

VACANCY NOTICE

POSITION TITLE	IMPROVEMENT AND PROCESS COORDINATOR (F/M)
SELECTION REFERENCE	F4E/TA/AD6/2014/0192
GRADE	TEMPORARY AGENT – AD6
LOCATION	BARCELONA, SPAIN
RESERVE LIST – MAXIMUM NUMBER	5
VALIDITY OF THE RESERVE LIST	31/12/2015
CLOSING DATE FOR APPLICATIONS	23/12/2014 AT 12.00 NOON, BARCELONA GMT+1

1. RESPONSIBILITIES

As a member of the Management System and Organizational Improvement Unit within the Office of the Director of 'Fusion for Energy', the Improvement and Process Coordinator will report directly to the Head of Unit and leads the following areas to support the organisation to continuously improving its working procedures.

The main responsibilities are related to:

- the development of the F4E annual Improvement plan and its implementation using the Project Management methods ensuring the actions are delivered and monitored in line with the corporate expectation;
- the development of the overall process map, leading actions to streamline the processes and develop the missing ones, in close collaboration with the process owners, ensuring a consistent development of procedures and processes across the organisation;
- the development of the F4E Manual by liaising with the section owners to ensure that all working procedures can be found in an appropriate way by the users to promote compliance to them, leading specific action plans to continuously develop F4E Manual in line with organisation developments.
- the coordination of the F4E internal Improvement Network and its members to facilitate adherence to organisational improvement across the organisation, including its integration with the annual Improvement Plan;
- support the implementation of the change management actions launched within the organisation by ensuring the proper dissemination of appropriate working practices, lessons learnt and changes requirements. It includes the development of adequate communication channels (information sessions, training, intranet, communication plan,...) to ensure proper dissemination of the changes across the organisation;

- support the development of the Quality Management framework, in particular by assessing the overall framework of working procedures to identify the processes, policies, procedures, manual, etc. in line with F4E Control Environment and its Integrated Management Standards;
- She/he will also ensure the proper follow up of assigned tasks until completion and provide regular reports to the line management by preparing presentations, communication campaigns and internal workshops, 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 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 3 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 4 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.

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.

B. QUALIFICATIONS AND EXPERIENCE REQUIRED

B1 Essential Selection Criteria

- At least 3 years of proven professional experience in the tasks related to the responsibilities mentioned under 1 from which at least 2 years in leading projects related to process development/improvement and organisational changes in an international and multicultural environment;
- Proven experience in developing procurement and financial processes within an EU and/or International organisation;
- Proven experience in working with SharePoint and ability to develop its facilities;
- Proven experience in making presentations and providing trainings to large audience;
- Evidence of good analytical capabilities and communication skills;
- Good command of both written and spoken English, the working language of the ITER Project.

B2 Advantageous Selection Criteria

- Knowledge of the main objectives of the ITER Project;
- Evidence of ability to work under pressure as part of a team towards shared goals and to work in autonomous way;
- Professional experience in dealing with procurement activities;
- Working experience in a European institutions or bodies.

3. CONDITIONS OF EMPLOYMENT

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 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 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/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 4.960,64 €.**

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:

5.824,84 € 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

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

no later than 23/12/2014 at 12h00 noon, Barcelona GMT+1.

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.**