

**VACANCY NOTICE
F4E/FO/AST/2010/0118
(Permanent Post – AST3)**

POSITION TITLE	FINANCIAL/BUDGET ASSISTANT (F/M)
GRADE	AST3
LOCATION	BARCELONA, SPAIN
CLOSING DATE FOR APPLICATIONS	02/07/2010

1. THE ORGANISATION

With a budget of around €4 billion for the first ten years, the European Joint Undertaking for ITER and the Development of Fusion Energy ('Fusion for Energy') will play 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, the Broader Approach Agreement with Japan as well as to prepare for demonstration fusion reactors.

In its role as the Euratom Domestic Agency for ITER, 'Fusion for Energy' will:

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

In its role as the Implementing Agency for the Broader Approach Agreement with Japan, the Joint Undertaking will:

- Provide components, equipment and other resources for the Broader Approach;
- Coordinate Euratom's participation in the Broader Approach implementation ;
- Provide for the implementation of associated R&D activities;
- Provide the Euratom financial contribution to the Broader Approach;
- Arrange 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), the Joint Undertaking will implement a programme of research, development and design activities.

For further information about the structure and tasks of 'Fusion for Energy' 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.

3. JOB DESCRIPTION - RESPONSIBILITIES

As a member of the Contracts & Procurement Department of 'Fusion for Energy', and reporting directly to the Head of the Group, the Financial/Budget Assistant is in charge of the financial initiation/verification of commitments, payments, forecasts of revenue, recovery orders, prefinancing, etc. related to administrative and operational expenditure. He/She is also responsible for the Budget coordination and follow up, reporting on budget execution and forecasting.

The successful candidate will, among other tasks:

- Perform Financial Initiation of reimbursements related to Experts, Candidates and Missions, as well as Salaries and Recovery Orders linked to staff members: payments initiation in ABAC (calculation, issue notification letters and reporting), offsetting of mission's payments involving advances payments.
- Perform Financial Verification of payments related to all administrative expenditure: verify and give an opinion on the sound financial management concerning financial transactions (budgetary commitment, payment order, forecast of revenue or recovery order and debit note, etc), and concerning contractual transactions (grants, procurement, contracts, etc).
- Advise on particularly complex financial transactions.
- Assist the Court of Auditors by making available relevant documentation for the audit.
- Issue monthly reports on budget execution, forecasting and payment deadlines.
- Follow up of financial aspects of the contracts.

4. QUALIFICATIONS AND EXPERIENCE REQUIRED

- Being an established EU official at grade AST3 in a EU Institution or Agency/Body;
- At least 3 years of proven professional experience in relation to the tasks mentioned under point 3;
- Very good knowledge of the EU institutional framework and working procedures, in particular as regards budgetary and finances rules;
- Strong communication skills and ability to communicate effectively
- Ability to work under pressure and respect deadlines;
- Aptitude to work both independently and in a small team;
- Good knowledge of ABAC, SAP;
- Good working knowledge of English, the main working language of the Joint Undertaking.

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

- Experience in Financial Management and Budgeting;
- Working knowledge of French and Spanish
- Experience in Research, high technologies project.

5. SELECTION PROCESS

Candidates will receive an acknowledgement of receipt for their application.

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.

Approximate timetable

As a rough guide only, the selection procedure can take up to 6 months.

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-selection@f4e.europa.eu

In order to check the status of selection procedures, applicants are invited to follow the update on the **Closed positions page** within the Job Opportunities page of 'Fusion for Energy':

http://www.fusionforenergy.europa.eu/7_job_opportunities_closed_publications_officials.htm

Reimbursement of travel expenses

Travel expenses incurred for interviews and medical examinations will be reimbursed by 'Fusion for Energy' according to its [rules for the reimbursement of travel expenses](#) sent along with the letters inviting to an interview or a medical examination.

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.

Should the applicant have any query concerning the processing of his/her personal data, he/she shall address them to the following address: Resources-Conroller@f4e.europa.eu

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://www.fusionforenergy.europa.eu/7_open_job_opportunities.htm

All applicants must register their applications online by creating a valid F4E user account at the following web address: <https://jobs.f4e.europa.eu>

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 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 post applied for and of your address for correspondence and for invitation to interview
- **Proof of your seniority in grade and step**

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

02/07/2010 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

It is the responsibility of the applicant to inform 'Fusion for Energy' about any technical problem without delay within the deadline mentioned above.