

## VACANCY NOTICE

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| <b>POSITION TITLE</b>                | <b>QUALITY ASSURANCE SUPPORT OFFICER (F/M)</b>           |
| <b>SELECTION REFERENCE</b>           | <b>F4E/CA/FGIV/2018/0118</b>                             |
| <b>GRADE</b>                         | <b>CONTRACT AGENT – FGIV</b>                             |
| <b>LOCATION</b>                      | <b>Barcelona, Spain or Cadarache, France<sup>1</sup></b> |
| <b>VALIDITY OF THE RESERVE LIST</b>  | <b>31/12/2019</b>  |
| <b>CLOSING DATE FOR APPLICATIONS</b> | <b>14/06/2018 AT 12.00 NOON, BARCELONA TIME</b>          |

**Fusion for Energy, or F4E**, a European Union Joint Undertaking, headquartered in Barcelona, specifies and manages the production of the European contribution (45%) to ITER. This research fusion reactor in Cadarache, France, will progress fusion by a major leap towards clean and sustainable generation of abundant base load energy, complementing renewables.

**ITER** is one of the largest construction projects in Europe and the world's largest scientific partnership. ITER brings together seven parties that represent half of the world's population – the EU, Russia, Japan, China, India, South Korea and the United States.

The mission of the **Quality Assurance (QA) Group** is to ensure that the F4E quality requirements are correctly implemented and managed for the F4E contribution to ITER. In particular, the QA Group is responsible for providing support to the projects in the domains of Quality Assurance and Quality Control.

In the field of QA, the mission of the Group is to ensure that F4E's QA processes are properly followed in the development of the different ITER projects and in line with the F4E Integrated Business Process Management System. In the field of Quality Control, the Group supports the technical projects (in a matrix structure manner) in the follow-up and control of the activities performed by F4E's contractors.

### 1. RESPONSIBILITIES

A very challenging opportunity has arisen for an experienced QA Officer to be responsible for Quality Assurance and Control covering design, procurement, manufacturing, assembly and testing activities of complex electro-mechanical systems and large civil construction.

As a member of the Quality Assurance (QA) Group in the Project Management (PM) Department of 'Fusion for Energy', and directly reporting to the QA Group Leader, the QA Officer will be responsible to ensure successful project completion by providing guidance and support in all aspects of Quality Assurance and Control.

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

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

- Liaise with the line management and provide support in all topics involving Quality Assurance (QA) and Quality Control (QC);
- Ensure the implementation of the F4E Quality Management System, also by developing processes, procedure and templates as needed;
- Assist the Project Managers by performing quality activities such as supplier monitoring, audits, technical quality documentation review, etc.;
- Represent the project externally in quality matters;
- Perform quality audits at Suppliers premises and follow-up the corresponding action plans;
- Attend to Non-Conformities Review panels, assessing non-conformance classification, root cause analysis and supporting the definition of remedial and corrective actions;
- Follow up of actions raised from supplier audits, monitoring activities and non-conformities;
- Participate as panel member in Design, Manufacturing, Test and Delivery Reviews.

## 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.<sup>2</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>3</sup>.

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 produce evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his duties<sup>4</sup>. One of the two languages must be English.

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<sup>2</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>3</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.

<sup>4</sup> 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**

- Proven experience of at least 3 years acquired after the University degree, in Quality Assurance and/or Quality Control activities in industries with stringent Quality and Safety requirements (nuclear, aerospace, automotive, chemical, thermo electrical, oil & gas, etc);
- At least 4 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 civil, mechanical, electrical or nuclear engineering;
  - Quality supply chain monitoring including audits and monitoring activities;
  - Manufacturing processes including joining techniques (especially welding and brazing);
  - Inspection methods such as metallurgic analysis and/or non-destructive examinations.
- 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. 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 3.404,15€.**

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\\_CA.pdf](http://www.fusionforenergy.europa.eu/downloads/careers/Remuneration_CA.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 14/06/2018 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](mailto: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](mailto: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.