermo electrical, oil & gas, etc);
- At least 3 years in total of proven working experience in at least two of the following fields:
 - Quality and production follow-up of industrial contracts in the field of mechanical or nuclear engineering;
 - Supply chain monitoring including audits and surveillance activities
 - On-site inspectors management
 - Manufacturing processes including joining techniques (especially welding and brazing);
 - Inspection methods such as metallurgic analysis and/or non-destructive examinations;
 - Pressure vessel fabrication, testing and licensing according to the pressure equipment (codes-regulations);
- Good analytical capabilities;
- Strong communication skills;
- Good organisational skills and ability to work under pressure;
- Ability to integrate into an international and multicultural environment.

B2 Advantageous Selection Criteria

- Familiar with nuclear safety principles and standards (ASME, ESPN, RCC-MR);
- Experience in using Document Management Systems;
- Collaborative skills and team working;
- 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 for a maximum of three years, without possibility of renewal. The probationary period is 9 months.

Important! The established reserve list may also be used to fill similar positions at the same grade but for short term (with a maximum duration until 31 December 2019) non-renewable contract agent 3(a) contracts.

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 candidate(s) placed on the reserve list may 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 3.353,84 €.**

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://fusionforenergy.europa.eu/downloads/careers/Remuneration_CA1.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 or 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).

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 27 March 2017 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](#).

5. 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.