

CORRIGENDUM – See selection criteria

**VACANCY NOTICE
F4E/FO/AD/2010/0128
(Permanent Position AD13)**

POSITION TITLE	HEAD OF ADMINISTRATION (F/M)
GRADE	AD13
LOCATION	BARCELONA, SPAIN
CLOSING DATE FOR APPLICATIONS	06/01/2011

1. THE ORGANISATION

The European Joint Undertaking for ITER and the Development of Fusion Energy ('Fusion for Energy' or F4E) plays a key role in realising fusion as a possible future source of energy by providing the European contributions to the ITER International fusion energy project and the Broader Approach Agreement with Japan as well as by preparing for the construction of a demonstration fusion reactor.

In its role as the Euratom Domestic Agency for ITER, F4E will:

- Oversee preparation of the ITER project site in Cadarache, France;
- Provide in kind components, equipment, materials and other resources to ITER;
- Manage procurement arrangements with ITER ;
- Coordinate Euratom's participation in the scientific exploitation of ITER;
- Provide for the implementation of R&D activities in support ITER;
- Provide Euratom's financial contribution to ITER;
- Provide arrangements to make human resources available for ITER.

In its role as the Implementing Agency for the Broader Approach Agreement with Japan, F4E will:

- Provide components, equipment and other resources for the Broader Approach (BA);
- Coordinate Euratom's participation in the Broader Approach implementation ;
- Provide for the implementation of associated R&D activities;
- Provide the Euratom financial contribution to the Broader Approach;
- Arrange to make human resources available for the Broader Approach.

In preparation for the construction of a demonstration fusion reactor (DEMO) and related facilities including the International Fusion Materials Irradiation Facility (IFMIF), F4E will implement a programme of research, development and design activities.

For further information about the structure and tasks of F4E, please consult the website at <http://fusionforenergy.europa.eu>

2. CONDITIONS OF EMPLOYMENT

This publication concerns a permanent position and, therefore, the candidate **must** be an **EU official in an EU Institution or Agency / Body**.

The place of employment is Barcelona, Spain.

3. JOB DESCRIPTION

Directly reporting to the Director, the Head of Administration is one of the key managers in the organisation. The Administration Department is composed of around 130 staff and is organised into several services; such as Human Resources and Logistic, Legal issues, Procurement and Business Intelligence, Budget and Finance, and Information Technology.

The Head of Administration is responsible for managing the services under his/her responsibility; in particular for providing efficient assistance to the ITER and BA Departments through a service-oriented and problem-solving approach.

He/she will provide overall leadership of the Administrative Services, and ensure the timely and cost-effective management of all activities under his/her responsibility.

He/she will ensure the sound management of the budget under his/her responsibility, and will act as Authorising Officer by sub-delegation for the related expenditures in accordance with the F4E Financial Regulations and Implementing Rules.

The Head of Administration will contribute to the strategic leadership of F4E as part of the top management team.

He/she will deputise for the Director as required.

4. RESPONSIBILITIES

The main function of the Head of Administration is to manage the work under his/her responsibility, in particular:

- To prepare an Administrative Annual Work Program in line with the overall F4E Work Programme and Project Plan;
- To develop and implement an Industrial Policy
- To supervise the management of intellectual property rights taking into account the ITER requirements;
- To develop close relations with suppliers and propose sound procurement strategies;
- To develop efficient administrative policies enabling the effective provision of HR and Logistics support and IT infrastructure;
- To develop the sound financial management within the organisation to ensure the regularity and legality of the financial transactions;
- To ensure a regular reporting to the Director and relevant supervisory bodies on the progress of the work under his/her responsibility.

Other important functions are:

- To coordinate the overall F4E Budget and the Resource Estimates Plan and monitor their implementation;
- To assist the Director in the management of organisational improvement;
- To assist the Director in the management of F4E by providing him with sound advice on administrative matters, and by contributing to the overall strategy and policies;
- To ensure effective relations with the Host Country, the European Commission, the European Parliament and the Court of Auditors.

5. GENERAL CONDITIONS

A. ELIGIBILITY CRITERIA

Established Officials from 'Fusion for Energy' and Officials from the EU Institutions belonging to function group AD, grade AD13 are eligible. Candidates with at least 2 years seniority at grade 12 in a similar management positions are also eligible.

B. SELECTION CRITERIA

B1. Essential:

- University degree in Law, Finance, Economics, Business Administration or equivalent;
- **At least 10 years of experience in relation with several of the responsibilities listed above;**
- At least 5 years in a high level management position, commensurate with the responsibilities of the post¹;
- Demonstrated experience of developing a service-oriented and problem-solving culture;
- Proven capacity to play a leading role in negotiation of large industrial contracts;
- Confirmed experience in managing important financial resources;
- Proven skills in people management, in particular the ability to lead, motivate and develop large teams to the best of their potential;
- Good analytical, organisational and communication skills and ability to work under pressure;
- Ability and experience to represent F4E with important stakeholders and to deputise for the Director;
- Good command of both written and spoken English, the working language of ITER Project.

B2. Advantageous:

- Knowledge of "high-tech" industrial suppliers;
- An interest in the ITER project and the challenge of 'Fusion' more generally;
- Experience of working in a project-oriented environment;
- Experience of managing organizational change;
- Knowledge of EU Staff Regulations, Financial Regulations, budgetary rules and procedures;
- Experience of working in a European or international organisation;
- Knowledge of French and/or Spanish.

¹ The applicant should clearly demonstrate (1) the title and role of the positions performed, (2) number of staff overseen in these positions, (3) size of the budget managed directly and (4) number of hierarchical layers above and below and number of peers

6. SELECTION PROCESS

A Selection Board will be set up for the selection process.

The eligibility of candidates will be assessed by the board according to compliance with all formal requirements by the closing date for the submission of applications.

On the basis of the CV and taking into account this notice of vacancy, the Selection Board will decide which are the candidates best suited to be invited for an interview, which will be held mainly in English.

The interview sessions will be held in Barcelona, Spain, and candidates will be evaluated by the Selection Board.

When possible, a list of the most suitable candidates will be transmitted to the Appointing Authority, who will appoint the successful candidate.

As soon as this decision is taken, all candidates will receive an information letter.

The present vacancy notice is subject to the availability of budget and posts in the establishment plan of the Joint Undertaking, as decided by the EU budgetary authority.

Please note that applications will not be returned to candidates but will be kept on file by 'Fusion for Energy'. The information provided in your application is subject to EU legislation on protection of personal data and confidentiality of information.

If at any stage of the procedure it is established that any of the information a candidate provided is incorrect, this candidate will be disqualified.

Taking into account the nature of the duties, and in order to facilitate the selection process, all communications to candidates concerning this selection procedure will be in English.

7. PROCEDURE

It is noted, that if the interest of the service so requires, the selection procedure can be terminated at any stage.

8. GENERAL INFORMATION

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.

Approximate timetable

As a rough guide only, the selection procedure can take up to 3 months after the closing date of submission of applications..

Communication with applicants

Taking into account the nature of the duties, and in order to facilitate the selection process, all communications to candidates concerning the selection procedures will be by email and in English only. Applicants are advised to check their e-mail regularly to see whether they have received any communication. All enquiries or requests for information or documentation in relation to selection procedures should be addressed to the specific functional mailbox specified at the end of this document.

Reimbursement of travel expenses

Travel expenses incurred for interviews 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.

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 rectify their data. In order to update your CV and/or Motivation Letter and rectify any incorrect or inaccurate data, please send an email to the specific mailbox **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

Appeal and Complaint procedures

Applicants that consider that he/she has been adversely 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.

9. SUBMISSION OF APPLICATIONS

Each application shall contain the following documents:

- A detailed curriculum vitae in **European format in English** (that can be obtained at the following address: <http://europass.cedefop.europa.eu/europass/home/hornav/Downloads.csp>)
- A motivation letter of 2 pages maximum in English including a clear mention of the post applied for and of your address for correspondence and for invitation to interview
- **Proof of your seniority in grade and step by an attestation**

These three documents should be sent, specifying the post title and reference of vacancy notice, by electronic mail only to:

f4e-fo2010-0128@f4e.europa.eu

Please, note that only complete applications containing the above mentioned documents and information required and submitted on time will be taken into account.

Applications must be complete and validly submitted by the closing date for submission of applications

no later than 06/01/2011 at 12h00 noon, Barcelona GMT+1.

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.** Candidates invited for an interview will be requested to present for verification all original documents supporting every educational achievement and work experience they have referred to in the application.