



VACANCY NOTICE

Governance Assistant

Fusion for Energy (F4E) is hiring a Governance Assistant who will play 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/AST3/2023/0258	Temporary Agent AST3	Barcelona, Spain	12/05/2023 - 18:00 noon (CET)

Is this job for you?

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

Experience in assisting the organisation and follow-up of high-level board meetings, as well as strong strategic analytical and problem-solving skills are among some of the key traits of the successful candidate.

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

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

As a member of the OoD, the successful candidate will primarily provide assistance to the secretariats of the Governing Board (GB), Bureau and the Administrative and Management Committee (AMC). They may also be required to support the secretariats of other committees or bodies. In particular, the successful candidate will be responsible for:

- Assisting in the preparation, organisation and follow-up of committee meetings including agendas, record of decisions, minutes, correspondence to members and any other documents;
- Performing quality checks of meeting documentation to ensure that they meet the expectations of F4E's governance;
- Supporting internal stakeholders to ensure their timely and high-quality contributions to the activities of the committees, and that workflows for review and approval are correctly followed;
- Assisting in the preparation and execution of F4E's annual assessment for the Council and the European Parliament;
- Following-up and reporting on the implementation of recommendations and action plans stemming from decisions of the governance bodies;
- Assisting in the continuous improvement of F4E's governance processes, policies, and structures following-up on audit recommendations where relevant;
- Assisting in other activities in the OoD including research, strategic analysis and policy development.

What can we offer you?

Life in Barcelona

Barcelona offers professionals and families a high quality of life. It has a year-round average temperature of 18°C and complements its cosmopolitan lifestyle and vibrant cultural life with the nature of the Mediterranean coastline and the Pyrenees.

The city is strategically located between the sea and the mountains, and it is served by an international airport. Barcelona is a cosmopolitan city with Roman remains, medieval quarters and the most beautiful examples of 20th century modernism and avant-garde architecture.

Salary and benefits

As an indication, the basic monthly salary, for grade AST 3 (step 1) is currently €3,305.89. 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 citizenⁱ.
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 dutiesⁱⁱ.

A2. Your Education & Experience are in line with our requirementsⁱⁱⁱ

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 (C2 level) 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

- At least three years of experience in activities similar to the first three tasks mentioned under “Key Areas of Impact” in an EU Agency, international organisation, governmental institution, or multinational company.
- Experience in facilitating the compliance with complex corporate governance and/or EU regulatory frameworks.
- Excellent command of English speaking, understanding, reading, and writing, with proven experience in writing record of decisions and minutes of meetings.

B2. Advantageous Selection Criteria

In addition to the above, the following criteria will be considered:

- University degree in International Relations, European affairs, Law or equivalent.
- Knowledge of the legal and financial framework of EU agencies.
- Working experience in similar roles in European or international large-scale scientific/technical projects or organisations.
- Knowledge of project and risk management principles.
- Knowledge of French.

B3. Competencies

The following competences will be assessed:

- Excellent interpersonal skills and ability to work in a multicultural environment.
- Ability to handle confidential information with high level of discretion.
- Very good analytical and problem-solving capabilities.
- Strong organisational skills, ability to work under pressure and keep to tight deadlines.

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 12/05/2023 at 18h00 noon Barcelona time – DEADLINE EXTENDED

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 05/04/2023.

i 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.

ii 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.

iii 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.