



## VACANCY NOTICE

### HEAD OF BUILDING SERVICES UNIT

Fusion for Energy (F4E) is hiring a talented professional for the position of Head of Building Services Unit in the ITER Program Department.

The Head of Building Services Unit plays a key role in furthering F4E's contribution to the construction and operation of ITER, the largest fusion energy experiment in the world and other fusion projects.

Reference	Grade	Location	Closing date
F4E/TA/AD9/2023/0256	Temporary Agent AD9	Cadarache, France <sup>i</sup>	<del>14/06/2023</del> <b>Extended to 01/08/2023 – 12:00 noon (CET)</b>

#### Is this job for you?

If you want to make a difference to the future of sustainable energy and would like to join a European organisation working on a multi-billion euro first-of-a-kind development projects, this job is for you.

Leadership, the orientation to deliver quality service and well-performing projects and the ability to work at strategic level with a management team - these are some of the key traits of the successful candidate.

Several hundred industrial partners are currently under contract, designing and manufacturing complex (unique/one-off) components, with an annual expenditure in the order of 1 billion € per year. The permanent improvement of an already high-quality standard throughout the supply chain is of greatest importance to F4E, both from a nuclear safety regulatory perspective, and to ensure confidence that the gigantic systems will perform to their specifications, making ITER a success.

The Head of Building Services Unit will play a crucial role in the area of building services and most notably the nuclear buildings (Tokamak Complex and the Hot Cell facility). Specifically entrusted with engineering management and/or design, procurement and installation of electrical, HVAC, piping and mechanical equipment.

#### Why F4E?

**F4E**, a European Union Joint Undertaking headquartered in Barcelona. It specifies and manages the production of the European contribution (45%) to ITER. This research fusion machine/device, currently under construction in Cadarache, France, will constitute a major leap towards the clean and sustainable generation of abundant baseload energy, complementing renewables. F4E is also involved with other fusion projects including the Broader Approach with Japan. To find out more about F4E, visit us at <https://fusionforenergy.europa.eu/>.

## We are committed to Diversity & Inclusion

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F4E 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.

F4E offers measures to reconcile professional and private life and will provide reasonable adjustments at the workplace for persons with disabilities.

## Your key areas of impact

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The Head of Unit will be responsible for leading the Unit in charge of the building services for the nuclear buildings (Tokamak Complex and the Hot Cell Facility), and ensure it meets its objectives.  
The Head of Unit will report to the Head of the ITER-Programme Department.

The successful candidate will be responsible for the procurement, implementation, follow-up, and supervision of the design contracts and construction contracts (hundreds of Million Euro range) in the field of building services (electrical, HVAC, piping and mechanical equipment) for nuclear buildings, in accordance with the applicable requirements set-up by the ITER Organization and the construction and coordination rules implemented by Fusion for Energy jointly with its Architect Engineer and Health and Safety Protection Coordinator.

The role and responsibility of Heads of Unit shall include but not limited to:

- Issue guidelines for policies and actions to the unit on the basis of the mission statement, strategic plan and annual management/work programme of F4E and unit. The Head of Unit shall define the unit work programme, coordinate work within the unit and with other units and represent the unit at important meetings.
- Provide leadership for the direct reports and take responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrate knowledge of strategies and commitment to the goal of gender and geographical balance in staffing.
- Assure knowledge management for the relevant products is well established.

As a member of the ITER-P Department's Management Team, the successful candidate will hold direct responsibility for:

- Lead the Product Unit ensuring an effective management of the team members by establishing a work environment allowing for trust, collaboration, well-being, engagement, and motivation. Coordinate work within the unit and with other units.
- Define the Programme and Product Unit's overall strategy in collaboration with the head of department, matrix managers and the programme leadership team. Develop and maintain the Programme Management Plan.
- Develop, review, and negotiate the scope, requirements, and other provisions of the Procurement Arrangements (PA) with ITER International Organisation in coordination with ITER P.
- Define the scope of the projects and delegate operational responsibilities to project managers guiding them to successful delivery.

- Define, execute, and report on the Work Plan (WP), proactively monitoring the programme's projects progress and Estimate at Completion and ensuring that major risks and issues are anticipated and adequately addressed.
- Define the overall procurement strategies in collaboration with the Commercial Manager, supervise the preparation of call for tenders, and support project teams to negotiate with suppliers the technical and financial content of grants and procurement contracts.
- Assume the responsibilities of Authorizing Officer according to financial delegations.

## What can we offer you?

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### 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. Located between the Southern Alps and the Mediterranean, Cadarache offers every conceivable sporting, leisure, and cultural opportunity. The area is served by the international Marseille - Provence Airport and the national high-speed train (Aix-en-Provence TGV).

### Salary and benefits

As an indication, the basic monthly salary, for grade AD9 (step 1) is currently € 8.786,88. 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 you would need to relocate, you would normally benefit from relocation and removal reimbursements.

### 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 +/- 18 statutory public holidays per annum. Additional leave days may be granted for age and distance from the place of origin.

## How will we evaluate your application?

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### A Eligibility Criteria - you can apply if:

#### A1. You fulfil five general requirements

1. Being a citizen of one of the Member States of the European Union or of a third state fully associated with the Euratom fusion programme.
2. Enjoying your full rights as a citizen<sup>ii</sup>.
3. Have fulfilled the obligations imposed on you by the laws of your home country concerning military service.
4. Producing the appropriate character references as to your suitability for the performance of your duties.
5. Being physically fit to perform your duties<sup>iii</sup>.

#### A2. Your Education & Experience are in line with our requirements<sup>iv</sup>

On the closing date of the application process, the candidate must have:

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.

#### A3. Your Language Skills are developed

You must produce evidence of excellent written and spoken communications in English and of a satisfactory knowledge of another official language of the European Union.

### B Your Qualifications and Experience

#### B1. It is essential that your professional history cover the following areas

##### B1.1 Technical selection criteria

- University degree in Electrical, Mechanical, General Engineering or equivalent;
- At least 8 years of proven experience as Project Manager in building services construction projects in the fields of mechanical, and/or electrical, and/or HVAC and/or complex engineering projects;
- At least 5 years of proven experience in budget, schedule follow up and monitoring of large contracts (> 10 M€) related to design and construction projects;
- Experience in procurement (technical specifications preparation, and supplier offer evaluation) of construction projects;

- Experience in a Quality Assurance environment, Quality assurance requirements and in applying formal codes and standards to engineering projects for the nuclear industry;
- At least 2 years' management experience in managing and guiding teams.

### **B1.2. Management Skills<sup>1</sup>**

We take your management and behavioural abilities very seriously: as part of the selection process, shortlisted candidates will attend a management assessment centre. Amongst others the managerial competences assessed will be:

- Create and share vision
- Motivate, coach and develop other while fostering collaboration and trust, support, understanding, sharing, responsibility
- Delegate, establish objectives and monitor follow-up of activities
- Ability to communicate clearly and demonstrate a collaborative style and fostering well-being of staff
- Ability to build productive and cooperative working relationships with hierarchy, partners, and stakeholders.

### **B2. Advantageous Selection Criteria**

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

- Experience in the preparation and supervision of large construction contracts in the field of nuclear construction
- Experience in managing contract using international form as FIDIC (International Federation of Consulting Engineers) rules or similar contract conditions; including management of claims and/or dispute resolution
- Knowledge of the French rules regarding nuclear and quality matters (7 February 2012 decree, ICPE Rules, INB Rules)
- PMP certification or equivalent
- Working experience in a European or international environment.

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<sup>1</sup> As per Annex of the Decision of the Administration and Management Committee of the European Joint Undertaking for Iter and the development of Fusion for Energy of 13 June 2019 on middle management staff.

## Submission of applications

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The online application process starts upon clicking “**CLICK TO APPLY**” next to a vacancy of your interest on the Open Positions page: <https://jobs.f4e.europa.eu/>

You must register your application 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 submitting/sending in job applications. You are responsible for keeping your e-mail addresses and personal details up to date in your profile in the F4E online application tool.

The mandatory fields in the profile marked with an asterisk should be duly filled in and you are requested to submit the following two 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

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**Applications must be complete and validly submitted by the closing date for submission of applications no later than ~~14/06/2023~~ extended to 01/08/2023 at 12h00 noon Barcelona time.**

**It is incumbent on the candidates to demonstrate as much as possible, including examples where needed, that they meet the selection criteria indicated under points A and B.**

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In case you encounter technical problems when trying to submit your application via the e-Recruitment tool, please take a screenshot and send it to [hr-selections@f4e.europa.eu](mailto:hr-selections@f4e.europa.eu). It is your responsibility to inform F4E about any technical problem immediately, 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

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Successful candidates will be placed on a Reserve List, and one of the candidates thereon may be offered this position.

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](#).

## How is your data protected?

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'Fusion for Energy' as the body responsible for organizing the selection process, will ensure that your 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.

You have the right to access and rectify your 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.

Please kindly note that at the request of another recruiting EU Agency or Joint Undertaking, and upon consent of the candidates, F4E may share the ensuing reserve list of candidates of a selection procedure with other EU Agencies or Joint Undertakings.

Vacancy published on F4E website on 14/06/2023.

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<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 their 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.