

VACANCY NOTICE

HEAD OF ADMINISTRATION DEPARTMENT

Closing date for applications: 17/04/2020 - 12:00 noon (Barcelona time)

DEADLINE EXTENDED – INCOMPLETE APPLICATIONS WILL BE EXCLUDED

Reference	Grade	Location
F4E/TA/AD12/2020/0237	Temporary Agent, AD12	Barcelona, Spain ⁱ

Fusion for Energy (or F4E) is looking for a highly motivated and experienced manager to lead its administration department.

IS THIS JOB FOR YOU?

Are you a passionate professional with proven experience in transformation and corporate resource management? Would you be excited to work on an innovative multi-billion euro development project? Do you look for the next challenge?

The Head of Administration is a key leadership position within F4E. This member of the senior management team will lead F4E transformation, continuous improvement and change in terms of structure, processes, skills and (human) resources as well as corporate culture and gender equality.

Given the multicultural and contractual diversity of F4E's workforce this is a challenging task for individuals who have shown their leadership skills in both the public (ideally EU) and private sector

WHY F4E?

F4E, a European Union Joint Undertaking, headquartered in Barcelona, specifies and manages the production of the European contribution (45%) to ITER. This research fusion reactor which F4E is building in Cadarache, France, will be a major leap towards clean and sustainable generation of abundant base load energy, complementing renewables.

ITER is one of the largest construction projects in Europe and the world's largest scientific partnership. ITER brings together seven parties that represent half of the world's population – the EU, Russia, Japan, China, India, South Korea and the United States.

To find out more about F4E, visit us at <https://f4e.europa.eu/>

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

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<http://fusionforenergy.europa.eu>

THE JOB

This senior manager is responsible for overseeing and directing the business operations of F4E, which includes human resources, processes and organisational improvements, corporate services, security, health and safety, information technology, legal services and communications. S/he will have 6 direct reports and lead a department with a current headcount of 82. S/he will lead the interaction with the organisation's various external auditors and follow up on audit recommendations. S/he will foster continuous improvement by creating, revising, and implementing policies and processes ensuring compliance with the organization's regulatory framework as well as efficiency and effectiveness.

As a member of the senior management team, the Head of Administration actively drives permanent improvement in terms of staff engagement, culture, diversity and organisational maturity.

S/he develops skills and HR structure, as well as processes, organisation and the management system including compliance, anticipating F4E's future needs. This role acts as a trusted advisor to the senior management team and in particular to the director, in these crucial areas.

S/he will stay current on EU administrative policies and procedures paying particular attention to those associated with staff regulations, data protection, equality and ethics. S/he will provide advice and direction on the said policies and procedures within the organization.

As a foundation for the above, the Head of Administration manages F4E's political and contractual relationship with the host state, Spain on a day-to-day basis.

YOUR KEY RESPONSIBILITIES

The Head of Administration is responsible for managing the units / services under her / his responsibility; in particular s/he provides efficient assistance and support to the operations of the other F4E Departments through a service-oriented and problem-solving approach.

S/he will provide overall leadership to the Administrative Services, and ensure the timely and cost effective management of all activities under his/her responsibility.

S/he will ensure the sound management of the administrative F4E budget, and will act as Authorising Officer by sub-delegation for the related expenditures in accordance with the F4E financial regulations and implementing rules.

More specifically, s/he shall be responsible for the following activities:

- Lead and manage the department ensuring coherence and synergy;
- Prepare an administrative annual work program in line with the overall F4E work programme;
- Develop efficient administrative policies enabling the effective provision of HR, Logistical, support, IT infrastructure and legal advice to all of F4E in Barcelona, Cadarache (France), Garching (Germany) and Rokkasho (Japan);
- Provide regular reporting to the Director and Governing Board and European Commission on the work under his/her responsibility;
- Drive organisational improvement in a portfolio-oriented, co-ordinated way using state-of-the-art methods like six sigma;
- Assist the Director in the management of F4E by providing sound advice on administrative matters, and by actively evolving the overall F4E strategy agenda and related policies;
- Ensure effective relations with the Host Country (Spain), the European Commission Internal Audit Service, the European Parliament and the European Court of Auditors;

- Ensure overall compliance with the applicable legal framework;
- Ensure overall health, safety and security, including physical security; with direct responsibility in Barcelona and leading the heads of site in the other F4E locations in these matters.
- Ensure development of the requisite competences and skills of the Department's personnel as well as of F4E at large;
- Build and grow a culture of co-operative performance, consistent compliance with rules and regulations as well as ethical behaviours in F4E;
- Lead the effective and efficient implementation of F4E's internal control framework;
- Take on additional tasks as required in the interest of the service.

Duties may evolve according to development of the F4E structure and activities.

WHAT CAN WE OFFER YOU?

Life in Barcelona

Barcelona offers professionals and families a high quality of life. It enjoys an average temperature of 18°C throughout the year and complements its cosmopolitan lifestyle and vibrant cultural life with the nature of the Mediterranean coastline and the Pyrenees mountain range.

The city is strategically located between the sea and the mountains and is served by an international airport. Barcelona is a Mediterranean and cosmopolitan city with Roman remains, medieval quarters and the most beautiful examples of 20th century Modernism and avant-garde.

Salary and benefits

As an indication, the basic monthly salary, for grade AD12 (step 1) is currently approx. €11K. 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.

The salaries of temporary agents are subject to a community tax deducted at source and are exempt from national taxation.

Where the successful candidate needs to relocate, F4E would normally reimburse removal expenses.

F4E has agreements with a wide range of international schools to support access to schooling for the children of F4E staff.

For further information on remuneration, please visit the dedicated page on [F4E's website](#).

F4E makes every effort to develop the competences of its staff in order to actively and significantly contribute to the achievement of its goals as well as to enhance their career prospects.

Work-life balance

F4E enables staff members to reconcile family and professional life by offering flexible work arrangements and teleworking.

F4E staff members enjoy a basic entitlement of 24 days of annual leave as well as +/- 19 statutory public holidays per annum. Additional leave days may be granted for age, grade and distance from the place of origin. Special leave is granted for certain circumstances such as marriage, birth or adoption of a child, etc.

WHAT ARE THE SELECTION REQUIREMENTS?

IMPORTANT:

CANDIDATES ARE REQUIRED TO COMPLETE AND APPEND TO THEIR CV OR MOTIVATION LETTER THE APPLICATION FORM AVAILABLE AT THE END OF THE PRESENT VACANCY NOTICE. THE EDITABLE VERSION OF THE SELECTION CRITERIA FORM CAN BE FOUND HERE.

FAILURE TO INCLUDE THIS DOCUMENT IN YOUR CV OR MOTIVATION LETTER SHALL EXCLUDE YOUR APPLICATION FROM THE SELECTION PROCESS.

IT IS INCUMBENT ON THE CANDIDATES TO DEMONSTRATE AS MUCH AS POSSIBLE, INCLUDING EXAMPLES WHERE NEEDED, THAT S/HE MEETS THE SELECTION CRITERIA INDICATED UNDER POINTS A1, A2, A3, B1, B2 AND B3 BY INCLUDING THE RELEVANT INFORMATION IN THE APPLICATION FORM.

A. ELIGIBILITY CRITERIA

A1. General requirements

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 (currently Switzerland).
- Enjoy his/her full rights as a citizenⁱⁱ.
- Have fulfilled the obligations imposed on him/her by the laws of their home country concerning military service.
- Produce the appropriate character references as to his/her suitability for the performance of his/her duties.
- Be physically fit to perform her / his dutiesⁱⁱⁱ.

A2. Education / Experience^{iv}

On the closing date for registration, the candidate must have:

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 15 years of proven professional experience, of which at least five years should have been acquired as a manager;

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 16 years of proven professional experience, of which at least five years should have been acquired as a manager.

A3. **Language Skills^v**

The candidate must produce evidence of excellent oral and written English communications abilities and a thorough knowledge of one other official language of the European Union.

B. **QUALIFICATIONS AND EXPERIENCE REQUIRED**

B1 **Essential Selection Criteria**

- At least 10 years of experience relevant to the responsibilities described under the responsibility section above;
- At least 3 years of experience as part of a senior management team reporting directly to the Director, CEO or COO;
- At least 5 years line management experience in leading organisational units with at least 20 staff.

B2 **Advantageous Selection Criteria**

In addition to the above, the following criteria will be taken into account:

- Experience leading and managing transformations and organisational change initiatives;
- Experience in building and implementing corporate culture change programs;
- Experience working in a scientific environments, in particular large research or project-oriented;
- Experience working in a management consulting firm;
- Experience working in and with matrix-structures;
- Experience working in the European Commission, an Agency or Joint Undertaking, or an international organisation;
- Experience working with the EU staff and financial regulations and budget cycle and procedures;
- Social dialogue experience, i.e. with staff committee or trade unions.

B3 **Management Skills**

As part of the selection process, shortlisted candidates will be asked to attend a management assessment centre. The following competences will be assessed:

- Ability to motivate, coach and develop others;
- Ability to create and share vision;
- Ability to foster teamwork and collaborations;
- Ability to delegate, establish objectives and monitor follow-up of activities;
- Ability to communicate clearly and present complex subjects simply, both orally and in writing, including to the members of the team;
- Ability to solicit inputs from and listen to staff, partners, and stakeholders;
- Ability to deal with people effectively, respectfully and courteously;
- Ability to build productive and cooperative working relationships with hierarchy and other units and colleagues;
- Ability to steer discussions and generate the best possible results without compromising productive working relationships with the other parties involved;
- Ability to adjust to rapidly changing circumstances;
- Ability to work under stress and to short deadlines;
- Assertiveness and resilience.

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 shall be duly filled in and the candidates are requested to submit the following documents in English:

- A detailed Europass Curriculum Vitae ([available here](#))
- A motivation letter of 2 pages maximum
- Application form (available [here](#)) appended to either the CV or the motivation letter

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

no later than 17/04/2020 at 12h00 noon Barcelona time – DEADLINE EXTENDED

INCOMPLETE APPLICATIONS WILL BE EXCLUDED

Fusion for Energy is an equal opportunities employer and takes care to avoid any form of discrimination. As part of its commitment to diversity, gender equality and geographical distribution, F4E strongly encourages applications from female candidates and applies a policy of equal opportunities. It does not discriminate against anyone on grounds of gender, race, colour, ethnic or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability or sexual orientation. Fusion for Energy offers measures to reconcile professional and private life and will provide reasonable adjustments at the workplace for persons with disabilities.

‘Fusion for Energy’ as the body responsible for organizing the selection process, will ensure that applicants’ personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA relevance. 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.

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 F4E 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.

CONDITIONS OF EMPLOYMENT

Successful candidates will be placed on a Reserve List, and one of the candidates thereon may be offered this position. The candidate(s) placed on the reserve list may be recruited in the grade AD12 on a contract with an initial duration of five years, with possibility of renewal. The established reserve list may be used to fill other similar positions at the same grade for the same or different durations, depending on business needs and budgetary availability, and at any of the F4E working locations.

The number of successful candidates sought for this reserve list is **four**^{vi}.

Candidates should note that inclusion on the reserve list does not guarantee recruitment.

The validity of the reserve list is **31/12/2021** but this can be extended.

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 the "[Guide for applicants](#)" published on the F4E website along with this Vacancy Notice and the [Conditions of employment of Other Servants of the European Communities](#).

ⁱ Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places.

ii 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.

iii 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.

iv 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.

v Promotion/reclassification is subject to a working knowledge of a third EU language.

vi The Selection Board will draw up the reserve list. Subject to availability of sufficiently good candidates, the list will be populated up to the number of successful candidates sought and stipulated in the vacancy notice. Eligible candidates who have been shortlisted for further testing and have obtained the highest overall marks following the assessment will be listed alphabetically. Where candidates tie for the last available place on the reserve list, they will all be included on the reserve list. Any readmitted candidates following a successful appeal at this stage of the procedure will also be added to the reserve list.



APPLICANT (Name SURNAME): Click or tap here to enter text.

I AM CURRENTLY WORKING IN AN EU INSTITUTION/AGENCY (YES/NO): Select

IF YES,

NAME OF THE INSTITUTION: Click or tap here to enter text.

TYPE OF CONTRACT / FUNCTION GROUP / GRADE: Click or tap here to enter text.

THIS FORM IS AN INTEGRAL PART OF THE APPLICATION AND COMPLEMENTS THE CV AND MOTIVATION LETTER.

ALL SECTIONS ARE TO BE DULY COMPLETED WITHOUT REFERRING TO THE CV.

INCOMPLETE APPLICATIONS SHALL BE DISREGARDED.

A. ELIGIBILITY CRITERIA		
A1. <u>GENERAL REQUIREMENTS</u>	Y/N	ANSWERS/COMMENTS
I am 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).	Select	Please indicate here your nationality(ies): Click or tap here to enter text.
I enjoy my full rights as a citizen.	Select	
I have fulfilled the obligations imposed on me by the laws of my home country concerning military service (if applicable).	Select	
I meet the character requirements for the duties involved.	Select	
A2. <u>EDUCATION / EXPERIENCE</u>	Y/N	UNIVERSITY AND POST UNIVERSITY STUDIES AND PROFESSIONAL EXPERIENCES OBTAINED AFTER THE UNIVERSITY DEGREE
On the closing date for registration, <u>candidates must have:</u>		
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 15 years of proven professional experience, of which at least five years should have been acquired as a line manager; 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 16 years of proven professional experience, of which at least five years should have been acquired as a manager.		
Do you meet the above education requirement ? Please specify.	Select	Please list here your university and post university diplomas/degrees, indicating the country of the university for each.



<p>Have your studies/diploma(s) been awarded by the Members of the Joint Undertaking (EU 27+Switzerland) or have they been subject to the equivalence certificates issued by the authorities in the said Member States?</p>		<p>E.g.: 30/06/2020 - Industrial Engineering – Portugal Click or tap here to enter text.</p>
<p>Do you meet the above requirement regarding professional experience? How many years of professional experience do you have <u>after obtaining the minimum level of studies required for this vacancy</u>? Please specify.</p>	<p>Select</p>	<p>Please list here your professional experiences obtained after the university degree. E.g.: Exp.1: from 01/01/2015 to 31/12/2018 – Procurement Officer – Duration: 4 years Exp.2: from xx to xx Exp.3: TOTAL: xx years xx months, after the 1st university diploma Click or tap here to enter text.</p>
<p>A3. LANGUAGE SKILLS</p>	<p>Y/N</p>	<p>IF YES, WHICH LANGUAGES ARE YOU PROFICIENT IN</p>
<p>The candidate must produce evidence of excellent oral and written English communications abilities and a thorough knowledge of one other official language of the European Union.</p> <p>Do you meet the language criterion?</p>	<p>Select</p>	<p>Please list by using the common European Framework Reference levels A1, A2, B1, B2, C1 and C2.</p> <p>E.g.: French: Mother tongue Language 2: English (C1) Language 3: Language (Level) Click or tap here to enter text.</p>
<p>B. QUALIFICATIONS AND EXPERIENCE REQUIRED</p> <p>B1 ESSENTIAL SELECTION CRITERIA</p>	<p>Y/N</p>	<p>PLEASE INDICATE THE EXACT LENGTH OF YOUR EXPERIENCE AND EXPLAIN HOW IT RELATES TO EACH REQUIREMENT.</p>
<p>• Do you have at least 10 years of experience relevant to the responsibilities described under the responsibility (see list of responsibilities here below)?</p>	<p>Select</p>	<p>Click or tap here to enter text.</p>
<p>▪ Lead and manage the department ensuring coherence and synergy;</p>	<p>Select</p>	<p>Click or tap here to enter text.</p>
<p>▪ Prepare an administrative annual work program in line with the overall F4E work programme;</p>	<p>Select</p>	<p>Click or tap here to enter text.</p>
<p>▪ Develop efficient administrative policies enabling the effective provision of HR, Logistical, support, IT infrastructure and legal advice to all of F4E in Barcelona, Cadarache (France), Garching (Germany) and Rokkasho (Japan);</p>	<p>Select</p>	<p>Click or tap here to enter text.</p>
<p>▪ Provide regular reporting to the Director and Governing Board and European Commission on the work under his/her responsibility;</p>	<p>Select</p>	<p>Click or tap here to enter text.</p>
<p>▪ Drive organisational improvement in a portfolio-oriented, co-ordinated way using state-of-the-art methods like six sigma;</p>	<p>Select</p>	<p>Click or tap here to enter text.</p>



<ul style="list-style-type: none"> Assist the Director in the management of F4E by providing sound advice on administrative matters, and by actively evolving the overall F4E strategy agenda and related policies; 	Select	Click or tap here to enter text.
<ul style="list-style-type: none"> Ensure effective relations with the Host Country (Spain), the European Commission Internal Audit Service, the European Parliament and the European Court of Auditors; 	Select	Click or tap here to enter text.
<ul style="list-style-type: none"> Ensure overall compliance with the applicable legal framework; 	Select	Click or tap here to enter text.
<ul style="list-style-type: none"> Ensure overall health, safety and security, including physical security; with direct responsibility in Barcelona and leading the heads of site in the other F4E locations in these matters. 	Select	Click or tap here to enter text.
<ul style="list-style-type: none"> Ensure development of the requisite competences and skills of the Department's personnel as well as of F4E at large; 	Select	Click or tap here to enter text.
<ul style="list-style-type: none"> Build and grow a culture of co-operative performance, consistent compliance with rules and regulations as well as ethical behaviours in F4E; 	Select	Click or tap here to enter text.
<ul style="list-style-type: none"> Lead the effective and efficient implementation of F4E's internal control framework; 	Select	Click or tap here to enter text.
<ul style="list-style-type: none"> Do you have at least 3 years of experience as part of a senior management team reporting directly to the Director, CEO or COO? 	Select	Click or tap here to enter text.
<ul style="list-style-type: none"> Do you have at least 5 years line management experience in leading organisational units with <u>at least 20 staff</u>? 	Select	<p>Please indicate line management experience, duration and the number of staff. E.g.: Exp.1: from 01/01/2015 to 31/12/2018 – Head of HR Unit - Duration: 4 years – 25 staff members reported to me Exp.2: from xx to xx Exp.3:</p> <p>Click or tap here to enter text.</p>
<p>B. QUALIFICATIONS AND EXPERIENCE REQUIRED</p> <p>B2 ADVANTAGEOUS SELECTION CRITERIA</p>	Y/N	<p>PLEASE INDICATE THE EXACT LENGTH OF YOUR EXPERIENCE AND EXPLAIN HOW IT RELATES TO EACH REQUIREMENT.</p>
<ul style="list-style-type: none"> Do you have experience leading and managing transformations and organisational change initiatives? 	Select	Click or tap here to enter text.
<ul style="list-style-type: none"> Do you have experience in building and implementing corporate culture change programs? 	Select	Click or tap here to enter text.
<ul style="list-style-type: none"> Do you have experience working in a scientific environments, in particular large research or project-oriented? 	Select	Click or tap here to enter text.
<ul style="list-style-type: none"> Do you have experience working in a management consulting firm? 	Select	Click or tap here to enter text.
<ul style="list-style-type: none"> Do you have experience working in and with matrix-structures? 	Select	Click or tap here to enter text.



• Do you have experience working in the European Commission, an Agency or Joint Undertaking, or an international organisation?	Select	Click or tap here to enter text.
• Do you have experience working with the EU staff and financial regulations and budget cycle and procedures?	Select	Click or tap here to enter text.
• Do you have social dialogue experience, i.e. with staff committee or trade unions?	Select	Click or tap here to enter text.
B. QUALIFICATIONS AND EXPERIENCE REQUIRED B3 <u>MANAGEMENT SKILLS</u>	Y/N	IF YES, HOW DO YOU CONSIDER YOU MEET THE CRITERIA, GIVE EXAMPLES WHERE NECESSARY
DO YOU POSSESS THE FOLLOWING MANAGEMENT SKILLS?		
• Ability to motivate, coach and develop others;	Select	Click or tap here to enter text.
• Ability to create and share vision;	Select	Click or tap here to enter text.
• Ability to foster teamwork and collaborations;	Select	Click or tap here to enter text.
• Ability to delegate, establish objectives and monitor follow-up of activities;	Select	Click or tap here to enter text.
• Ability to communicate clearly and present complex subjects simply, both orally and in writing, including to the members of the team;	Select	Click or tap here to enter text.
• Ability to solicit inputs from and listen to staff, partners, and stakeholders;	Select	Click or tap here to enter text.
• Ability to deal with people effectively, respectfully and courteously;	Select	Click or tap here to enter text.
• Ability to build productive and cooperative working relationships with hierarchy and other units and colleagues;	Select	Click or tap here to enter text.
• Ability to steer discussions and generate the best possible results without compromising productive working relationships with the other parties involved;	Select	Click or tap here to enter text.
• Ability to adjust to rapidly changing circumstances;	Select	Click or tap here to enter text.
• Ability to work under stress and to short deadlines;	Select	Click or tap here to enter text.
• Assertiveness and resilience.	Select	Click or tap here to enter text.

DECLARATION (click on the tick box and checked)

- ☐ I certify that the above statements are to the best of my knowledge correct and complete. I understand that any misrepresentation or material omission made on my application or related documents submitted to F4E may result in the application being void or may render me liable for dismissal, if employed.
- ☐ I undertake to produce on request, supporting documents in respect of A and B above and accept that failure to do so may invalidate my application.



☐ I am aware that if invited to undertake tests at F4E, I will have to provide the following documents: proof of nationality (passport or identity card), diploma(s) or certificate(s) required for admission to the selection procedure, statements of employment or contract(s) clearly specifying start and end dates, and for the current position proof of the start date, continuity and the latest payslip. If self-employed, I will provide additionally: formal data such as tax returns, statements of fees from national bodies, or any other supporting document of an official nature.

Name and Surname: Click or tap here to enter text.

Date: Click or tap here to enter text.