

VACANCY NOTICE

POSITION TITLE	LEGAL SUPPORT OFFICER (F/M)
SELECTION REFERENCE	F4E/CA/FGIV/2018/0120
GRADE	CONTRACT AGENT – FGIV
LOCATION	CADARACHE, FRANCE ¹
VALIDITY OF THE RESERVE LIST	31/12/2019
CLOSING DATE FOR APPLICATIONS	14/06/2018 AT 12.00 NOON, BARCELONA TIME

1. ORGANISATION SETTING

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.

Legal Service Unit actively supports and provides effective, timely and efficient customer oriented advice as F4E in-house counsel on all legal matters related to the functioning and corporate structure of F4E. As a part of its mission LSU issues guidelines, templates and procedures to ensure consistent implementation of F4E regulatory environment and standardization in contractual matters. It represents F4E in all cases in front of courts and authorities.

2. RESPONSIBILITIES

As a member of the Legal Service Unit of 'Fusion for Energy', the **Legal Support Officer** for Construction Contracts will be part of a truly multi-cultural and collaborative team of legal practitioners. S/he will be assigned to the 'Site and Buildings and Power Supplies' Project Team (SBPS), located in Cadarache (France) but administratively and hierarchically he/she will be part of the Legal Service Unit within the Administration Department of 'Fusion for Energy', and therefore will report to his/her line manager, the Head of the Legal Service Unit.

S/he will contribute to one of the most ambitious energy projects in the world today, in an exciting and challenging work environment offering a unique opportunity to develop professionally.

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

The successful candidate will, among other tasks, under the coordination of the Legal Coordinator assigned to the 'Site and Buildings and Power Supplies' Project Team, support discharging the functions of the Legal Service Unit in Cadarache, France, by:

- Providing support in legal advice, over a wide range of matters including contract law, commercial law, public procurement law, administrative law, construction law and/or international law;
- Participating in the preparation, negotiation and follow-up of construction and related service contracts and international agreements, including their amendments;
- Providing support in legal advice to the 'Site and Buildings and Power Supplies' Project Team, and as part of the FIDIC Engineer's Contract Administration Cell, the FIDIC Engineer in relation to the implementation of construction and related service contracts, including FIDIC contracts;
- Participating in the drafting and advice on the implementation of procurement arrangements with the ITER International Organization and of arrangements and agreements with the Agence Iter France in Cadarache, France;
- Providing legal assistance on dispute resolution arising under construction and related construction contracts, including claim assessment and adjudication under FIDIC contracts;
- Providing support and legal advice to the Legal Adviser of the FIDIC Engineer in relation to his duties under FIDIC contracts;
- Providing support in the preparation and revision of legal texts and internal documents related to the implementation of construction and related service contract and procurement activities of 'Fusion for Energy', including model contracts, guarantees, non-disclosure agreement, etc.;
- Providing support in the preparation of guidelines for the 'Site and Buildings and Power Supplies' Project Team on legal issues; and
- Monitoring legislation in relevant legal and contractual areas at national (mainly France), European and international level, where necessary.

3. 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 citizen².
- 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.

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.

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 duties⁴. One of the two languages must be English.

B. QUALIFICATIONS AND EXPERIENCE REQUIRED

B1 Essential Selection Criteria

- University degree in law of at least three years attested by a diploma;
- Proven professional experience of at least:
 - 3 years in legal advice/consultancy services (either in private practice or as company lawyer/in-house counsel in public or private sector),
 - 2 years in dispute resolution, including adjudication, litigation or arbitration, and
 - 1 year in:
 - Construction contract drafting and negotiations,
 - Construction contract management under FIDIC suite of contract or similar construction standard forms, and
 - Dealing with claims and dispute resolution arising under construction contracts, including:
 - Claim preparation or claim assessment,
 - Drafting of settlement agreements, and/or
 - Challenging FIDIC Engineer's/contract administrator's determinations or adjudicator's decisions;
- Good knowledge of:
 - Contract law,
 - Commercial law,
 - Private international law,
 - Union law,
 - EU public procurement law, and
 - FIDIC Red Book (1999, 1st edition) and FIDIC Yellow Book (1999, 1st edition);
- Strong communication, conflict management, negotiation and drafting skills with a focus on client/result-oriented service;
- Good organizational skills and ability to work individually and as part of a team as well as proactively and under pressure;
- Ability to perform duties with speed and accuracy, according to set schedules and to integrate into an international and multicultural environment;
- Willingness to travel to other F4E working place if required;

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.

- Good analytical capabilities;
- Good computer literacy (MS Office); and
- Project, including proven professional experience in legal drafting in English.
- Ability to integrate into an international and multicultural environment.

B2 Advantageous Selection Criteria

- Bar exam or other professional legal qualification eligible pursuant to Council Directive 77/249/EEC of 22 March 1977;
- Knowledge of Standard claim assessment methodologies (such as the Society of Construction Law's Delay and Disruption Protocol and/or AACE 29R-03 (Forensic Schedule Analysis));
- Post-graduate degree in construction law or nuclear law;
- Qualification in French law;
- Dual qualification in a common-law and in a civil-law Member State of the EU or Switzerland;
- Proven work experience of at least 2 years in an international law firm and/or at a European Union body or international organization or body;
- Good knowledge of the ITER Project framework and the framework of the European contribution thereto;
- Good knowledge of the general legal framework and procedures of the European Union institutions, agencies or bodies.
- Excellent command of both written and spoken French.
- Working experience in a European or international environment.

4. 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.

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 non-renewable contract agent 3(a) contracts (according to budget availability).

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 3.404,15€.**

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

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).

5. 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

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](#).

6. 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.