

## VACANCY NOTICE

<b>POSITION TITLE</b>	<b>HEAD OF QUALITY ASSURANCE UNIT (F/M)</b>
<b>SELECTION REFERENCE</b>	<b>F4E/TA/AD9/2019/0232</b>
<b>GRADE</b>	<b>TEMPORARY AGENT – AD9</b>
<b>LOCATION</b>	<b>BARCELONA, SPAIN<sup>1</sup></b>
<b>NUMBER OF SUCCESSFUL CANDIDATES SOUGHT FOR THE RESERVE LIST<sup>2</sup></b>	<b>4</b>
<b>VALIDITY OF THE RESERVE LIST</b>	<b>31/12/2020</b>
<b>CLOSING DATE FOR APPLICATIONS</b>	<b>23/05/2019 AT 12.00 NOON, BARCELONA TIME</b>

### 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 (45%) to ITER. This research fusion reactor in Cadarache, France, will progress fusion 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.

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. The maintenance of a consistently high quality standard throughout the supply chain is of the greatest importance to F4E both from a nuclear safety regulatory perspective and more generally, to ensure that there is a high confidence that the delivered systems will perform as required.

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

<sup>2</sup> 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.

## 2. RESPONSIBILITIES

As a member of the Project Management Department of 'Fusion for Energy', the Head of Quality Assurance will report to the Head of Department. He/she will be responsible for leading the Quality Assurance Unit and ensuring it meets its objectives.

The Unit will be responsible for providing an adequate confidence to F4E that the various suppliers maintain and operate quality processes in compliance with the F4E requirements, and that their work is conducted in accordance with these.

The Unit will also be expected to play an active role in the continuous improvement of quality standards and professionalism both within F4E and within the supply chain.

The role and responsibility of heads of unit shall include but not limited to:

- the head of unit shall issue guidelines for policies and actions to his unit on the basis of the mission statement, strategic plan and annual management/work programme of the Agency and unit. He shall define the unit work programme, coordinate work within the unit and with other units and represent the unit at important meetings;
- the head of unit shall be the main channel for the exchange of information between senior management and the unit's members;
- the head of unit shall be directly responsible for the management of the human resources of the unit and, in many cases, also its financial resources.

The successful candidate will, among other tasks:

- Manage the Group of 10-12 QA Managers from a functional perspective
  - Ensure deployment to support the project teams in accordance with the relative priorities, and project phases
  - Ensure the competence of the QA Unit by means of training and other personal development means
  - Recruit, where necessary, additional QA Managers
- Develop and maintain a quality surveillance plan defining the planned quality assessment activities on a 12 month rolling basis;
- Manage the external contract for F4E Inspectors, ensuring that the contract delivers value-for-money to F4E, and the contract staff are used effectively;
- Through the Quality Unit:
  - Review supplier generated documents from a quality perspective
  - Perform quality assessments and audits as necessary
  - In conjunction with F4E project teams identify critical control points in supplier planning, and execute quality release activities as necessary
  - Perform on-site inspections as necessary to assure F4E of supplier quality through all stages of the development, manufacture and test lifecycle
- Ensure correct functioning of Non-Conformance Report [NCR] Process. Generate suitable KPIs to show NCR performance and trends;
- Identify improvement opportunities in F4E quality processes and standards, and promote these in conjunction with F4E Business Process and Documentation Manager.

### 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.<sup>3</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>4</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, of which at least two years should have been acquired as a manager;

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, of which at least two years should have been acquired as a manager;

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 duties<sup>5</sup>. One of the two languages must be English.

#### B. QUALIFICATIONS AND EXPERIENCE REQUIRED

B1 Essential Selection Criteria

- **Core competences required:**

- **General Management skills including:**

- Ability to motivate, coach and develop others
    - Ability to create and share vision
    - Ability to foster teamwork and collaborations
    - Ability to delegate, establish objectives and monitor follow-up of activities

- **Communication skills, including:**

- Ability to communicate clearly and present complex subjects simply, both orally

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<sup>3</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>4</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>5</sup> Promotion/reclassification is subject to working knowledge of a third EU language.

- and in writing, including to the members of the team
- Ability to solicit inputs from and listen to staff, partners, and stakeholders

**Interpersonal skills, including:**

- Ability to deal with people effectively, respectfully and courteously
- Ability to build productive and cooperative working relationships with hierarchy and other units and colleagues

**Negotiation skills, including:**

- Ability to steer discussions and generate the best possible results without compromising productive working relationships with the other parties involved

- **Technical qualifications required:**

- University degree in quality or mechanical, electrical, nuclear, civil, chemical engineering or equivalent;
- Familiarity with administrative, financial and oversight issues.

- **Specialist knowledge required:**

- At least 8 years' relevant experience in a supplier fabricating complex components and/or the customer of such a supplier, comprising a minimum of 5 years quality management or quality assurance experience plus the balance in another relevant domain such as project management, supplier management, system engineering, system assembly/integration/test;
- At least 2 years' experience in operational quality controlling activities [surveillance, auditing, inspection...];
- At least 3 years' management experience in leading a team.

## B2 Advantageous Selection Criteria

- Knowledge of EU policies, languages, legislation and programmes, particularly those relevant to the post in question;
- Experience in manufacturing and testing activities, especially in high technology development environment;
- Knowledge of engineering topics relevant to fusion;
- Knowledge and experience of one/more of the following – mechanical testing, welding, assembly, qualification, surveillance;
- Knowledge and experience of product safety and/or nuclear safety;
- Experience of quality inspection techniques – visual inspection, metrology, NDT;
- Experience in operating staff management processes such as objective setting and performance management, annual appraisals, attendance and absence management;
- Working experience in European or international environment.

## 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.

**Depending on business needs and budgetary availability, the candidate(s) placed on the reserve list may be recruited as temporary agents under Article 2(f) of the CEOS in grade AD9**

**with either a contract of an initial duration of five years, with possibility of renewal; or with a non-renewable contract of a shorter duration.**

**In both those cases, 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 AD9 (step 1) is currently 7845, 39€.**

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:  
[https://f4e.europa.eu/downloads/careers/Remuneration\\_TA.pdf](https://f4e.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 an employment 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 23/05/2019 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 (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.

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](#).

## **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.