

VACANCY NOTICE

POSITION TITLE	CFO / HEAD OF THE COMMERCIAL DEPARTMENT (F/M)
SELECTION REFERENCE	F4E/TA/AD13/2016/0208
GRADE	TEMPORARY AGENT – AD13
LOCATION	BARCELONA, SPAIN¹
VALIDITY OF THE RESERVE LIST	31/12/2017
CLOSING DATE FOR APPLICATIONS	07/10/2016 AT 12.00 NOON, BARCELONA GMT+1

Fusion for Energy seeks to establish a reserve list for the profile of CFO/Head of Commercial Department. She/he will lead the newly established Commercial Department at its headquarters in Barcelona.

F4E delivers Europe's contributions to the prestigious ITER international fusion energy project. It is managing a portfolio of some 3B€ of industrial projects in a range of high-tech domains across Europe. While F4E is an agency / Joint Undertaking within the framework of the European Commission, the role requires extensive experience and competencies from a high-tech industrial project environment.

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 CFO will contribute to the strategic leadership of F4E as part of the senior management team and directly report to the Director. The Commercial Department is composed of around 70 staff.

He/she will have day-to-day responsibility for planning, managing and controlling budgetary, financial and purchasing-related activities of F4E, in particular:

- Direct and oversee all aspects of the budgetary, financial and accounting functions of the organisation;
- Planning

¹ Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places: Garching (Germany) or Cadarache (France)

- Determine the repartition of the annual and multiannual budget among the operational and administrative units and maintain it under change control;
- Reporting
 - Provide regular and accurate reports on the implementation of the budget and cost estimates drawing upon the inputs of the other Departments;
 - Draw up the annual and multiannual budget for adoption by F4E's Governing Board and support the Accounting Officer in the preparation of the annual accounts;
- Financial Transactions
 - Ensure the implementation of commitment and payment appropriations in accordance with its annual budget and multi-annual resource estimate plans;
 - Manage interactions with the European Commission and France (the two main providers of revenue to F4E) on budgetary and financial matters;
- Controlling
- Purchasing
 - Ensure that effective support in purchasing (procurement and contracting) to the ITER Departments charged with the responsibility of in-kind contributions to ITER;
 - Ensure that procurement strategies are optimised toward achieving cost effectiveness and, when possible, the wider industrial policy objectives of F4E;
 - Supervise the establishment of procurement strategies, the preparation of calls for tenders and calls for proposals ensuring compliance, effectiveness, efficiency and economy;
 - Manage contractual, financial and commercial negotiations with tenderers and contractors, assuring highly competitive cost levels.
- Processes
 - Develop and continuously improve budgetary and financial processes to speed up the implementation of F4E's tasks and processes;
 - Support the implementation of integrated IT systems to underpin and facilitate the above-mentioned processes;
 - Establish appropriate monitoring and reporting tools including key performance indicators in relation to the performance of F4E.

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.²

² 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.

- 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 duties³.

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 15 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 16 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 Union⁴.

B. QUALIFICATIONS AND EXPERIENCE REQUIRED

B1 Essential Selection Criteria

- Master's degree in business administration or equivalent;
- Proven experience of at least five years in financial leadership roles (e.g. as a Chief Financial Officer, Head of Finance, etc.) with at least twenty direct reports;
- Demonstrated expertise and experience of industrial financial controlling in a complex project-orientated setting;
- Proven skills in people management, in particular the ability to lead, motivate and develop/manage large teams to the best of their potential;
- Good analytical, organisational and communication skills and ability to work under pressure and tight deadlines;
- Strong problem solving and ability to make analytical decisions based on accurate and timely analysis;
- Excellent command of both written and spoken English, the working language of the ITER Project.

B2 Advantageous Selection Criteria

- Management of purchasing/procurement in a commercial setting;

³ 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.

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

- Experience of setting up Information and Communication Technology systems for financial control;
- Knowledge of the expenditure lifecycle of international institutions or agencies;
- Enjoys working in an international and/or multicultural environment;
- Good command of French.

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 AD13 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 AD13 (step 1) is currently 12.057,21€.**

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%20TA.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 **Barcelona, Spain.**

Given the needs of the organisation, the candidate may be offered a position 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 07/10/2016 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

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.

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](#).