

## VACANCY NOTICE FOR A TRAINEESHIP

<b>AREA OF ACTIVITY</b>	<b>COMMERCIAL MANAGEMENT &amp; PROCUREMENT</b>
<b>REFERENCE</b>	<b>F4E/TRA/2019/074</b>
<b>START AND END DATE - DURATION</b>	<b>01/10/2019 - 30/06/2020 - 9 MONTHS</b>
<b>LOCATION</b>	<b>BARCELONA (SPAIN)</b>
<b>RESERVE LIST – MAXIMUM NUMBER</b>	<b>5</b>
<b>PUBLICATION DATE</b>	<b>29/04/2019</b>
<b>CLOSING DATE FOR APPLICATIONS</b>	<b>20/05/2019 AT 12:00 NOON (BARCELONA TIME)</b>

### 1. DESCRIPTION OF THE DEPARTMENT/PROJECT UNIT

The Commercial Management (ITER-D, ADMIN and PM) and Procurement Unit is responsible for all commercial matters in relation to contracts / grant agreements managed by the ITER Delivery Department, Administration and Project Management departments, and the implementation of Corporate policies relevant to its activities.

The Unit is also responsible for all operational and administrative procurement procedures on behalf of and in agreement with the responsible F4E Units, for the selection and administration of Expert contracts and for commercial support in the Logistics and Transportation contracts.

### 2. DESCRIPTION OF TASKS

The trainee will be required to carry out the following tasks:

- To support Commercial Managers and Commercial Management Officers on commercial contract management activities;
- To develop training material on:
  - A. How to submit tender:
    1. On-line training on general submission modalities and issues for tenderers;
    2. Training to be used during Info days linked to a call for tender covering specific issues.
  - B. Supporting evidence for Exclusion Criteria:
    1. Training on validation of supporting evidence for internal users;
    2. Training on content of supporting evidence for external for tenderers.
- To collaborate with process owners on the development and maintenance of process maps, policies, guidelines and templates related to procurement procedures and commercial

management activities, on the monitoring of compliance and on the improvement of process effectiveness and efficiency;

- To implement document management policies and guidelines linked to procurement procedures and commercial management activities;
- To contribute to IT systems and tools in support of procurement procedures and commercial management activities.

### **3. ELIGIBILITY CONDITIONS**

- Be a national of one of the Member States of the European Union or of a Third state fully associated with the Euratom fusion programme (Switzerland);
- The candidate must have finished his/her university degree of at least 3 years attested by a diploma. The university degree must have been obtained within the last 3 years before the closing date for applications;
- In order for the trainee to fully profit from the traineeship and to be able to follow meetings and perform adequately, candidates must have good knowledge of English, the main working language of F4E.

Applications will not be accepted from candidates who:

- have already benefited from any kind of in-service training within a European institution or body, or
- who have had or have any kind of employment within a European institution or body.

### **4. QUALIFICATIONS REQUIRED**

- Bachelor's or Master's degree in Business Administration, Economics, Engineering or Business or equivalent;
- Process orientated with good knowledge and experience in MS Office;
- Excellent command of written and oral English;
- Excellent analytical, planning and organisational skills;
- Self-motivated, able to perform duties autonomously and adaptable to multicultural environment.

### **5. WHAT WE OFFER**

Trainees are awarded a monthly maintenance allowance. The monthly allowance for 2019 amounts to € 1.097,50 (Spain).

Additionally, trainees may receive a travel allowance, subject to budget availability, to compensate for travel expenses incurred from the place of residence to the seat of F4E and vice versa. Trainees whose place of recruitment is less than 50 km from F4E's offices shall not be entitled to a travel allowance.

Detailed information about the F4E traineeship procedure as well as trainees' rights and duties can be found in the Decision of the Director of 'Fusion for Energy' on the Acceptance of Traineeships published on our website. We strongly recommend applicants to read them carefully.

Accommodation costs will be covered by the trainee.

## 6. SUBMISSION OF APPLICATIONS

The online application process starts upon clicking "**CLICK TO APPLY**" on the traineeships page: <http://www.fusionforenergy.europa.eu/careers/traineeships.aspx>

Applicants must register their applications online through the F4E traineeship's tool by creating a valid F4E user account and choosing the vacancy notice they wish to apply to.

**Please note that the online traineeship application tool is the *only* acceptable means of sending 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. 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 sent by 20/05/2019 (closing time 12:00 pm Barcelona time).**

In case you encounter technical problems when trying to submit your application via the traineeship application tool, please make a screenshot and send it to: [traineeships@f4e.europa.eu](mailto:traineeships@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, etc.) **with your application at this stage if not specified in the Traineeships Notice.**