

VACANCY NOTICE

POSITION TITLE	CIVIL ENGINEER (F/M)
SELECTION REFERENCE	F4E/FO/AD/2014/0162
GRADE	ESTABLISHED EU OFFICIAL – AD5/8
LOCATION	CADARACHE , FRANCE
CLOSING DATE FOR APPLICATIONS	29/10/2014 AT 12.00 NOON, BARCELONA GMT+1

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 Cadarache, France.

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

3. RESPONSIBILITIES

As a member of the ITER Department of 'Fusion for Energy', the Civil Engineer will report directly to the Project Manager of the Site Buildings and Power Supply project and/or his Deputy. He/She will implement, follow-up, and supervise the civil engineering contracts and construction of the ITER buildings in accordance with the applicable requirements set-up by the ITER Organization and the construction and coordination rules implemented by Fusion for Energy jointly with its Architect Engineer and Health and Safety Protection Coordinator.

The successful candidate will, among other tasks:

- supervise the progress of the civil engineering contracts by tracking activities against the plan, provision of regular and accurate reports, analysis and evaluation of results;
- ensure a proper contractual follow-up of the Civil engineering Contracts;
- define the quality assurance and control requirements that have to be met in accordance with the arrangements established with the ITER Organization;
- coordinate design and construction tasks to be carried out in support of the European contribution to the procurement of components in the area of his/her responsibility;
- summarize complex technical topics and propose and/or implement solutions for technical problems, liaising with all necessary stakeholders inside or outside the organization;
- ensure proper implementation, in close relation with the ITER Organization, the F4E Architect Engineer, and the Health and Safety Protection Coordinator, of the works supervision rules, ensuring the definition of the appropriate level of control depending on the nuclear and quality class of the works;
- anticipate design, construction, coordination, and control issues and proactively manage them;
- participate to the schedule and budget elaboration in his area of responsibilities;
- liaise with the ITER Organisation and other projects or units of Fusion for Energy in his area of expertise and responsibility;
- use resources from the F4E Support Contracts (Architect Engineer, Support to the Owner) in order to achieve the objectives described above.

4. QUALIFICATIONS AND EXPERIENCE REQUIRED

- Being an established EU official at grade AD 05/08 in a EU Institution or Agency/Body;
- Experience as engineer in civil / building engineering during construction in the field of large construction and engineering projects;
- Experience in the preparation and supervision of construction and engineering contracts involving procurements of dozens of millions;
- Experience in FIDIC (International Federation of Consulting Engineers) rules;

- Experience as team leader and work coordination;
- Experience in Health and Safety follow-up;
- Experience in Quality Assurance and Control of large construction and engineering projects;
- Experience in time scheduling and budget elaboration of large construction and engineering project;
- Experience in the preparation and supervision of large construction contracts in the field of nuclear fusion and/or fission;
- Good command of both written and spoken English, the main working language of Fusion for Energy;
- Good command of both written and spoken French.

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

- Knowledge of the French rules regarding nuclear and quality matters (10 August 1984 decree, ICPE Rules, INB Rules);
- Knowledge of construction law, arbitration, dispute settlement and negotiation;
- Knowledge of Project Management Tools;
- Knowledge of scientific and engineering topics relevant to the ITER project;
- Good analytical capabilities, communication skills, organisational skills and ability to work under pressure;
- Working experience in a European or international setting.

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 Cadarache, France, 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

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

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 29/10/2014 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: 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.