

## VACANCY NOTICE

<b>POSITION TITLE</b>	<b>SECRETARY TO THE GOVERNING BOARD AND GOVERNANCE OFFICER (F/M)</b>
<b>SELECTION REFERENCE</b>	<b>F4E/TA/AD6/2017/0212</b>
<b>GRADE</b>	<b>TEMPORARY AGENT – AD6</b>
<b>LOCATION</b>	<b>BARCELONA, SPAIN<sup>1</sup></b>
<b>VALIDITY OF THE RESERVE LIST</b>	<b>31/12/2018</b>
<b>CLOSING DATE FOR APPLICATIONS</b>	<b>06/04/2017 AT 12.00 NOON, BARCELONA GMT+1</b>

Fusion for Energy is seeking to recruit highly motivated and driven people to join our Director's office in our headquarters in Barcelona, Spain.

Working at F4E offers the opportunity to join the European Union civil service, which brings together more than 35,000 civil servants across the Europe, where candidates can develop a challenging and rewarding career in a multicultural environment. F4E will need highly specialized and qualified staff to work at the cutting edge of fusion technology at its offices in Barcelona.

A career at F4E offers a challenging job at the heart of EU affairs, excellent remuneration and working conditions and a career development and training opportunities.

### 1. RESPONSIBILITIES

As a member of the Director's Office, the successful candidate will be mainly responsible for the secretariat of the Governing Board (GB) and Bureau, and be ready to support other F4E committees. In addition, he/she will provide support to the Director and the Chair of the GB in the discharge of his duties.

The successful candidate will, among other tasks:

- Project manage the organisation of GB, Bureau and other F4E committee meetings to a successful outcome;
- Support the Chair of the GB in the preparation and follow-up of GB meetings including preparation of the meeting agenda, documents, recording of decisions and minutes, follow up of action plans, etc.;
- Provide legal and tactical advice and assistance to the Chair of the GB and other committee chairs to allow the efficiently execution of their duties;

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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.

- Exert influence on colleagues from different departments and management levels in F4E to ensure that the meeting papers are submitted in time and quality;
- Provide, as necessary, legal and tactical support to the Director in matters related to procurement, human resources and others administrative matters.
- Maintain and continuously improve the content of F4E's internal and external webpages related to the GB and other committees;
- Monitor the compliance of the GB members with the conflict of interest requirements and other aspects of good governance.

## **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 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 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**

- University degree in law, business administration or equivalent;
- Demonstrated experience in the organisation and follow-up of large board-level meetings;
- Proven proficiency in the application of EU legal frameworks, including the judgement acumen to distinguish possible solutions from no-go terrain;
- Proven ability to provide leadership through influence in a multi-cultural European public

<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

sector environment;

- Knowledge of the legal and financial framework of EU agencies;
- Good knowledge of F4E and its governance framework.
- Experience in Microsoft Office, Adobe Acrobat and document management systems
- Ability to negotiate at board level, in particular to create win-win perception with members of different national cultures and backgrounds (government and research);
- Excellent drafting skills of complex texts in English;
- High level of discretion for confidential work and information;
- Good interpersonal skills and ability to integrate into an international and multicultural environment;
- Ability to find common ground for decisions and their documentation and follow-up;
- Very good analytical and problem solving capabilities;
- Good organisational skills, the ability to work under pressure and keep to tight deadlines.
- Excellent command of English;

## B2 Advantageous Selection Criteria

- Working experience in similar roles in a European or international R&D environment;
- Experience in project management;
- Experience working in large scale complex projects or organisations.

## 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 AD6 on a contract with an initial duration of five years, with possibility of renewal. The established reserve list may also be used to fill similar positions at the same grade but for short term (with a maximum duration until 31 December 2019), 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:**

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 5247,33€.**

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\\_TA1.pdf](http://www.fusionforenergy.europa.eu/downloads/careers/Remuneration_TA1.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.

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 06/04/2017 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](#).

## **5. RESERVE LIST**

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.