

VACANCY NOTICE *(SEE NOTEⁱ)*

POSITION TITLE	BUDGET OFFICER (F/M)
SELECTION REFERENCE	F4E/TA/AD6/2018/0222
GRADE	TEMPORARY AGENT – AD6
LOCATION	BARCELONA, SPAIN¹
VALIDITY OF THE RESERVE LIST	31/12/2019
CLOSING DATE FOR APPLICATIONS	14/09/2018 AT 12.00 NOON, BARCELONA TIME

Fusion for Energy is seeking a Budget Officer to join a dynamic, highly motivated, data-driven and quality-oriented team in the heart of the global city of Barcelona, Spain.

Reporting to the Head of the Group, the Budget Officer will oversee the planning, implementation and monitoring of Fusion for Energy's yearly budget, which will be more than €600 million in 2019.

The ideal candidate is a collaborating and trusted advisor who possesses excellent communication skills (spoken and written, to internal and external stakeholders alike) critical thinking abilities and people management skills. Strong governmental budgeting, finance and accounting skills are vital in this position.

The Budget Officer will play an active role in one of the most ambitious applied research projects in the world today, which is committed to build a sustainable future for generations to come.

1. ORGANISATION SETTING

Fusion for Energy, or F4E, a European Union Joint Undertaking, headquartered in Barcelona, specifies and manages the production of the European contribution to the ITER project. This research fusion reactor in Cadarache, France, will progress fusion technology by 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.

The **Budget Group** is collaborating with the F4E departments in the preparation of the Budget, including the planning and the forecasting of commitments and payments, developing and maintaining an appropriate framework for estimating the annual and multiannual budgets, collecting revenue, and monitoring the execution of the budget.

¹ Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places.

2. RESPONSIBILITIES

As a member of the Budget Group within the Commercial Department, the Budget Officer will report to the Head of the Group. He/she will assist the Group leader in the preparation, establishment, and monitoring of the budget.

The successful candidate will, among other tasks:

- Plan, prepare, follow-up and report on the annual and multi-annual budget: define budget and internal allocations, participate in budget negotiations, follow-up the execution of the budget and discharge procedure, follow-up of revenues and consumption of commitments and payment appropriations;
- Provide advice and assistance on budget issues and ensure proper budget management in respect of Fusion for Energy's financial regulations;
- Collaborate with and support the other departments and teams in the management of budgetary issues, in particular regarding contracts, grants, calls for tenders, etc;
- Prepare budget forecasts, periodic reports, deviation analyses, specific materials for reporting on budget execution and forecasting for the management of the Joint Undertaking;
- Provide advice/information and give presentations to management and colleagues on financial and budgetary procedures;
- Report and ensure monitoring on commitments, expenditures and recoveries;
- Deal with opening/closing of annual budgets (including the end of year exercise) and preparation of the related documentation and reports;
- Draft new or improve existing manuals, internal rules, guidelines and templates, data structures for forecasting and monitoring the implementation of the Joint Undertaking's budget;
- Support the definition and implementations of the Joint Undertaking's broad financial control systems, performing analysis tasks on several financial matters of relevance to the Commercial Department;
- Contribute and provide leadership to the development of the financial and budget control culture in the Joint Undertaking, helping his/her hierarchy and coaching other staff in the relevant domains.

3. 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
- 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.

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.

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 produce evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his duties⁴. One of the two languages must be English.

B. QUALIFICATIONS AND EXPERIENCE REQUIRED

The candidate shall demonstrate as much as possible that s/he meets the selection criteria (indicated below in B1. and B2.) by including the relevant information in the CV, in particular regarding the required educational and technical expertise in bullets 1, 2, 3, 4, 5, 12, 13, 14 and 15.

B1. Essential Selection Criteria

1. University degree in finance, economics, accounting, business administration or equivalent;
2. Proven expertise of at least 3 years in at least three of the areas mentioned under point 2, gained within the European Institutions or bodies;
3. Sound knowledge of the EU Financial Regulation;
4. Expertise in the budgetary procedures of the European Union;
5. Advanced knowledge of the MS Excel software (or equivalent);
6. Excellent team player;
7. Excellent analytical capabilities;
8. Strong communicator;
9. Good organisational skills and ability to work with precision and attention to detail and context, even under pressure;
10. Good capabilities to work in an international and multicultural environment;
11. Professional English, in particular accounting terminology. Able to communicate with conciseness and clarity, avoiding misunderstanding.

B2. Advantageous Selection Criteria

12. Post graduate education relevant to the duties;
13. Experience of interfacing financial and project management software;
14. Knowledge of financial risk analysis software;
15. Knowledge of the Euratom fusion programme and the ITER framework.

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.

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

4. 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, non-renewable temporary agent 2(f) contracts (according to budget availability).

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 AD6 (step 1) is currently 5326,04€.**

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_TA.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).

5. 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 14/09/2018 at 12h00 noon, Barcelona time

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](#).

6. 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.

ⁱ NOTE

This selection procedure is part of a pilot project. Therefore, the provisions of the vacancy notice prevail over the foreseen in the [Guide for Applicants](#).

Specifically, this selection procedure is launched simultaneously internally (to F4E staff) and externally. The external procedure may be cancelled in the event that an internal candidate or a candidate placed on a valid reserve list is found.

Invitation letters to candidates shortlisted for interviews will be sent by email approximately 2 weeks before the interview and written tests. Detailed schedule of the test(s) and address will be specified in the invitation letter.

Non invited candidates will be informed on the same date.

The indicative dates for the interviews and written tests are: between 15/10/2018 and 19/10/2018.