

## VACANCY NOTICE

<b>POSITION TITLE</b>	<b>TECHNICAL OFFICER FOR NEUTRAL BEAM TEST FACILITY CONSTRUCTION (F/M)</b>
<b>SELECTION REFERENCE</b>	<b>F4E/TA/AD7/2014/0188</b>
<b>GRADE</b>	<b>TEMPORARY AGENT – AD7</b>
<b>LOCATION</b>	<b>PADUA, ITALY</b>
<b>RESERVE LIST – MAXIMUM NUMBER</b>	<b>3</b>
<b>VALIDITY OF THE RESERVE LIST</b>	<b>31/12/2015</b>
<b>CLOSING DATE FOR APPLICATIONS</b>	<b>04/08/2014 AT 12.00 NOON, BARCELONA GMT+1</b>

### 1. RESPONSIBILITIES

As a member of the Neutral Beam and Electron Cyclotron Power Supplies and Sources Project Team within the ITER Department of 'Fusion for Energy', the Technical Project Officer will report to the Project Team Leader. The Technical Project Officer will be responsible for the activities related to the Neutral Beam Test Facility (NBTF) located in Padua (Italy). The activities foresee the installation of large vacuum vessels, of high technology mechanical components, plus all the auxiliary systems (cooling, cryogenics, vacuum), and high voltage power supplies.

In particular she/he will be responsible for on-site installation, commissioning and acceptance of components and systems procured by F4E, and will be working in an international team of experts in different fields.

She/he will also be responsible for design, R&D and procurement activities (as applicable) of components and sub-systems in the scope of the Project Team.

The successful candidate will, among other tasks:

- Contribute, in the area of competence, to the development of F4E work programmes and work plans;
- Follow-up the works conducted in the NBTF worksite, in particular:
  - Liaise with the Director of NBTF Works and supervise NBTF site works implementation for F4E;
  - Monitor the activities of the Responsible of the Work and promptly report to the management any issue requiring action or attention;
  - Verify completeness and quality of F4E contractors' supplies, providing reports and recommendations for acceptance;
  - Verify timely implementation of works schedule;
  - Verify the correct and timely implementation of NBTF site acceptance tests;
  - Liaise with the Director of NBTF Works, with F4E technical responsible officers and with F4E Team for the technical implementation of F4E contractors' activities and their integration with the other DA's activities;

- Provide inputs for the updating of the F4E project schedule in cooperation with the Director of NBTF works;
- Help identifying NBTF site logistic constraints/risks and propose mitigating actions;
- Liaise regularly with the F4E technical responsible officers for all matters concerning F4E contracts and inform timely on any major issues impacting costs, time, and schedule;
- Prepare and follow-up industrial and R&D contracts, in particular:
  - Contribute to the preparation of detailed technical specifications and associated quality management documents for Call for Tender/Proposals;
  - Support and contribute to all phases of the Call for Tender/Proposals process through to placement of R&D, design and manufacturing contracts;
  - Liaise with other F4E departments, in particular the Contracts and Procurement Department for all matters concerning the contracts;
  - Contribute to the technical evaluation of tender responses and in negotiations for concluding R&D, design and manufacturing contracts;
  - Maintain the contractual files;
  - Organise meetings, preparing reports and minutes as required.

## 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>1</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>2</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 5 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 duties<sup>3</sup>.

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<sup>1</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>2</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.

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

### **B1 Essential Selection Criteria**

- Education, according to section A2, in the engineering area or equivalent;
- A minimum of 5 years of professional experience in site management, supervision or coordination of construction/installation work of large projects;
- A minimum of 5 years of professional experience in application of Italian Health and Safety legislation to temporary construction sites;
- Knowledge of general contractual practices and procedures;
- Knowledge of project planning tools and techniques;
- Knowledge of quality assurance rules and practices;
- Good organizational skills and ability to work under pressure;
- Willingness to travel and work away from the office;
- Strong communication and negotiation skills;
- Good command of both written and spoken Italian and English.

### **B2 Advantageous Selection Criteria**

- Qualification as Yard Safety Coordinator, according to the Italian LD 81/2008, Title IV;
- Experience as Project Manager or Project Coordinator;
- Experience as Responsible of the Work according to DL 81/2008, Title IV;
- Experience as Director of Works according to DPR 207/2010;
- Experience in construction, installation, commissioning of large, multidisciplinary or high technology projects (e.g. power generation or chemical plants, naval or aerospace systems, accelerators or telescopes, etc.). Additional advantageous selection criteria will be to have matured this experience in project of value larger than 50 MEuro;
- Experience in one or more of the following technology field:
  - High voltage
  - Electrical systems and/or power conversion
  - High Vacuum
  - Cryogenic
  - Cooling
  - Mechanical manufacturing and assembly of large/high precision components
  - Metrology and non-destructive testing
  - Instrumentation and control
- A strong working knowledge of contract types i.e. Design / Design and Build / Turnkey etc., industry standard appointments and other industry standard guides and documentation;
- Experience in contract management;

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<sup>3</sup> 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.

- Experience in public procurement or public works;
- Ability to integrate into an international and multicultural environment;
- Able to perform duties with speed and accuracy, according to set budgets and schedules;
- Ability to quickly integrate in a new working environment and learn new working procedures and practices;
- 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(f) of the Conditions of Employment of other servants of the European Communities.

The successful candidate will be recruited in the grade AD7 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 AD7 (step 1) is currently 5.613 €.**

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:**

#### **AD7 step 1:**

**6.947€ net salary (including allowances, after taxes and pension contribution).**

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

The place of employment is Padua (Italy) for approximately 5 years, depending on the construction, commissioning and operational programme of the NBTF.

After this assignment, given the needs of the organisation, provided that the candidate is still under contract with F4E, he/she may be offered a position in an official F4E working place: Barcelona (Spain), Garching (Germany) or Cadarache (France).

Padua is not an official F4E working place therefore privileges and immunities according to the Protocol on the privileges and immunities of the EU (Official Journal C83/200 of 30/03/2010) do not apply for F4E staff assigned in Padua, Italy.

### 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 4/8/2014 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](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.**