

## VACANCY NOTICE

<b>POSITION TITLE</b>	<b>POLICY AND MANAGEMENT SUPPORT OFFICER (F/M)</b>
<b>SELECTION REFERENCE</b>	<b>F4E/FO/AD/2013/0153</b>
<b>GRADE</b>	<b>ESTABLISHED EU OFFICIAL – AD 9/10</b>
<b>LOCATION</b>	<b>BARCELONA, SPAIN</b>
<b>CLOSING DATE FOR APPLICATIONS</b>	<b>18/09/2013 AT 12.00 NOON, BARCELONA GMT+1</b>

### 1. THE ORGANISATION

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 its role as the Euratom Domestic Agency for ITER, F4E:

- Oversees preparation of the ITER project site in Cadarache, France;
- Provides in kind components, equipment, materials and other resources to ITER;
- Manages procurement arrangements with ITER ;
- Coordinates Euratom's participation in the scientific exploitation of ITER;
- Provides for the implementation of R&D activities in support ITER;
- Provides Euratom's financial contribution to ITER;
- Provides arrangements to make human resources available for ITER.

In its role as the Implementing Agency for the Broader Approach Agreement with Japan, F4E:

- Provides components, equipment and other resources for the Broader Approach (BA);
- Coordinates Euratom's participation in the Broader Approach implementation ;
- Provides for the implementation of associated R&D activities;
- Provides the Euratom financial contribution to the Broader Approach;
- Arranges to make human resources available for the Broader Approach.

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. CONDITIONS OF EMPLOYMENT

This publication concerns a permanent position and, therefore, the candidate **must** be an **EU official in an EU Institution or Agency / Body**.

The place of employment is Barcelona, Spain.

Given the needs of the organisation, the candidate may be offered an employment at any of the other F4E working places: Garching (Germany) or Cadarache (France).

## 3. RESPONSIBILITIES

Reporting to the Head of the Contracts and Procurement Unit in the Administration Department of Fusion for Energy, the Policy and Management Support Officer (PMS) will ensure the consistent and homogeneous implementation of corporate policies throughout the Unit's activities.

The Contracts and Procurement Unit is responsible for procurement procedures and contractual issues, in relation to all administrative and operational procurement contracts, grant agreements and expert contracts. The Unit coordinates all administrative and operational procurement actions on behalf and in agreement with operational and administrative Units. In addition, the Unit is responsible for the Policy Implementation, Intellectual Property, Export Control, Logistics and Transportation, Business Intelligence and Economic Analysis support needed across all steps of the procurement lifecycle.

The successful candidate will, among other tasks:

- Contribute to, develop and maintain policies and processes which are relevant to the Unit's activities, in collaboration and coordination with other F4E services;
- Contribute to, develop and maintain appropriate monitoring and reporting tools in relation to the performance of the Unit;
- Contribute to, develop and maintain a Unit-level Risk Management system, ensuring its harmonization with project-related Risk Management efforts and its proper communication to senior management level;
- Liaise with other F4E's Units and services on general coordination topics;
- Follow up and ensure the implementation of actions ensuing from audit findings and monitor the compliance with procedures and guidelines;
- Maintain the Procurement-related part of F4E's Quality Assurance processes and procedures, along the guidelines designed by the Office of the Director;
- Define and implement the document management policies and guidelines for Procurement-relevant documents in F4E;
- Contribute to the professional development and competence build-up of staff in the Unit, by coordinating Unit's training actions;
- Support the establishment and implementation of appropriate knowledge management and information traceability policies for the Unit's staff.

#### **4. QUALIFICATIONS AND EXPERIENCE REQUIRED**

- Being an established EU official at grade AD 9/10 in a EU Institution or Agency/Body;
- At least 7 years of proven professional experience in relation with several of the responsibilities listed under point 3 - Responsibilities;
- Extensive experience in the definition and implementation of management and control processes in European institutions;
- Good command of both written and spoken English, the working language of the ITER Project

#### **Knowledge and/or experience of the following will be advantageous:**

- University degree in Law, Business Administration, Public Administration, Economics or equivalent;
- Knowledge of EU public procurement regulations, practices and directives;
- Knowledge of auditing techniques and practices in public institutions;
- Knowledge of industrial and/or governmental risk management systems;
- Strong interpersonal, communication and negotiation skills.
- Strong ability to work under pressure according to set schedules;
- Strong analytical, planning and decision-making capacity.

#### **5. SELECTION PROCESS**

A Selection Board will be set up for the selection process.

The eligibility of candidates will be assessed by the board according to compliance with all formal requirements by the closing date for the submission of applications.

On the basis of the CV and taking into account this notice of vacancy, the Selection Board will decide which are the candidates best suited to be invited for an interview, which will be held mainly in English.

The interview sessions will be held in Barcelona, Spain, and candidates will be evaluated by the Selection Board.

When possible, a list of the most suitable candidates will be transmitted to the Appointing Authority, who will appoint the successful candidate.

As soon as this decision is taken, all candidates will receive an information letter.

The present vacancy notice is subject to the availability of budget and posts in the establishment plan of the Joint Undertaking, as decided by the EU budgetary authority.

Please note that applications will not be returned to candidates but will be kept on file by 'Fusion for Energy'. The information provided in your application is subject to EU legislation on protection of personal data and confidentiality of information.

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.

Taking into account the nature of the duties, and in order to facilitate the selection process, all communications to candidates concerning this selection procedure will be in English.

## **6. GENERAL INFORMATION**

### **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.

### **Indicative timetable for selections**

As a rough guide only, the selection procedure can take up to 4 months after the closing date for submission of applications.

The different stages of the selection procedure are the following:

### **Publication of the Vacancy Notice**

For EU Officials positions the publications should stay online at least 10 working days (2 weeks).

### **The screening of applications**

From 3 to 5 weeks for the selections with less than 50 applications

From 6 to 8 weeks for the selections with more than 50 applications.

### **Invitation and rejection letters**

The formal invitation letters are sent by email at least 3 weeks before the interview date.

Not invited candidates are informed on the same time on the outcome of the screening process.

### **Interviews and deliberations**

From 2 to 3 weeks

### **Communication to candidates on the final outcome of the selection**

From 1 to 2 weeks

### **Communication with applicants**

Taking into account the nature of the duties, and in order to facilitate the selection process, all communications to candidates concerning the selection procedures will be by email and in English only. Applicants are advised to check their e-mail regularly to see whether they have received any communication and also update their profiles in the e-recruitment tool in the event of any change in their contact details. All enquiries or requests for information or documentation in relation to selection procedures should be addressed to 'Fusion for Energy' HR Selections Team by e-mail to:

[hr-selections@f4e.europa.eu](mailto:hr-selections@f4e.europa.eu)

### **Reimbursement of travel expenses**

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.

### **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)

### **Appeal and Complaint procedures**

Applicants that consider that he/she has been adversely 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.

## **7. 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 3 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
- **Proof of your seniority in grade and step**

**Applications must be complete and validly submitted by the closing date for submission of applications**

**no later than 18/09/2013 at 12h00 noon, Barcelona GMT+1.**

Please, note that only complete applications containing the above mentioned documents and information required and submitted on time will be taken into account.

**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](mailto:e-recruitment@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.**