

VACANCY NOTICE

POSITION TITLE	CORPORATE SERVICES OFFICER (F/M)
SELECTION REFERENCE	F4E/TA/ST/AD6/2016/0005
GRADE	TEMPORARY AGENT – AD6 / SHORT TERM
LOCATION	CADARACHE, FRANCE ¹
VALIDITY OF THE RESERVE LIST	31/12/2017
CLOSING DATE FOR APPLICATIONS	27/04/2016 AT 12.00 NOON, BARCELONA GMT+1

Fusion for Energy seeks to establish a reserve list for the profile of Corporate Services Officer.

Suitable candidates placed on the reserve list may be recruited upon decision of the Appointing Authority. Candidates should note that inclusion on the reserve list does not guarantee recruitment.

This reserve list may be used for recruiting candidates on other similar positions carrying the same profile as the one described in this notice.

The validity of the reserve list could be extended if the Appointing Authority so decides.

All the detailed information concerning the selection process may be found in the “Guide for applicants” published on the F4E website along with this Vacancy Notice.

1. RESPONSIBILITIES

As a member of the Administration Department of 'Fusion for Energy', and directly reporting to the Corporate Services Head of Unit, the Corporate Services Unit (CSU) Officer will provide support for a wide range of Corporate Services activities in F4E offices at Cadarache. The work requires a profound knowledge of Corporate Services/Facility Management matters and of the EU Financial regulations.

The successful candidate will, among other tasks:

- Assist the Head of CSU by setting up and coordinating the Unit's services in Cadarache;
- Plan, execute and follow up the CSU budget;
- Act as the Cadarache Authorising Officer for CSU expenditures (validation of legal commitments and payments);
- Act as the imprest account Administrator for Cadarache, control of the imprest account (in cash and/or at the bank) and the replenishment requests by providing the regularisation payment orders;

¹ Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places: Garching (Germany) or Barcelona (Spain).

- Prepare and follow up the purchase orders and specific contracts related to the Unit's activities, ensuring compliance with the EU financial regulations and rules and procedures governing public contracts;
- Manage the Host agreement with Iter Organization (IO), budget, purchase orders and monitor and inspect the execution of the works/services;
- Manage the Agreement on Site Support (Power, Water, Infirmary, Canteen, ...) with IO and the budget follow-up related to it;
- Manage and plan the contracts with external companies and monitor and inspect the execution of their work, including supervision of external staff;
- Draft technical specifications of call for tenders related to CSU services and participate to technical evaluations;
- Develop, coordinate and draft the data protection notifications related to the Unit;
- Develop, coordinate and draft the process mappings related to the Unit and maintain continuous contact with the responsible officers to follow the schedules;
- Manage and follow up the F4E assets at Cadarache;
- Coordinate with the Welcome Office of the Agence ITER France the proper implementation of the Protocol Privileges and immunities of the European Communities by the French authorities;
- Ensure the correct implementation of the F4E safety policy and promote health and safety at work to F4E staff;
- Coordinate relations with users by surveying and monitor their needs;
- Keep track and provide internal and external reports on the activities of CSU;
- Manage the organisation of internal and external events such as public events, workshops, conferences, away days and solidarity campaigns;
- Handle any other task assigned by the Head of Unit in the field of Corporate Services.

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.²
- 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 duties³.

A2. On the closing date for registration, the candidate must possess the following minimum qualifications:

² 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.

³ Before his/her appointment, the candidate shall be medically examined in line with requirement of Article 82(3)(d) of the Conditions of employment of other servants of the European Communities.

At least a level of education which corresponds to completed university studies of at least 3 years attested by a diploma and, after having obtained the university degree, at least 3 years of proven 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 good command of English to the extent necessary to perform his/her duties and a thorough knowledge of another official language of the European Union.

B. QUALIFICATIONS AND EXPERIENCE REQUIRED

B1 Essential Selection Criteria

- University degree and at least 5 years of proven working experience in the area of Facility Management, in particular in relation to the tasks mentioned under “Responsibilities” (point 1);
- Experience of minimum 5 years in managing contracts with service providers;
- Experience in drafting technical specifications for tenders, preferably for administrative procurements;
- Strong drafting skills and experience in developing policies, procedures and guidelines, in the area of Facility Management;
- Working knowledge of the Financial Regulation and its Implementing Rules applicable to the general budget of the European Communities;
- Co-operative and service oriented attitude;
- Proactive approach to problem-solving;
- Good analytical capabilities;
- Good organisational skills and ability to work under pressure;
- Ability to work independently, prioritise workloads, multi-task and manage priorities;
- Ability to integrate into an international and multicultural environment;
- High level of discretion and confidentiality;
- Good command of both oral and written French;
- Good command of both oral and written Spanish;
- Good command of both written and spoken English, the working language of the ITER Project.

B2 Advantageous Selection Criteria

- Good knowledge of ABAC Workflow;
- Good knowledge of the Protocol Privileges and Immunities of the European Communities;
- Working experience in a European or international environment.

3. CONDITIONS OF EMPLOYMENT

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.

A contract offer will be made as a member of temporary staff, pursuant to Article 2(f) of the Conditions of Employment of other servants of the European Communities for a maximum of three years, without possibility of renewal. The probationary period is 9 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/LexUriServ.do?uri=CONSLEG:1962R0031:20140101: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 AD6 (step 1) is currently 5.079,70 €.**

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.

For further information on remuneration for temporary agents, visit:

<http://www.fusionforenergy.europa.eu/downloads/careers/Remuneration%20TA2016.pdf>

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 **Cadarache, France**.

Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places: Garching (Germany) or Cadarache (France).

For reasons related to the 'Fusion for Energy' operational requirements, once the candidate receives the job offer, he/she may be required to be available at short notice (2 to 3 months).

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 27/04/2016 at 12h00 noon, Barcelona GMT+1.

Reimbursement of travel expenses

Travel expenses incurred for tests will be reimbursed by 'Fusion for Energy' according to its rules for the reimbursement of travel expenses sent along with the letter inviting to an interview. After the submission of the required documents, the reimbursement of the travel expenses will occur in the 3 following months.

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. 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.

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

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: hr-selections@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.**

Appeal and Complaint procedures

Applicants that consider that he/she has been unfairly affected by a particular decision regarding this selection can lodge a complaint. For further details on how to proceed, please consult the appropriate document published on our [website](#).