CALL FOR EXPRESSION OF INTEREST FOR CONTRACT AGENTS FROM EPSO CAST RESERVE LISTS

1. INTRODUCTION

The European Joint Undertaking for ITER and the Development of Fusion Energy (Fusion for Energy or F4E) plays a key role in realising fusion as a possible future source of energy by providing the European contributions to the ITER International fusion energy project and the Broader Approach Agreement with Japan as well as by preparing for the construction of a demonstration fusion reactor.

In preparation for the construction of a demonstration fusion reactor (DEMO) and related facilities including the International Fusion Materials Irradiation Facility (IFMIF), F4E will implement a programme of research, development and design activities.

For further information about the structure and tasks of F4E, please consult the website at http://fusionforenergy.europa.eu

2. SUBJECT OF THE CALL FOR EXPRESSION OF INTEREST

Fusion for Energy is looking to establish a list of potential candidates consisting of Contract Agents that have already successfully passed CAST Selections organised by European Personnel Selection Office (EPSO) and whose names are placed on the EPSO CAST reserve lists valid to be used by the European Agencies.

The list of potential candidates will be established for the following profile:

Function Group III position:

Title - HR Support Assistant

Reference – F4E/CAST/FGIII/2011/022

Short Description
The HR Support Assistant will be assisting in managing HR related tasks. Among other tasks, he/she will assist in the administration of recruitment and selection exercises; provide administrative assistance in procedures related to staff evaluation and reporting, career development and promotion, training, leaves and absences, part-time and working conditions, social issues; assist in the implementation and maintenance of HR databases; assist in handling personnel administration procedures (recruitment requests, preparation of job offers, transfer, secondments, HR forms and certificates, etc); provide support in any other tasks related to human resources issues.

3. GENERAL CONDITIONS

In order to be eligible, the candidate should be:

- Be included in the one of the appropriate EPSO CAST Reserve Lists available for use by the European Agencies;
- Submit a complete application (CV, motivation letter and EPSO letter);
- Have good knowledge of both written and spoken English, the working language of the ITER Project.

4. 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 an initial period of three years, with the possibility of renewal. The probationary period is 9 months.

For FGIII profiles:

The successful candidate will be recruited in function group III (FG III). The grade (8, 9 or 10) 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 III (grade 8 step 1) is currently **2.457,08 €.**

For further information on remuneration for contract agents, visit:
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. The European institutions have their own social security and pension 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.

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

Place of employment

Given the need of the organisation and upon the agreement of the candidate, the place of employment might be any of the F4E working places: Barcelona (Spain), Garching (Germany) or Cadarache (France).

5. THE PROCEDURE

The List of potential candidates

The purpose of this publication is to identify the potential candidates from EPSO CAST database that would be interested to join Fusion for Energy.

The F4E list of potential candidates successful with the selection will remain valid until 31 December 2012 and might be extended. However, candidates should note that inclusion in the F4E list of potential candidates does not guarantee recruitment.

After inclusion in the list of potential candidates, the applicants might be contacted when the appropriate position will become available. It should be noted that all the vacant positions at F4E are subject to the availability of budget and posts in the establishment plan of the Joint Undertaking, as decided by the EU budgetary authority.

Important - As long as applicants are not contacted, they are kindly asked **not to request** any additional information about the status of their application.

The Interview

As soon as the need of a specific profile arises in any of the Departments or Team of Fusion for Energy, only those candidates who have the best profiles for the specific position will be contacted and if appropriate invited for an interview, which will be held mainly in English. Travel expenses incurred for interviews 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.

Candidates invited for an interview will be requested to present for verification all documents supporting every educational achievement and work experience they have referred to in the application.

The interview will focus in particular on the candidate's specialist knowledge in the field of the selection and his/her knowledge of the main developments in European integration and Community policies. The interview is also designed to evaluate his/her linguistic skills and ability to adjust to working in a multicultural environment.

The interview sessions will be held in any of the F4E working places: Barcelona (Spain), Garching (Germany) or Cadarache (France).

Please note that a binding commitment can only be made after verification of all conditions and will take form of a contract signed by the Director of Fusion for Energy.

If at any stage of the procedure it is established that any of the information a candidate provided is incorrect, this candidate will be disqualified.

6. GENERAL INFORMATION

Commitment to promote equal opportunities

Fusion for Energy is an equal opportunities employer and strongly encourages applications from all candidates who fulfill 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.

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. In order to update your CV and/or Motivation Letter and rectify any incorrect or inaccurate data, please login into your e-recruitment profile .

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

7. SUBMISSION OF APPLICATIONS

The online application process starts upon clicking **"CLICK TO APPLY"** next to the profile of your interest published on the **Call for Expression of Interest** webpage:
http://www.fusionforenergy.europa.eu/careers/calls/cast.aspx

Applicants must register their applications online through the F4E E-recruitment tool by creating a valid F4E user account and submitting the below mentioned documents.

Please note that the online e-recruitment application tool is the *only* acceptable means of sending in job applications.

The mandatory fields in the profile marked with an asterisk should be duly filled in and the candidates are requested to submit the following 3 documents:

- A detailed curriculum vitae in European format in English (that can be obtained at the following address:
http://europass.cedefop.europa.eu/europass/home/hornav/Downloads.csp

- A motivation letter of 2 pages maximum in English including a clear mention of the profile applied for and full postal address

- Copy of letter from EPSO confirming inclusion on an appropriate EPSO CAST Reserve List

Applicants are responsible for keeping their e-mail addresses and personal details up to date in their e-F4E e-recruitment profile.

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 e-recruitment@f4e.europa.eu

It is the responsibility of the applicant to inform Fusion for Energy about any technical problem.

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.**