

VACANCY NOTICE
F4E/TA/AST3/2010/0140
(Temporary Agent – AST3)

POSITION TITLE	TECHNICAL ASSISTANT IN THE ITER DEPARTMENT (F/M)
GRADE	AST3
LOCATION	BARCELONA, SPAIN
CLOSING DATE FOR APPLICATIONS	08/10/2010

1. THE ORGANISATION

With a budget of around €4 billion for the first ten years, the European Joint Undertaking for ITER and the Development of Fusion Energy ('Fusion for Energy') will play a key role in realising fusion as a possible future source of energy by providing the European contributions to the ITER International fusion energy project, the Broader Approach Agreement with Japan as well as to prepare for demonstration fusion reactors.

In its role as the Euratom Domestic Agency for ITER, 'Fusion for Energy' (F4E) will:

- Oversee preparation of the ITER project site in Cadarache, France;
- Provide in kind components, equipment, materials and other resources to ITER;
- Manage procurement arrangements with ITER ;
- Coordinate Euratom's participation in the scientific exploitation of ITER;
- Provide for the implementation of R&D activities in support ITER;
- Provide Euratom's financial contribution to ITER;
- Provide arrangements to make human resources available for ITER.

In its role as the Implementing Agency for the Broader Approach Agreement with Japan, the Joint Undertaking will:

- Provide components, equipment and other resources for the Broader Approach;
- Coordinate Euratom's participation in the Broader Approach implementation ;
- Provide for the implementation of associated R&D activities;
- Provide the Euratom financial contribution to the Broader Approach;
- Arrange to make human resources available for the Broader Approach.

In preparation for the construction of a demonstration fusion reactor (DEMO) and related facilities including the International Fusion Materials Irradiation Facility (IFMIF), the Joint Undertaking will implement a programme of research, development and design activities.

For further information about the structure and tasks of 'Fusion for Energy' please consult the website at <http://fusionforenergy.europa.eu>

2. JOB DESCRIPTION – RESPONSIBILITIES

As a member of the ITER Department of 'Fusion for Energy', the Technical Assistant will work in one of the following positions:

- **Project Office Technical Assistant.** He/she will report directly to the Head of the Project Office Division.

In this role the successful candidate will:

- Coordinate and provide support for the management of all technical documentation such as specifications, drawings, CAD models, analysis results, etc. generated by the ITER Department and by the external suppliers;
- Contribute to the definition of the architecture of technical data;
- Coordinate and follow-up the workflow of the ITER-related documents;
- Contribute to the development/maintenance of the required tools (e.g. databases, PLM systems) by interacting with the technical officers in the department and with external entities.

- **Technical Assistance in the Magnet Group.** He/she will report directly to the Head of the Magnet Group.

In this role the successful candidate will:

- Assist in the preparation of the technical specifications for the components to be procured;
- Provide technical support in the follow up of contracts;
- Keep track of activities against the schedule;
- Monitor progress and quality control activities;
- Handle the quality documentation and attendance to the planned intermediate and acceptance tests;
- Support the exchange of information between the F4E Magnet Group, the suppliers and the ITER Organization.

- **Technical Assistant in the Heating & Current Drive Group.** He/she will report directly at Group Leader level working closely with Contract Responsible Officers within the H&CD Group.

In this role the successful candidate will:

- Undertake specific analysis in various engineering fields, mainly mechanics and/or electrics, liaising as appropriate with the Engineering Support Division of F4E.
- Assist with preparation of the technical specifications for Calls for Interest and Calls for Tender;
- Provide technical support in the follow up of contracts; tracking of activities against the schedule, monitoring of progress and fulfilment of objectives, analysis and evaluation of the results and attending planned tests;
- Liaise with ITER, the EU suppliers (i.e. industry and EU fusion Associates) and the Engineering Support Division, in the exchange of information (e.g. design, CAD and schedule data);
- Recommend as appropriate, optimisations to the schedule and design improvements;
- Provide support for cost analysis.

Nota bene:

In the subject of your motivation letter please specify the position(s) for which you would like to be considered for.

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.¹
- 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 duties².

A2. **On the closing date for registration** the candidate must possess:

A level of post-secondary education attested by a diploma and, after having obtained the diploma, 3 years of relevant professional experience

OR

a level of secondary education attested by a diploma giving access to post-secondary education and, after having obtained the diploma, 6 years of relevant 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 duties³.

B. QUALIFICATIONS AND EXPERIENCE REQUIRED

B1 Essential Selection Criteria

- Specialised education in the engineering area or equivalent;
- At least 3 years of proven working experience in two or more of the following areas:
 - Development of data architecture and management of technical documentation following QA procedures;
 - Customization, maintenance and use of suitable tools (i.e. databases, PLM systems) for the management of documents originating from large and complex engineering projects;
 - Technologies associated with electro-mechanical components and some design or manufacturing experience on similar components;
 - Follow-up of manufacturing contracts with advanced quality control and quality assurance requirements for nuclear and/or conventional components;
 - Mechanical and/or electrical design and analysis;
 - Mechanical and/or electrical testing and/or assembly.

¹ 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.

² 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.

³ 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.

- The experience required under section A2 must have been acquired in laboratories or industry within medium and/or large projects;
- Strong aptitude for team work;
- Good interpersonal skills;
- Ability to integrate into an international and multicultural environment;
- Good analytical capabilities;
- Organisational skills;
- Ability to work under pressure;
- Good command of both written and spoken English, the main working language of the F4E.

B2 Advantageous Selection Criteria

- University degree in the engineering area or equivalent;
- Working experience in the nuclear or advanced technology environments;
- Familiarity with the technologies associated to the design and manufacture of superconducting cables and magnets or similar components;
- Knowledge of scientific and engineering topics relevant for the ITER project (e.g. magnets, additional heating systems, diagnostics, etc);
- Strong communication skills;
- Experience in liaising with different engineering groups;
- Experience with CAD software (CATIA™ V5 or others) and/or with PLM system (i.e. ENOVIA™ SMARTTEAM, MATRIX-ONE) and using project planning software (PRIMAVERA or/and MS Project);
- Working experience in a European or international setting.

4. 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 AST3 on a contract with an initial duration of five years, with possibility of renewal.

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 AST3 (step 1) is currently 3.333,77 €.**

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.

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 need of the organisation and upon the agreement of the candidate, the place of employment might also be any of the other F4E working places: Garching (Germany) or Cadarache (France).

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

5. SELECTION PROCEDURE

A Selection Committee will be set up for the selection process. The eligibility of candidates will be assessed by the Committee according to compliance with all formal requirements by the closing date for the submission of applications. Any applications which do not meet the requirements specified in a vacancy notice (i.e. incomplete applications, applications submitted after the deadline or which do not meet the detailed criteria listed under 'the eligibility criteria') will be rejected.

Eligible candidates who meet all essential selection criteria and have the best profiles for the specific needs will be invited for an interview, which will be held mainly in English. Candidates invited for an interview will be requested to present for verification all documents supporting every educational achievement and work experience they have referred to in the application.

The interview will focus in particular on the candidate's specialist knowledge in the field of the selection and his/her knowledge of the main developments in European integration and Community policies. The interview is also designed to evaluate his/her linguistic skills and ability to adjust to working in a multicultural environment.

The interview sessions will be held in **Barcelona, Spain**.

Please note that the Selection Committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

After the interviews, the Selection Committee will draw up a reserve list with the most suitable candidates, which will be adopted by the Appointing Authority and will be valid until 31 December 2012 and may be extended. As soon as this decision is taken, successful candidates will be informed. However, candidates should note that inclusion in the reserve list does not guarantee recruitment.

Please note that a binding commitment can only be made after verification of all conditions and will take form of a contract signed by the Director of 'Fusion for Energy', on proposal by the Selection Committee. If at any stage of the procedure it is established that any of the information a candidate provided is incorrect, this candidate will be disqualified.

The present vacancy notice is subject to the availability of budget and posts in the establishment plan of the Joint Undertaking, as decided by the EU budgetary authority.

6. GENERAL INFORMATION

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.

Approximate timetable

As a rough guide only, the selection procedure can take up to 6 months from the date on which it was published to establishment of a reserve list.

Communication with applicants

Taking into account the nature of the duties, and in order to facilitate the selection process, all communications to candidates concerning the selection procedures will be by email and in English only. Applicants are advised to check their e-mail regularly to see whether they have received any communication and also update their profiles in the e-recruitment tool in the event of any change in their contact details. All enquiries or requests for information or documentation in relation to selection procedures should be addressed to 'Fusion for Energy' HR Selections Team by e-mail to:

hr-selection@f4e.europa.eu

In order to check the status of selection procedures, applicants are invited to follow the update on the **Closed positions page** within the Career Opportunities page of 'Fusion for Energy'.

Reimbursement of travel expenses

Travel expenses incurred for interviews and medical examinations will be reimbursed by 'Fusion for Energy' according to its rules for the reimbursement of travel expenses sent along with the letters inviting to an interview or a medical examination.

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 (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. 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. In order to update your CV and/or Motivation Letter and rectify any incorrect or inaccurate data, please send an email to hr-selections@f4e.europa.eu **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

7. 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.aspx>

Applicants must register their applications online through the F4E E-recruitment tool by creating a valid F4E user account.

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 curriculum vitae in **European format** in **English** (that can be obtained at the following address: <http://europass.cedefop.europa.eu/europass/home/hornav/Downloads.csp>)
- A motivation letter of 2 pages maximum in English including **a clear mention of the position(s) applied for** and of your address for correspondence.

Applications must be complete and validly submitted by the closing date for submission of applications

no later than 08/10/2010 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

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.**