

VACANCY NOTICE

POSITION TITLE	HUMAN RESOURCES ADMINISTRATIVE ASSISTANT (F/M)
SELECTION REFERENCE	F4E/FO/AST/2013/0159
GRADE	ESTABLISHED EU OFFICIAL – AST 5/9
LOCATION	BARCELONA, SPAIN
CLOSING DATE FOR APPLICATIONS	18/12/2013 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>

THE EUROPEAN JOINT UNDERTAKING FOR ITER AND THE DEVELOPMENT OF FUSION ENERGY

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<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

As a member of the HR Unit within the Administration Department of “Fusion for Energy” and directly reporting to the Head of Human Resources Unit, the HR Administrative Assistant will assist in managing HR related tasks.

The successful candidate will, among other tasks:

- Assist in the establishment of the HR policies and procedures related to selections, recruitments, internships and use of interim services;
- Assist in the daily management of selection and recruitment procedures;
- Liaise with all F4E services concerning selection and recruitment matters and provide guidance and support when necessary;
- Manage the correspondence with internal and external queries in the areas of his/her responsibilities;
- Manage different HR Information systems including further automation of mainstream HR processes and development of new templates;
- Assist in simplification and updates of administrative rules and procedures;
- Assist in and contribute to the development and the implementation of internship schemes, establishing internal procedures and related activities;
- Manage requests for the use of interim services;
- Provide guidance and support to F4E staff on Staff Regulations and Conditions of Employment for Other Servants (CEOS);
- Liaise with Pay Master Office on the establishment of the rights and obligations of F4E staff members;
- Organise welcoming and introducing newcomers when taking up duties in F4E as well as informing staff members about the administrative aspects of the departure procedure;
- Operational initiation of financial operations related to the HR activities;
- Assist in the preparation of reports and statistics concerning selections and recruitments;
- Provide general administrative support for the HR Unit.

In a later stage, in the frame of mobility within the HR Unit, the successful candidate could be requested to take up other HR related duties.

4. QUALIFICATIONS AND EXPERIENCE REQUIRED

- Being an established EU official at grade AST 5/9 in a EU Institution or Agency/Body;
- Proven professional experience of at least 3 years in the area of Human Resources management, in particular in relation to at least 5 of the tasks mentioned under point 3;
- Experience in the area of HR administration;
- High level of discretion and confidentiality;
- Proactive approach to problem-solving;
- Co-operative and service oriented attitude;
- Good interpersonal and communication skills;
- 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:

- High level of IT skills - preferably in Word, Excel, Sharepoint applications, HR databases;
- Experience of working effectively in a team;
- Excellent knowledge of French and or Spanish;
- Experience in other HR areas such as appraisal/promotion, training, etc;
- Experience with managing administrative expenditure (operational initiator);
- Experience in administrative procurement.

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.

Oral tests 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 18/12/2013 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: 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.