

## VACANCY NOTICE

<b>POSITION TITLE</b>	<b>COST CONTROL SUPPORT OFFICER (F/M)</b>
<b>SELECTION REFERENCE</b>	<b>F4E/CA/ST/FGIV/2015/001</b>
<b>GRADE</b>	<b>CONTRACT AGENT – FGIV / SHORT TERM</b>
<b>LOCATION</b>	<b>BARCELONA, SPAIN ; CADARACHE, FRANCE</b>
<b>RESERVE LIST – MAXIMUM NUMBER</b>	<b>COST CONTROL SUPPORT OFFICER (BARCELONA): 4 COST CONTROL SUPPORT OFFICER (CADARACHE): 4</b>
<b>VALIDITY OF THE RESERVE LIST</b>	<b>31/12/2016</b>
<b>CLOSING DATE FOR APPLICATIONS</b>	<b>27/02/2015 AT 12.00 NOON, BARCELONA GMT+1</b>

### 1. RESPONSIBILITIES

As a member of the Planning and Monitoring Unit (PMU), the Cost Control Support Staff will report to the Project Control Group Leader. He/she will be responsible for providing support to the Group to the activities carried out in the area of costing for the whole organization.

The Cost Control Support Officer will work in one of the 2 positions described below. For each profile a specific reserve list with a maximum of 4 candidates will be established.

The successful candidates will, among other tasks, contribute to:

#### **COST CONTROL SUPPORT OFFICER (BARCELONA)**

- Implementation of changes to the cost baseline (CB);
- Implementation of changes to the Estimate Cost at Completion (EAC);
- Liaison with the F4E Project Teams to update the cost data;
- Gather all information concurring to the establishment of the basis of estimate;
- Provide support in the estimate of the cost of Contractual Variations (i.e. Deviation Requests as basis for contract amendments);
- Implementation of the changes into the appropriate database (e.g. Cobra);
- Provide support in the development and maintenance of specific reports to summarize cost estimates and forecasted cost data;
- Provide support in the management of funds (e.g. contingencies and management reserve);
- Provide support in the preparation of specific F4E programmatic documents concerning cost control and cost containment topics.

## **COST CONTROL SUPPORT OFFICER (CADARACHE)**

- Liaise on behalf of the PMU with the F4E Site & Buildings and Power Supplies (SBPS) Project Team (PT) on costing topics;
- Provide support to the SBPS PT on the evaluation of the cost impact caused by Project Change Requests (PCR) issued by ITER IO and other entities;
- Liaise with ITER Organization (IO) for the cost impact estimate of Project Change Requests, and get acceptance of IO of these cost impacts;
- Provide support and contribution in the implementation of changes to the F4E cost baseline (CB);
- Provide support and contribution in the implementation of changes to the F4E Estimate Cost at Completion (EAC);
- Gather all information concurring to the establishment of the basis of estimate;
- Implement the necessary changes into the appropriate database (e.g. Cobra);
- Collaborate in the development and maintenance of specific reports to summarize cost estimates and forecasted cost data;
- Provide support in the estimate of the cost of Contractual Variations (Supplier Deviation Requests, or Employer's instructions);
- Provide support in the management of funds (e.g. contingencies and management reserve);
- Provide support in the preparation of specific F4E programmatic documents concerning cost control and cost containment topics;
- Liaise with the Architect Engineer costing division for all above listed activities, and harmonize practices.

The support expected is for both technical and commercial aspects.

## **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>1</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>2</sup>.

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<sup>1</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>2</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.

- 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 three years, 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 thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties.

The candidate must be able to communicate in English, the working language of the ITER Project.

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

### **B1 Essential Selection Criteria**

#### **Common to both profiles**

- University degree in engineering / science;
- At least 3 years of professional industrial experience in three or more of the following areas:
  - Development and management of cost baselines together with the associated basis of estimate;
  - Processes for managing changes to a cost / schedule baseline;
  - Processes for establishing and maintaining accurate estimated costs at completion;
  - Funds management including the management of budget reserves (e.g. contingencies and management reserves);
  - Cost Risk management processes.
- Strong proven experience in MS Office and electronic management of documents;
- Experience in the preparation of complex working documents (costing, project performance and status reports);
- Good interpersonal skills and ability to integrate into an international and multicultural environment;
- Strong aptitude for team work, good organizational skills and ability to work under pressure and high level of discretion;
- Good command of both written and spoken English, the working language of the ITER Project.

## **Additional Essential Selection Criteria for Cost Control Support Officer (Cadarache)**

- Experience in industrial project management;
- Experience in the field of construction.

### **B2     Advantageous Selection Criteria**

- Knowledge of Primavera scheduling software;
- Knowledge of Cobra Cost Management software;
- Knowledge of scientific and engineering topics relevant for the ITER project;
- Recognised Project Management certification;
- Experience in a nuclear project;
- Working experience in a European or international environment.

## **3. CONDITIONS OF EMPLOYMENT**

A contract offer will be made as a Contract staff member, pursuant to Article 3a) 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.

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/site/en/consleg/1962/R/01962R0031-20060701-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 3.170,61 €.**

For further information on remuneration for contract agents, visit:  
[http://ec.europa.eu/civil\\_service/job/contract/index\\_en.htm](http://ec.europa.eu/civil_service/job/contract/index_en.htm)

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. The salary is subject to a reasonable Community tax deducted at source and staff members are exempt of national taxation.

**By way of an example and only as an indication, please see below the example of the monthly salary for a couple with 2 children including expatriation allowance (16%), dependent child (2 children under 6 years) allowance for 2 children:**

**FGIV/ grade 13/ step 1:**

**4.192,18 € net salary (including allowances, after taxes and pension contribution).**

**In addition, F4E offers social benefits with regards to schooling and a health insurance scheme.**

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 an employment in Garching (Germany) another F4E working place.

For reasons related to the 'Fusion for Energy's operational requirements, the candidate will be required to be available at short notice.

#### **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 27/02/2014 at 12h00 noon, Barcelona GMT+1.**

**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.**