



VACANCY NOTICE

Health & Corporate Services Assistant

Fusion for Energy (F4E) is hiring a Health & Corporate Services Assistant who will play a key role in furthering F4E's contribution to the construction and operation of ITER, the largest fusion energy device/machine in the world.

Reference	Grade	Location	Closing date
F4E/TA/AST3/2023/0255	Temporary Agent AST3	Cadarache, France ⁱ	02/03/2023 - 12:00 noon (CET)

Is this job for you?

If you want to make a difference to the future of sustainable energy and would like to work on a multi-billion euro first-of-a-kind development project, this job is for you. Strong analytical skills, a service-oriented attitude and the ability to prioritise a complex variety of tasks 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 its specifications, making ITER a success.

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. To find out more about F4E, visit us at <https://fusionforenergy.europa.eu/>.

We are committed to Diversity & Inclusion

Fusion for Energy 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.

Fusion for Energy 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

As a member of the Health & Corporate Services Unit (HCSU), the Health & Corporate Services Assistant will report to the Head of HCSU and will work directly under their supervision.

The successful candidate will amongst other tasks:

- Assist in the coordination of the HCSU group together with the Head of Unit at the assigned location;
- Assist in the execution and follow up of the Health and Corporate Services Unit (HCSU) budget in Cadarache;
- Act as Authorising Officer of HCSU Cadarache financial transactions;
- Manage the Agreement on Site Support (Power, Water, Infirmary, Canteen...) and the Host agreement with Iter Organization (IO), budget, technical specifications, purchase orders and monitor and inspect the execution of the works/services;
- Contribute to ensuring the maintenance and the management of technical installations and of F4E buildings;
- Manage the office space of F4E buildings, infrastructure/refurbishment works and removals;
- Ensure adequate provision of HCSU services in Cadarache;
- Manage and plan the facilities management contracts with external companies in Cadarache;
- Member of the Health and Safety (H&S) Team, implement measures related to H&S in the assigned location and provision of Individual Protective Equipment;
- F4E Contact point of IO departments and Agence ITER France (AIF): Security, Facility Management, Finance, Protocol, Welcome Office;
- Assist in developing and updating policies and procedures related to facilities management;
- Management of Worksite visits and events.

What can we offer you?

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 AST 3 (step 1) is currently €4.188,45 . 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?

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 citizenⁱⁱ.
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 dutiesⁱⁱⁱ.

A2. Your Education & Experience are in line with our requirements^{iv}

On the closing date for registration, the candidate must have:

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.

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

- Experience of at least 3 years in the field listed under ‘your key areas of impact’ ;
- Experience of at least 3 years in managing contracts with service providers;
- Experience in drafting technical specifications of tenders, preferably for administrative procurements;
- Good command of both written and spoken English;
- Good command of both written and spoken French;
- Knowledge of EU and F4E Financial Regulations;
- Knowledge of EU and F4E procurement rules;
- Knowledge of related budgetary procedures e.g. commitments and payments.

B2. Advantageous Selection Criteria

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

- Working experience with ABAC;
- Working experience of the Financial Regulation and its Implementing Rules applicable to the general budget of the European Communities;
- Working experience in a European or internal environment;
- Experience in the same or different role in a fusion or nuclear project with complexity, scope and size comparable to those in which F4E is engaged.

B3. Competencies

The following competences will be assessed:

- Prioritising, ability to handle a complex variety of tasks;
- Analytical and problem-solving skills in the area of Health & Corporate Services;
- Ability to liaise and negotiate with external providers;
- Service oriented attitude;
- Proactive approach to problem solving.

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: <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

**Applications must be complete and validly submitted by the closing date for submission of applications
No later than 02/03/2023 at 12h00 noon Barcelona time.**

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. 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

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?

‘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 02/02/2023.

ⁱ 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.