

VACANCY NOTICE

POSITION TITLE	PROJECT MANAGEMENT SYSTEMS OFFICER (F/M)
SELECTION REFERENCE	F4E/TA/AD6/2014/0184
GRADE	TEMPORARY AGENT – AD6
LOCATION	BARCELONA, SPAIN
RESERVE LIST – MAXIMUM NUMBER	5
VALIDITY OF THE RESERVE LIST	31/12/2015
CLOSING DATE FOR APPLICATIONS	23/04/2014 AT 12.00 NOON, BARCELONA GMT+1

1. RESPONSIBILITIES

Fusion for Energy has developed an integrated reporting system which brings together data from a number of master systems (Primavera, Cobra, SAP etc) and delivers a suite of standard reports to F4E staff through the intranet. The system has been operational since October 2012 but, in certain areas needs further development to enhance reporting capability according to project's needs. As a member of the Project Control Group in the Planning and Monitoring Unit within Fusion for Energy, the Project Management Systems Support Officer will lead the reporting systems activities and is responsible for the routine maintenance of the data within the reporting systems and the further development of the reporting system to enhance reporting capability across the organisation.

The successful candidate will, among other tasks:

- Manage the monthly data upload process to ensure that monthly reports are accurate and available on the required timescale. This will include the incorporation of Primavera planning data and information from the Cobra cost management tool.
- Review data quality within the master systems and identify areas for data quality improvement.
- Provide support to the Planning and Monitoring Unit and other F4E staff as required in the development of ad-hoc reports.
- Define the approaches to be adopted and manage, in liaison with F4E ICT group as required, the implementation of further developments in the reporting system to incorporate additional or different information. This will involve the development of functional specifications for future reports, liaison with the ICT team during development and deployment, verification of reports in the pre-production environment before release and, where required, training of F4E staff on new features.
- Liaise with other members of the Project Control Group, Budget Group and Programme Support team in the development and implementation of changes required in Master Systems to facilitate future reporting requirements.

- Liaise with the F4E ICT Unit as required to ensure that the reporting system is delivered to F4E users in a robust manner and that the integrity of the system is not adversely affected by future system upgrades etc.

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.¹
- 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 duties².

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

At least a level of education which corresponds to completed university studies of at least 3 years attested by a diploma and, after having obtained the university degree, at least 3 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 thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties³.

B. QUALIFICATIONS AND EXPERIENCE REQUIRED

B1 Essential Selection Criteria

- University degree in an Engineering, Scientific or Management field or equivalent;
- At least 3 years of proven professional experience of Project Management / Project Control within an industrial environment with a specific focus on the development and management of integrated reporting systems;
- Experience of Earned Value Management Systems and the implementation of EVMS in an integrated reporting system;
- Experience in the integration of SAP, Primavera and Cobra Cost Management Software;
- Proven experience in the development of reports and data analysis using SAP Business Objects

¹ 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.

² 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.

³ In addition, staff members are required to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules in order to be considered for their first promotion.

- Excellent analytical capabilities;
- Strong communication skills;
- Good organisational skills and ability to work under pressure;
- Ability to integrate into an international and multicultural environment;
- Good command of both written and spoken English, the working language of the ITER Project.

B2 Advantageous Selection Criteria

- Knowledge of mathematical modelling tools;
- Knowledge of engineering topics of fusion;
- Working experience in a European or international setting.

3. CONDITIONS OF EMPLOYMENT

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

The successful candidate will be recruited in the grade AD6 on a contract with an initial duration of five years, with possibility of renewal. The probationary period is 6 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/site/en/consleg/1962/R/01962R0031-20060701-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 AD6 (step 1) is currently 4.921,28 €.**

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.

By way of an example and only as an indication, please see below the example of the monthly salary for a couple with 2 children including expatriation allowance (16%), dependent child (2 children under 6 years) allowance for 2 children:

AD6 step 1:

6.057,73€ net salary (including allowances, after taxes and pension contribution).

In addition, F4E offers social benefits with regards to schooling and a health insurance scheme.

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 an employment at any of the other F4E working places: Garching (Germany) or Cadarache (France).

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

<p>Applications must be complete and validly submitted by the closing date for submission of applications no later than 23/04/2014 at 12h00 noon, Barcelona GMT+1.</p>
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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.**