

## VACANCY NOTICE

<b>POSITION TITLE</b>	<b>PROJECT PERFORMANCE SUPPORT OFFICER (COST ENGINEER &amp; ESTIMATOR) (F/M)</b>
<b>SELECTION REFERENCE</b>	<b>F4E/CA/FGIV/2019/0125</b>
<b>GRADE</b>	<b>CONTRACT AGENT – FGIV</b>
<b>LOCATION</b>	<b>CADARACHE, FRANCE<sup>1</sup></b>
<b>NUMBER OF SUCCESSFUL CANDIDATES SOUGHT FOR THE RESERVE LIST<sup>2</sup></b>	<b>8</b>
<b>VALIDITY OF THE RESERVE LIST</b>	<b>31/12/2020</b>
<b>CLOSING DATE FOR APPLICATIONS</b>	<b>08/03/2019 AT 12.00 NOON, BARCELONA TIME</b>

### 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.

The mission of the **Project Performance Management (PPM) Unit** is to support the Project Teams, in the execution of the projects from Project Management point of view. The Unit will ensure that F4E projects are at best practice level through appropriate processes, methods and tools and support the projects in staying within cost and schedule. It assures consistent and accurate project reporting. The **PPM Unit** consists of a pool of qualified staff, equipped with the F4E PM toolkit. This pool is deployed (in a matrix structure manner) to support the various projects. The staff allocated to each PT will normally be collocated with the PT for good integration and coordination.

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

<sup>2</sup> The Selection Board will draw up the reserve list. Subject to availability of sufficiently good candidates, the list will be populated up to the number of successful candidates sought and stipulated in the vacancy notice. Eligible candidates who have been shortlisted for further testing and have obtained the highest overall marks following the assessment will be listed alphabetically. Where candidates tie for the last available place on the reserve list, they will all be included on the reserve list. Any readmitted candidates following a successful appeal at this stage of the procedure will also be added to the reserve list.

## **2. RESPONSIBILITIES**

As a member of the Project Management Department of 'Fusion for Energy' in the Project Performance Management Unit, the Project Performance Manager will support one of the major development projects at F4E. This role will enable the successful candidate to play an exciting role in Europe's contribution to one of the world's major technical development projects – to build a working fusion reactor to support on-going research into fusion technology. The overall mission is to support Head of the Project Performance Management Unit in implementing and ensuring daily application of world-class project management processes.

The successful candidate will, among other tasks:

- Provide support to the Technical Teams on the evaluation of the cost impact caused by Project Change Requests (PCR) issued by ITER IO and other entities;
- Provide support in the estimate of the cost of Contractual Variations (Supplier Deviation Requests, Ordres de Service, Deviation Orders, Impact Assessment Reports from Contractors) mainly to address the construction cost impact;
- Provide support in maintaining contingency follow-up tables;
- Maintain the register of Variations and corresponding allocated budget;
- Support in the assessment of additional financial requests from the Company;
- Maintain the register of Project Change Requests (PCRs);
- Liaise with the Support to the Owner Contractor variation engineers and quantity surveyors for all above listed activities;
- Implement Baseline Change Requests (BCR's) when necessary to update the project baseline for the concerned Contract(s);
- Monitor and assess values for omissions of work scope from other Contracts and provide estimates for the reallocated work scope to your works Contracts(s). Maintain a register of these reallocations;
- Contribute in the implementation of changes to the F4E Estimate Cost at Completion (EAC);
- Collaborate in the development and maintenance of specific reports to summarize cost estimates and forecasted cost data;
- Input to risk management of the Contract(s) in cooperation with the Risk Champion;
- Prepare support documents for amendments Support the Project Performance Management Head of Unit, as directed;
- Take on allocated specific tasks that contribute to the development of the Project Performance Management team and the PM services offered.

## **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 citizen.<sup>3</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>4</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>5</sup>. One of the two languages must be English.

## **B. QUALIFICATIONS AND EXPERIENCE REQUIRED**

### **B1 Essential Selection Criteria**

- University degree in civil or mechanical engineering or equivalent;
- Experience of at least 3 years of professional experience in development and management of price quotations for an Engineering Company or construction company, or in Quantity surveying;
- Experience of at least 3 years in configuration change management and contractual variations;
- Experience of at least 2 years in managing risks;
- Advance experience in MS Office and electronic management of documents;
- Good command of both written and spoken English, the working language of the ITER Project;
- Good analytical capabilities;

### **B2 Advantageous Selection Criteria**

- Good organisational skills and ability to work under pressure;
- Strong communication skills;
- Experience in the field of construction (Civil Works / Infrastructures or Building services);
- Knowledge of Primavera scheduling software;

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<sup>3</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>4</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>5</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.

- Experience in FIDIC contracts;
- Recognized Project Management certification;
- Experience on a nuclear construction project;
- Good 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.

**Depending on business needs and budgetary availability, the candidate(s) placed on the reserve list may be recruited as contract agents under Article 3(a) of the CEOS in Function Group IV with either a contract of an initial duration of three years, with possibility of renewal; or with a non-renewable contract of a shorter duration.**

**In both those cases, 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 3,462.02€.**

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:  
[https://f4e.europa.eu/downloads/careers/Remuneration\\_CA\\_2019.pdf](https://f4e.europa.eu/downloads/careers/Remuneration_CA_2019.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 08/03/2019 at 12h00 noon, Barcelona time.**

### **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 (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA relevance. 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](#).

#### **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.