

**CORRIGENDUM – See selection criteria**

**VACANCY NOTICE  
F4E/TA/AD13/2010/0144  
(Temporary Agent - AD 13)**

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|--------------------------------------|------------------------------|
| <b>POSITION TITLE</b>                | HEAD OF ADMINISTRATION (F/M) |
| <b>GRADE</b>                         | AD13                         |
| <b>LOCATION</b>                      | BARCELONA, SPAIN             |
| <b>CLOSING DATE FOR APPLICATIONS</b> | 17/01/2011                   |

### 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. 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.

## **3. 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 and 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.
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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.

#### 4. GENERAL CONDITIONS

Applicants must satisfy the requirements set out in the Article 12 of the Conditions of the Employment of other servants of the European communities (CEOS<sup>1</sup>) as well as the needs of the service.

##### 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>2</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>3</sup>.

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

At least a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more and, after having obtained the university degree, at least 15 years of proven professional experience;

OR

At least a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is three years and, after having obtained the university degree, at least 16 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 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>4</sup>.

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<sup>1</sup> [http://ec.europa.eu/civil\\_service/docs/toc100\\_en.pdf](http://ec.europa.eu/civil_service/docs/toc100_en.pdf)

<sup>2</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>3</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>4</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.

## 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 post<sup>5</sup>;
- 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.

## 5. PROCEDURE

The position may be filled by an EU official following the internal/inter-institutional procedure (Article 29.1 of the Staff Regulations) advertised simultaneously. If no suitable candidate, the position may be filled by an external candidate on the basis of this vacancy notice, through the engagement of a temporary agent (type 2a) as described in the following section.

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

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<sup>5</sup> The applicants 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. 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 **AD13** on a contract with an initial duration of five years, with possibility of renewal.

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 AD13 (step 1) is currently 11.461,32 €.**

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.

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.**

For reasons related to the 'Fusion for Energy' operational requirements, the candidate will be required to be available at short notice.

## 7. SELECTION PROCEDURE

A Selection Committee will be set up for the selection process. The eligibility of candidates will be assessed by the Committee according to compliance with all formal requirements by the closing date for the submission of applications. Any applications which do not meet the requirements specified in a vacancy notice (i.e. incomplete applications, applications submitted after the deadline or which do not meet the detailed criteria listed under 'the eligibility criteria') will be rejected.

Eligible candidates who meet all essential selection criteria and have the best profiles for the specific needs will be invited for an interview, which will be held mainly in English. Candidates invited for an interview will be requested to present for verification all documents supporting every educational achievement and work experience they have referred to in the application.

The interview will focus in particular on the candidate's specialist knowledge in the field of the selection and his/her knowledge of the main developments in European integration and Community policies. The interview is also designed to evaluate his/her linguistic skills and ability to adjust to working in a multicultural environment.

The interview sessions will be held in **Barcelona, Spain.**

**Please note that the Selection Committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.**

After the interviews, the Selection Committee will draw up a reserve list with the most suitable candidates, which will be adopted by the Appointing Authority and will be valid until 31 December 2012 and may be extended. As soon as this decision is taken, successful candidates will be informed. However, candidates should note that inclusion in the reserve list does not guarantee recruitment.

Please note that a binding commitment can only be made after verification of all conditions and will take form of a contract signed by the Director of 'Fusion for Energy', on proposal by the Selection Committee. 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.

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.

## **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 for 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](mailto: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

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

[f4e-ta2010-0144@f4e.europa.eu](mailto:f4e-ta2010-0144@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 17/01/2011 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.