

VACANCY NOTICE

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| POSITION TITLE | TECHNICAL ASSISTANT – VACUUM VESSEL (F/M) |
| SELECTION REFERENCE | F4E/TA/AST3/2013/0174 |
| GRADE | TEMPORARY AGENT – AST3 |
| LOCATION | BARCELONA, SPAIN |
| RESERVE LIST – MAXIMUM NUMBER | 8 |
| VALIDITY OF THE RESERVE LIST | 31/12/2014 |
| CLOSING DATE FOR APPLICATIONS | 13/09/2013 AT 12.00 NOON, BARCELONA GMT+1 |

1. RESPONSIBILITIES

As a member of the ITER Department of 'Fusion for Energy', the Technical Assistant will work in the Vacuum Vessel (VV) Project Team to contribute to the design, following-up of manufacturing contracts, data reports organization and filing. He/she will report directly to the Project Manager or Senior Project Officer.

The successful candidate will, among other tasks:

- Manage all the technical documentation necessary to deliver the in-kind procurement relevant according to the VV project needs;
- Coordinate and provide support in the exchange of data with both ITER International Organisation and the VV suppliers;
- Develop in agreement with the Project Manager and maintain the relevant databases and monitoring tools, and guarantee efficient interfaces with F4E tools;
- Organize filing, management, and workflow of the documentation for the internal use of VV Project Team;
- Provide support in the proposal of work organization task that could improve team efficiency in terms of documentation management and review process;
- Write progress reports and take minutes of meetings, managing flow of documents, defining and managing task reminder system;
- Follow ITER Document Management (IDM) comments implementation by the EU suppliers;
- Assist in the preparation of data reports, in monitoring of the status of Quality Assurance and Quality Control documents.

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.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

- At least 5 years of proven hands-on working experience in all the following areas:
 - technical documentation management in complex projects ;
 - customization, maintenance and use of suitable tools (e.g. databases, PLM systems, ...) for the management of documents originating from large and complex projects ;
 - work organization and process improvement, including proposals for problem resolution under constraint deadlines ;

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.

- Experience in Quality Assurance requirements and monitoring of organisational rules;
- Experience in reporting tools;
- Proven ability to work under pressure for critical issues and respecting strict deadlines;
- Strong organisational skills and aptitude for team work;
- Strong computer literacy ,in particular Access, Excel, PowerPoint, including database programming;
- Good critical analysis ability and ability to prioritise work and manage his/her responsibilities;
- Excellent communication and interpersonal skills;
- Good command of both written and spoken English, the working language of the ITER Project.

B2 Advantageous Selection Criteria

- Understanding of the objectives of “Fusion for Energy”, in particular, its responsibilities towards the ITER project;
- Knowledge of scientific and engineering challenges of the ITER project and other large-scale projects;
- Willingness to travel and work away from the office;
- 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 AST3 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 AST3 (step 1) is currently 3.397,73 €.**

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 (2 children under 6 years) allowance for 2 children:

AST3 step 1:

4.604,35 € 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 13/09/2013 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

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.**