

## VACANCY NOTICE

### PROJECT PERFORMANCE MANAGEMENT OFFICER

**Closing date for applications: 03/04/2020 - 12:00 noon (Barcelona time)**

Reference	Grade	Location
F4E/TA/AD6/2020/0236	Temporary Agent, AD6	Cadarache, France <sup>i</sup>

**Fusion for Energy (or F4E) is looking for a highly motivated and experienced candidate to work in the Project Performance Management Unit.**

#### IS THIS JOB FOR YOU?

Are you a passionate Project Performance professional? Would you be excited to work on a multi-billion euro development project? Do you want a challenge?

The Project Performance Management (PPM) unit will play a key role in the sourcing of F4E's contribution to the largest nuclear fusion reactor in the world.

Accountability, proactivity, critical thinking are key traits of the successful candidate.

Several hundred suppliers are currently under contract, designing and manufacturing complex first-of-a-kind components, with an annual expenditure of the order of €7-800M per year. Project performance management is essential to succeed in the execution of the ITER Project.

#### WHY F4E?

**F4E**, a European Union Joint Undertaking, headquartered in Barcelona, specifies and manages the production of the European contribution (45%) to ITER. This research fusion reactor being built in Cadarache, France, will be 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.

To find out more about F4E, visit us at <https://f4e.europa.eu/>

**THE EUROPEAN JOINT UNDERTAKING FOR ITER AND THE DEVELOPMENT OF FUSION ENERGY**

Josep Pla nº 2 · Torres Diagonal Litoral · Building B3· 08019 Barcelona · Tel. +34 93 320 18 00 · Fax +34 93 320 18 51

<http://fusionforenergy.europa.eu>

## **THE JOB**

As a member of the Project Management Department of 'Fusion for Energy', the PPM Officer will support the PPM Head of Unit in his/her accountability to achieve time, cost and performance objectives.

The PPM Officer will also be expected to play an active role in implementing and ensuring daily application of world-class project management processes within the Site, Buildings and Power Supplies Project team (SBPS team).

The PPM Officer will report to the Head of PPM Unit.

## **YOUR KEY RESPONSIBILITIES**

The successful candidate will:

- Coordinate other PPM unit team members tasks on project management topics: cost, schedule, risk, and communications plan;
- Support the PPM Head of Unit in managing the team workload and PPM resources distribution within the Site, Buildings and Power Supplies team (SBPS team);
- Support the PPM Head of Unit in his/her accountability to achieve time, cost and performance objectives;
- Monitor status, build and maintain tools, build and provide synthetic reporting, analyse/propose and drive solutions on overall project on:
  - a. costs-spend vs annual budget vs project budget (commitments and payments), Estimate At Completion
  - b. schedule [activities, milestones, interdependencies and critical path]
  - c. work progress
  - d. risks and opportunities
  - e. PM actions triggered both internally and externally
- Define and coordinate the associated project management status reports: dashboards, KPIs;
- Support the PPM Head of Unit to coordinate best practice sharing within PPM community, including feedback and lessons learned, thereby contributing to the promotion and development of an improved project management culture in F4E generally and in particular within the supported project team.

## WHAT CAN WE OFFER YOU?

### Life in Cadarache

Cadarache is the site of the largest technological research and development center for energy in Europe including CEA research activities and ITER. Located in the French region of Provence, Cadarache is about 40 km from Aix-en-Provence and 60 km from Marseille. The South of France is blessed with a very privileged living environment and a mild and sunny climate. Cadarache is located between the Southern Alps and the Mediterranean and offers every conceivable sporting, leisure and cultural opportunity.

### Salary and benefits

**As an indication, the basic monthly salary, for grade AD6 (step 1) is currently €5,524.91.** 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.

The salaries of temporary agents are subject to a community tax deducted at source and are exempt from national taxation.

Where the successful candidate needs to relocate, F4E would normally reimburse removal expenses.

F4E has agreements with local international schools to support access to schooling for the children of F4E staff.

For further information on remuneration, please visit the dedicated page on [F4E's website](#).

F4E makes every effort to develop the competences of its staff in order to actively and significantly contribute to the achievement of its goals as well as to enhance their career prospects.

### Work-life balance

F4E enables staff members to reconcile family and professional life by offering flexible work arrangements and teleworking.

F4E staff members enjoy a basic entitlement of 24 days of annual leave as well as +/- 19 statutory public holidays per annum. Additional leave days may be granted for age and distance from the place of origin. Special leave is granted for certain circumstances such as marriage, birth or adoption of a child, death of a close relative etc.

## WHAT ARE THE SELECTION REQUIREMENTS?

### A. ELIGIBILITY CRITERIA

#### A1. General requirements

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>ii</sup>.
- Have fulfilled the obligations imposed on him/her by the laws of their home country concerning military service.
- Produces the appropriate character references as to his/her suitability for the performance of his/her duties.
- Be physically fit to perform their duties<sup>iii</sup>.

#### A2. Education / Experience<sup>iv</sup>

On the closing date for registration, the candidate must have:

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;

#### A3. Language Skills<sup>v</sup>

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

## **B. QUALIFICATIONS AND EXPERIENCE REQUIRED**

### **B1 Essential Selection Criteria**

- University degree in Engineering or equivalent Project management/Business administration;
- Experience of at least 5 years, acquired after the university degree, in Project Management and/or Project Control activities in large organisations/companies;
- At least 2 years of experience in construction (Civil Works / Infrastructures or Building services) related Project Management topics;
- At least 2 years of experience in change management and contractual variations;
- At least 5 years in total of working experience in an Engineering Company or construction company and in at least three of the following project performance fields:
  - Cost Management and methodologies at the level of programs; including experience in development and management of price quotations, or in Quantity surveying and contractual variations;
  - Risk Management and methodologies at the level of programs;
  - Schedule Management and methodologies at the level of programs;
  - Project Monitoring, reporting and methodologies at the level of programs;
- Advanced experience in Project management tools;
- Proficient knowledge of Project management Methodologies;
- Experience in the preparation and presentation of complex working documents (costing, project performance and status reports);
- Experience in coordinating people and tasks;
- Very good level of English (both spoken and written).

### **B2 Advantageous Selection Criteria**

In addition to the above, the following criteria will be taken into account:

- Advanced experience in Oracle Primavera planning tool;
- Knowledge of scientific and engineering topics relevant to the ITER project;
- Certification in project management;
- Knowledge of the EU Institutions;
- Working experience in a European or international setting.

### **B3 Competencies**

The following competences will also be assessed:

- Good analytical capabilities;
- Ability to communicate clearly and present complex subjects simply, both orally and in writing;
- Ability to work under pressure and good organizational skills.

## 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 03/04/2020 at 12h00 noon Barcelona time.**

Fusion for Energy is an equal opportunities employer and takes care to avoid any form of discrimination. As part of its commitment to diversity, gender equality and geographical distribution, F4E strongly encourages applications from female candidates and applies a policy of equal opportunities. It does not discriminate against anyone on grounds of gender, race, colour, ethnic or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability or sexual orientation. Fusion for Energy offers measures to reconcile professional and private life and will provide reasonable adjustments at the workplace for persons with disabilities.

‘Fusion for Energy’ as the body responsible for organizing the selection process, will ensure that applicants’ personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA relevance. 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.

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 F4E 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.

## **CONDITIONS OF EMPLOYMENT**

Successful candidates will be placed on a Reserve List, and one of the candidates thereon may be offered this position. 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 be used to fill other similar positions at the same grade for the same or different durations, depending on business needs and budgetary availability, and at any of the F4E working locations.

The number of successful candidates sought for this reserve list is four<sup>vi</sup>.

Candidates should note that inclusion on the reserve list does not guarantee recruitment.

The validity of the reserve list is **31/12/2021** but this can be extended.

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 the "[Guide for applicants](#)" published on the F4E website along with this Vacancy Notice and the [Conditions of employment of Other Servants of the European Communities](#).

---

<sup>i</sup> Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places.

ii 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.

iii 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.

iv 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.

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

vi The Selection Board will draw up the reserve list. Subject to availability of sufficiently good candidates, the list will be populated up to the number of successful candidates sought and stipulated in the vacancy notice. Eligible candidates who have been shortlisted for further testing and have obtained the highest overall marks following the assessment will be listed alphabetically. Where candidates tie for the last available place on the reserve list, they will all be included on the reserve list. Any readmitted candidates following a successful appeal at this stage of the procedure will also be added to the reserve list.