

## VACANCY NOTICE

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| <b>POSITION TITLE</b>                | <b>PROCUREMENT ASSISTANT - MARKET AND SUPPLY CHAIN ANALYSIS (F/M)</b> |
| <b>SELECTION REFERENCE</b>           | <b>F4E/TA/AST3/2013/0175</b>  |
| <b>GRADE</b>                         | <b>TEMPORARY AGENT - AST3</b>   |
| <b>LOCATION</b>                      | <b>BARCELONA, SPAIN</b>   |
| <b>RESERVE LIST – MAXIMUM NUMBER</b> | <b>5</b>  |
| <b>VALIDITY OF THE RESERVE LIST</b>  | <b>31/12/2014</b>   |
| <b>CLOSING DATE FOR APPLICATIONS</b> | <b>01/10/2013 AT 12.00 NOON, BARCELONA GMT+1</b>                      |

### 1. RESPONSIBILITIES

As a member of the Market Intelligence Team in the Contracts and Procurement Unit within the Administration Department, the Procurement Assistant will collect and analyse key information on potential contractors, markets and competitors and support the decision making process for establishing the procurement strategy of the contracts placed by the Agency.

The successful candidate will work on two main areas Strategic Sourcing and analysis and Procurement Support, and will among other tasks:

- Design and evaluate methods and procedures for collecting data (such as surveys, opinion polls, or questionnaires), or arrange to obtain existing data;
- Conduct market and supply chain research to obtain consistent industry mapping, information on the market structure, key forces in competition prior to the launch of any F4E Procurement activity;
- Prepare marketing reports of findings, illustrating data graphically and translating complex findings into written text;
- Carry out suppliers' improvement monitoring;
- Create reports of the activities of the Contracts and Procurement Unit producing statistics and managing spread sheets;
- Contribute to the coordination, planning, development and implementation of activities and procedures for Contracts and Procurement Unit;
- Liaise with Project Team and Procurement Group in order to perform procurement diagnosis prior to launch of F4E procurement activities;
- Conduct market and supply chain analysis thus collecting meaningful key information on industry and its main actors in view of measuring its performance, defining F4E's strategy in dealing with industry and supporting
- Provide support for F4E's internal decision making process;
- Provide support for the preparation of calls for expression of interest, calls for tender and calls for proposal;
- Assist in the monitoring and follow up of the implementation of the contracts, grants and any other action undertaken by the Contracts & Procurement Unit;
- Manage (including tendering, contract preparation and follow up) low value contracts, grants, expert contracts and related activities, in collaboration with Project Teams;

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

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<http://fusionforenergy.europa.eu>

- Contribute to the improvement and implementation of activities and procedures within the Contracts & Procurement Unit;
- Perform general administrative tasks or other Market Analysis or Business Intelligence related administrative tasks.

## **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:

A level of post-secondary education attested by a diploma and, after having obtained the diploma, 3 years of 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 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 duties<sup>3</sup>.

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

- Proven professional experience of at least 3 years in three or more of the tasks described under point 1 of the vacancy notice (in section "Responsibilities");
- Strong business writing and reporting skills;
- Good interpersonal skills and ability to integrate into a European and multicultural environment;
- Good computer literacy (MS Office);

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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.

<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.

- Ability to work as part of a team;
- Ability to perform duties with speed and accuracy, according to set schedules;
- Good organisational skills;
- Client/service orientation;
- Good command of both written and spoken English, the main working language of the ITER Project.

#### B1 Advantageous Selection Criteria – Market & Supply Chain Analyst

- University degree in Business Administration, Marketing, Economics or related field;
- Proven experience in public procurement contracts, expert contracts or grants;
- Knowledge of the general legal framework and procedures of European Public Procurement;
- Working experience in an international and multicultural environment.

### 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 01/10/2013 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.**