

## VACANCY NOTICE

<b>POSITION TITLE</b>	<b>COST VERIFICATION AND ANALYTICAL ACCOUNTING (CVAC) OFFICER (F/M)</b>
<b>SELECTION REFERENCE</b>	<b>F4E/TA/AD10/2016/0203</b>
<b>GRADE</b>	<b>TEMPORARY AGENT – AD10</b>
<b>LOCATION</b>	<b>CADARACHE, FRANCE<sup>1</sup></b>
<b>VALIDITY OF THE RESERVE LIST</b>	<b>31/12/2017</b>
<b>CLOSING DATE FOR APPLICATIONS</b>	<b>04/05/2016 AT 12.00 NOON, BARCELONA GMT+1</b>

Fusion for Energy seeks to establish a reserve list for the profile of Cost Verification and Analytical Accounting (CVAC) Officer.

Suitable candidates placed on the reserve list may be recruited upon decision of the Appointing Authority. Candidates should note that inclusion on the reserve list does not guarantee recruitment.

This reserve list may be used for recruiting candidates on other similar positions carrying the same profile as the one described in this notice.

The validity of the reserve list could be extended if the Appointing Authority so decides.

All the detailed information concerning the selection process may be found in the “Guide for applicants” published on the F4E website along with this Vacancy Notice.

### 1. RESPONSIBILITIES

The role of the CVAC Officer is to make F4E able to report on the cost of the F4E’s internal resources utilised by each activity/contract and on the external costs incurred by F4E’s contractors for each activity/contract, therefore providing full visibility on the total cost of each activity/contract.

This will be achieved by providing accurate, reliable, validated and aggregated information regarding internal and external costs to the Head of the Contract and Procurement Unit and to the rest of F4E’s Management.

As a member of the Contracts and Procurement Unit, the CVAC Officer will report to the Head of Unit.

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<sup>1</sup> Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places: Barcelona (Spain) or Garching (Germany).

The successful candidate will be responsible, among other tasks, for carrying out:

**Analytical accounting:**

- To develop, set up and maintain an appropriate analytical accounting capability with methods and systems allowing to identify the following types of internal costs:
  - Individual staff hourly fee (complete cost)
  - Average staff hourly fee (per Team/Unit/Department)
  - Cost per Team/Unit/Department (hourly and aggregate cost)
  - Cost per Activity (hourly and aggregate cost)
  - Cost per process (average)
- To develop, set up and maintain appropriate systems to reconcile the Administrative Budget with the different Activities and Units in order to report on the use of this Budget.
- To provide adequate and timely reporting to the Director, to the Head of Administration Department, the Head of Human Resources Unit and to the rest of F4E's Management.

**Incurred costs evaluation:**

- To draft the methodology and to establish the associated processes for cost verification in order to select, collect, evaluate and validate the external costs incurred by F4E contractors, and to report on their admissibility by applying audit techniques.
- To draft a plan to audit the on-going contracts according to the available human resources and the priorities set by the F4E Management.
- To manage on-site incurred cost audits, and to report on their results.
- To evaluate and validate the cost management systems of the F4E contractors.
- To create a database for standard prices/unit rates from past/running contracts to be used for the estimation of prices in future contracts, and to develop and maintain pricing models to be used to define new price/rates when no applicable ones exist in past/running contracts.
- To advise on the implementation of the different types of contracts based on incurred costs.
- To support and train Contract and Procurement Officers and Assistants on the use of cost verification methodologies and systems, ensuring their ability to act as front-end in the day by day collection of cost data.
- To manage the interface with external Cost Auditors which may be contracted to support on specific areas (e.g. for the follow-up of cost plus contracts).
- To collaborate on the Estimate at Completion exercise by providing information on incurred costs and on the estimation of future costs by comparing estimates and actuals.
- To provide adequate and timely reporting to the Director, to the Head of Project Management Infrastructure and Control Department, the Head of Contracts and Procurement Unit and to the rest of F4E's Management.

## **2. GENERAL CONDITIONS**

### **A. ELIGIBILITY CRITERIA**

A1. In order to be eligible the candidate must:

- Be a citizen of one of the Member States of the European Union or of a Third state fully associated with the Euratom fusion programme (Switzerland).
- Enjoy his/her full rights as a citizen.<sup>2</sup>
- Have fulfilled the obligations imposed on them by the laws of their home country concerning military service.
- Meet the character requirements for the duties involved.
- Be physically fit to perform their duties<sup>3</sup>.

A2. On the closing date for registration, the candidate must possess:

At least a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more and, after having obtained the university degree, at least 12 years of proven professional experience;

OR

At least a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is three years and, after having obtained the university degree, at least 13 years of proven professional experience;

Only study titles that have been awarded by the Members of the Joint Undertaking or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.

A3. The candidate must possess a good command of English to the extent necessary to perform his/her duties and a thorough knowledge of another official language of the European Union<sup>4</sup>.

### **B. QUALIFICATIONS AND EXPERIENCE REQUIRED**

#### **B1 Essential Selection Criteria**

- Degree in Economics, Public Administration, Business Administration or equivalent – other degrees (e.g. Engineering, mathematics, etc) will only be considered as equivalent if the coursework included exams in Economic Theory and Finance;
- Experience of at least 3 years in cost auditing;
- Good experience in Analytical Accounting (minimum 2 years);
- Good experience in incurred cost contracts in international context or in large scale construction projects (minimum 2 years);
- Good hands-on experience of ABAC or of an equivalent accounting and financial software (e.g. SAP-based), acquired through the use of such systems over a period of time of not less than 1 year.

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<sup>2</sup> Prior to any appointment, the successful candidate will be asked to provide a certificate issued by the competent authority attesting the absence of any criminal record.

<sup>3</sup> Before his/her appointment, the candidate shall be medically examined in line with requirement of Article 12(2)(d) of the Conditions of employment of other servants of the European Communities.

<sup>4</sup>Promotion/reclassification is subject to working knowledge of a third EU language

## B2 Advantageous Selection Criteria

- Knowledge of the F4E Budget structure and procedures;
- Good analytical capabilities;
- Strong communication skills;
- Certified accountant;
- Good organisational skills;
- Experience working in multicultural teams.

## 3. CONDITIONS OF EMPLOYMENT

### 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.

### **A contract offer will be made as a member of temporary staff, pursuant to Article 2(f) of the Conditions of Employment of other servants of the European Communities.**

The candidate(s) placed on the reserve list may be recruited in the grade AD10 on a contract with an initial duration of five years, with possibility of renewal. The established reserve list may be used to fill similar positions at the same grade but for 3 year non-renewable temporary agent 2(f) contracts. The probationary period is 9 months.

For more information on the selection process of Temporary Agents and on the contractual and working conditions, please, refer to:

- **Guide for Applicants:**  
<http://fusionforenergy.europa.eu/careers/Documents/Annex%20to%20the%20VN.pdf>
- **Conditions of employment of Other Servants of the European Communities:**  
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

The salaries of temporary agents are subject to a community tax deducted at source. They are exempt from national tax. The European institutions have their own social security and pension scheme. **As an indication, the basic monthly salary, before any deductions or allowances, for grade AD10 (step 1) is currently 8324,49€.**

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.

For further information on remuneration for temporary agents, visit:

<http://www.fusionforenergy.europa.eu/downloads/careers/Remuneration%20TA2016.pdf>

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.

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 Cadarache (France).

For reasons related to the 'Fusion for Energy' operational requirements, once the candidate receives the job offer, he/she may be required to be available at short notice (2 to 3 months).

#### 4. 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 2 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

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

**no later than 04/05/2016 at 12h00 noon, Barcelona GMT+1.**

#### **Reimbursement of travel expenses**

Travel expenses incurred for tests 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. After the submission of the required documents, the reimbursement of the travel expenses will occur in the 3 following months.

#### **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)

**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](mailto: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.**

**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.**

#### **Appeal and Complaint procedures**

Applicants that consider that he/she has been unfairly 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](#).