

VACANCY NOTICE

POSITION TITLE	TECHNICAL SUPPORT OFFICER (F/M)
SELECTION REFERENCE	F4E/CA/FGIV/2017/0114
GRADE	CONTRACT AGENT – FGIV
LOCATION	CADARACHE, FRANCE ¹
VALIDITY OF THE RESERVE LIST	31/12/2018
CLOSING DATE FOR APPLICATIONS	06/06/2017 AT 12.00 NOON, BARCELONA GMT+1

A new career opportunity has arisen to be part of a dynamic project team and play an active role in the manufacturing and assembly of one of the main components of ITER, the PF and TF Coils.

ITER is an international project to design and build an experimental fusion reactor based on the "tokamak" concept and one of the largest construction site in Europe.

The mission of the Magnets Project Team is to prepare and manage the procurement of the ITER Magnets (Toroidal and Poloidal Field coils including supporting structures and conductors) to be provided as EU in-kind contributions to ITER and to support the IO-CT in related activities where necessary.

1. RESPONSIBILITIES

As a member of the ITER Department, the Technical Support Staff will report to the Magnets Team Deputy Project Manager. He/she will be responsible for providing him and the Technical Officers (TO) support for the preparation and follow-up of design and manufacturing activities for the European contribution to the ITER magnets. This work will be based in Cadarache but may require travel to other parts of Europe and in case of need to China where the PF6 coil is being manufactured by the ASIPP institute in Hefei China. He/she might be required to extend his support to other areas of the magnets team activities, such as the Pre-compression rings and TF coils.

The successful candidate will be responsible for monitoring and controlling the technical activities in one of the PF manufacturing areas Winding, Impregnation and/or Cold Test and in doing so will:

- Develop procedures and validate, where possible on real components, and then ensure the procedures are applied to the series production coils manufacture;
- Liaise between the PF team and contractors organisations;
- Work with the F4E inspectors to monitor all manufacturing activities;

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

- Organize the preparation and review of the Drawings necessary for the manufacturing and qualification phases; Ensure that the manufacturing records and documentation are managed and correctly recorded and approved in the database;
- Provide support in the preparation or review of technical and design reports, manufacturing procedures and plans, presentations, memoranda, QA documents according to the F4E Quality management system;
- Assist in the management of the contractual and technical documentation;
- Participate in technical meetings with F4E contractors, Suppliers and other project Stakeholders;
- Organize meetings and prepare minutes;
- Support the Technical Responsible Officer and PF Project Manager in the day-to-day execution of their technical tasks.

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.

B. QUALIFICATIONS AND EXPERIENCE REQUIRED

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.

B1 Essential Selection Criteria

- University degree in mechanical or electrical engineering, a suitable scientific subject or equivalent;
- Proven experience of at least 3 years carrying out technical/engineering tasks in Science or high technology environment;
- Good analytical capabilities;
- Strong communication skills;
- Good organisational skills and ability to work under pressure;
- Availability to travel abroad inside and outside Europe and, when needed, to spend time to follow up the whole acceptance tests at the suppliers' premises of such interface components
- Ability to integrate into an international and multicultural environment.

B2 Advantageous Selection Criteria

- Experience in manufacturing of cryogenic systems, superconducting magnet manufacture and/or large mechanical or composite components or the testing of complex systems.
- Project Management experience within a complex environment.
- Extensive experience in the handling of technical or scientific documents.
- 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 probationary period is 9 months.

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 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 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 3.353,84€.**

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 **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 06/06/2017 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.