

## VACANCY NOTICE

### **CORRIGENDUM – Selection Criteria**

**Under point 2.B1 of the vacancy notice, the sentence referring to the University degree should read:**

**“ University degree in Engineering, Business Administration, Public Administration, Economics; Law or equivalent”**

**The deadline for submission of applications has been extended.**

<b>POSITION TITLE</b>	<b>PROJECT PROCUREMENT SPECIALIST (F/M)</b>
<b>SELECTION REFERENCE</b>	<b>F4E/TA/AD9/2013/0170</b>
<b>GRADE</b>	<b>TEMPORARY AGENT – AD9</b>
<b>LOCATION</b>	<b>BARCELONA, SPAIN</b>
<b>RESERVE LIST – MAXIMUM NUMBER</b>	<b>3</b>
<b>VALIDITY OF THE RESERVE LIST</b>	<b>31/12/2014</b>
<b>CLOSING DATE FOR APPLICATIONS</b>	<b>12/11/2013 AT 12.00 NOON, BARCELONA GMT+1</b>

### **1. RESPONSIBILITIES**

Reporting to the Project Procurement Group Leader within the Contracts and Procurement Unit in the Administration Department of Fusion for Energy, the Project Procurement Specialist (PPS) will coordinate, provide expertise and support operational procurement officers and assistants in charge of F4E's operational procurements.

The Project Procurement Group's mission is to provide expert support to Project Teams regarding the establishment and implementation of procurement strategies, to ensure the implementation of corporate policies through procurement activities, to ensure an appropriate regulatory compliance level, to ensure a proactive implementation of cost containment policies throughout procurement activities as well as to manage the organization and publication of calls for tenders and calls for proposals and to evaluate them.

The successful candidate will, among other tasks:

- Develop and implement procurement strategy and policies which among others are optimised toward achieving cost effectiveness and the wider policy objectives of F4E, including SME participation, equal opportunity for participation across Europe and the building of European industrial capacity relevant to fusion;

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

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<http://fusionforenergy.europa.eu>

- Coordinate and support the establishment of procurement strategies needed for the definition of the operational calls;
- Support and contribute to the preparation of calls for tenders and calls for proposals documentation, ensuring compliance, effectiveness, efficiency and economy;
- Support and contribute to the contractual, financial and commercial negotiations with tenderers;
- Support and contribute to the preparation of procurement documentation for approval by F4E's Executive Committee;
- Contribute to the establishment and maintenance of appropriate monitoring and reporting tools in relation to the performance of the group;
- Contribute to the professional development and competence build-up of staff in the Project Procurement Group;
- Support the establishment and implementation of appropriate knowledge management and information traceability policies for the procurement staff.

## 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 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 12 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 13 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.

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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.

- 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>.

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

### **B1 Essential Selection Criteria**

- University degree in Engineering, Business Administration, Public Administration, Economics; Law or equivalent;
- At least 5 years of proven professional experience in relation with several of the responsibilities listed under point - "Responsibilities";
- Extensive experience in the definition of commercial and legal aspects of complex procurement contracts for the development and fabrication of high technology components;
- Excellent knowledge of industrial contracting practices and commercial terms and conditions;
- Good command of both written and spoken English, the working language of the ITER Project.

### **B2 Advantageous Selection Criteria**

- Knowledge of EU public procurement regulations, practices and directives;
- Knowledge of cost estimating and cost management methods for complex, high technology procurements;
- Strong interpersonal, communication and negotiation skills;
- Strong ability to work under pressure according to set schedules;
- Strong analytical, planning and decision-making capacity;
- 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(a) of the Conditions of Employment of other servants of the European Communities.

The successful candidate will be recruited in the grade AD9 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 AD9 (step 1) is currently 7.127,99€.**

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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.

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 salary is subject to a reasonable Community tax deducted at source and staff members are exempt of national taxation.

**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 (under 6 years) allowance for 2 children.**

**AD9 step 1:**

**8.075€ 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).

For reasons related to the 'Fusion for Energy' operational requirements, the candidate will be required to be available at short notice.

#### **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 12/11/2013 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:**

**[e-recruitment@f4e.europa.eu](mailto:e-recruitment@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.**