

GUIDE FOR APPLICANTS

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:

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

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

- Provides components, equipment and other resources for the Broader Approach (BA);
- Coordinates Euratom's participation in the Broader Approach implementation ;
- Provides for the implementation of associated R&D activities;
- Provides the Euratom financial contribution to the Broader Approach;
- Arranges 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. GENERAL DESCRIPTION OF THE POSITIONS

F4E offers mainly two different types of positions: temporary agents and contract agents.

2.1. Temporary Agent Positions

Temporary Agent posts are classified in two function groups - Administrators and Assistants - according to the nature and importance of the duties involved.

Administrators function group (AD) covers twelve grades from AD 5 to AD 16 corresponding to technical, administrative, advisory, linguistic and scientific duties;

Assistants function group (AST) covers eleven grades from AST 1 to AST 11 corresponding to executive, technical and clerical duties.

Temporary Agent contracts are either:

- 5-year contracts, renewable for a second fixed-term period, and upon the second renewal converted into a contract of indefinite duration.
- 3-year non-renewable contracts. Non-renewable contracts starting in 2016 will have a duration of 3 years. Should a non-renewable contract commence in 2017 or later, its maximum duration will be until December 2019 (less than 3 years).

This information appears in the vacancy notice of a specific position.

The probationary period of temporary agents is nine months.

2.2. Contract Agent Positions

Contract Agent positions are classified in four function groups according to the duties and responsibilities involved.

Function group I corresponds to administrative support service tasks;

Function group II corresponds to secretarial and office management tasks;

Function group III corresponds to executive, drafting and accountancy tasks;

Function group IV corresponds to administrative, scientific, advisory, and linguistic tasks.

Contract Agent contracts are either:

- 3-year contracts, renewable for a second fixed-term period, and upon the second renewal converted into a contract of indefinite duration.
- 3-year non-renewable contracts. Non-renewable contracts starting in 2016 will have a duration of 3 years. Should a non-renewable contract commence in 2017 or later, its maximum duration will be until December 2019 (less than 3 years).

This information appears in the vacancy notice of a specific position.

Contract agents recruited for more than one year at F4E have a probationary period of nine months.

3. CONDITIONS OF EMPLOYMENT

The working and contractual conditions of temporary and contract agents are based on the Staff Regulations (SR) and the Conditions of Employment of Other Servants of the European Communities (CEOS).

The place of employment is the one mentioned in the vacancy notice.

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

Successful candidates may be recruited in Grade AST 1-4 or AD 5-12 (for Temporary Agents) or function groups I, II, III, or IV (for Contract Agents).

Temporary and Contract Agents will be assigned to step 1 or step 2 of their grade, according to the length of their professional experience.

The grading of successful candidates will be established according to the applicable F4E implementing rules to the Staff Regulations.

The basic salary will be subject to various allowances as well as tax, social security and other deductions set out in the Staff Regulations. The basic salary is exempted from national tax.

For more information on the contractual and working conditions as well as salaries and allowances please visit our website at : <http://fusionforenergy.europa.eu/careers/>

4. ELIGIBILITY CRITERIA

The selection procedure is open to all applicants who satisfy the following eligibility criteria, on the closing date for the submission of application:

4.1. General Requirements

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 citizen¹.
- 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 duties²
- 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 .³
- Be able to communicate in English, the working language of the ITER Project.

¹ 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

² 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.

³ 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.

4.2. Qualifications

In order to be eligible for a specific profile and the related grade, applicants need to have the required level of education, as defined in the vacancy notice.

Only qualifications issued by EU Member State authorities and qualifications recognized as equivalent by the relevant EU Member State authorities will be accepted.

4.3. Professional Experience

In order to be eligible for a specific profile and the related grade, applicants need to have professional experience defined in the vacancy notice, if applicable.

Professional experience will be counted **from the date on which the applicant acquired the minimum qualification for access to the profile in question** (e.g. secondary certificate or post-secondary diploma for AST profiles, university degree for AD profiles).

4.4. Documentary Evidence

Applicants invited to oral and written tests will be required to provide **a passport size photo**, and **copies** of the following documents:

- **A document proving citizenship** (e.g. passport);
- **Certificates attesting educational and professional qualifications**, in particular those giving access to the profile in question;
- **Documentary evidence of professional experience** after the date on which the qualification giving access to the specific profile was obtained, clearly indicating the start and end dates, whether remunerated, full or part time, and the nature of the duties carried out. As a proof of professional experience could be presented:
 - copies of the contracts
 - letters from the previous or current employers stating the period during which the candidates has worked
 - certificates
 - first and last payslips

5. OVERVIEW OF SELECTION PROCEDURE

A Selection Committee will be set up for the selection process and will proceed with the following stages of the selection process:

Assessment of applications:

The assessment of the applications by the Selection Committee is based on the above-mentioned eligibility criteria (point 3A) and selection criteria (point 3B1), and is intended to establish whether the applicant meets all the mandatory eligibility and selection criteria as well as all formal requirements laid down in the application procedure by the closing date for the submission of applications. Any application which does not meet these requirements will be rejected.

The relevance of eligible candidates' applications will be assessed on the basis of their motivation letter and CV.

Eligible candidates who meet all essential selection criteria and have the best profiles for the specific needs will be invited for the oral and written tests.

Once the list of candidates to be invited to the written and oral tests has been drawn up, all the candidates, invited and not invited will be informed via email of the outcome of the assessment process.

Selections held in respect of managerial positions shall involve the use of assessment centres to assess the managerial competencies of candidates.

Further details will be specified in the invitation letter sent by email to each invited candidate with the details of the date, time and address of their written and oral test appointments and assessment centres if applicable.

Depending on the number of candidates, they may be invited for practical reasons to take the oral and written tests on the same day or in few days in a row.

Written tests may be waived in selection procedures for short term, non-renewable contracts.

Selection

Oral test:

The oral test is designed to help the members of the Selection Committee to assess the candidate's:

- General presentation and motivation;
- Suitability to carry out the duties described above under the section "Responsibilities" of the Vacancy Notice;
- Specialist knowledge in the field of expertise;
- Capacity of expression in the working languages of the Agency;
- Ability to adjust to working in a multicultural environment.

Written test:

The written test will consist of the following components, in accordance with the level and profile of the position advertised:

- Specific competencies with reference to the profile, assessing the quality of the writing style and presentation
- General aptitudes and language abilities to the extent necessary for the performance of the duties.

Written tests may be waived in selection procedures for short term, non-renewable contracts.

Procedural aspect of the tests

The written and oral tests will be done in English. Native English speakers will be expected to conduct at least part of the oral test in their stated second language of the Communities.

The assessment of applicants will be completed only after all candidates have completed both the written and oral test and will be based on the score achieved in both tests.

Candidates invited to the oral test will be requested to present for verification copies of all documents supporting every educational achievement and work experience they have referred to in the application. Prior to contract signature, the successful candidate(s) will be required to provide original versions of the documents.

Depending on the place of employment, as mentioned in the vacancy notice, the written and oral tests will be held either in Barcelona (Spain), Cadarache (France) or Garching (Germany).

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

The draft reserve list of the names in alphabetical order will be submitted to the Appointing Authority (the Director) of Fusion for Energy for approval.

The reserve list approved by the Director of F4E will be valid until 31 December of the next year 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.

6. 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.

Indicative timetable for selections

As a rough guide only, the selection procedure can take up to 6 months from the date on which it was published to establishment of a reserve list.

The different stages of the selection procedure are the following:

Publication of the Vacancy Notice

For Temporary and Contract Agents positions the publications should stay online at least 20 working days (4 weeks).

The screening of applications

Between 5 to 8 weeks for the selections with less than 50 applications
Between 9 to 11 weeks for the selections with more than 50 applications.

Invitation and rejection letters

The formal invitation letters are sent by email approximately 3 weeks before the interview date. Not invited candidates are informed on the same time on the outcome of the screening process.

Oral and Written tests

Between 3 to 4 weeks

Establishment of the Reserve list

Between 2 to 3 weeks

Communication to candidates on the final outcome of the selection

Between 1 to 2 weeks

Although candidates will find an indication of the average recruitment timescale next to each vacancy notice, the timescale may, in some cases, be extended. We sincerely apologise for any inconvenience.

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 and also update their profiles in the e-recruitment tool in the event of any change in their contact details.

All enquiries or requests for information or documentation in relation to selection procedures should be addressed to 'Fusion for Energy' HR Selections Team by e-mail to:

hr-selections@f4e.europa.eu

Reimbursement of travel expenses

Fusion for Energy shall grant a financial contribution towards travel and subsistence expenses for persons invited by F4E for interviews or other selection procedure⁴ 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 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

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.

7. 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.

⁴ After the submission of the required documents, the reimbursement of the travel expenses will occur in the 3 following months.

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 first 2 documents for the Temporary and Contract Agent selections and 3 documents for EU Official selections:

- **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 indicated in the corresponding Vacancy Notice.

In case the candidate encounters technical problems when trying to submit his/her application via the e-Recruitment tool, he/she should 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.

No supporting documents (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.) should be sent with the application at this stage if not specified in the Vacancy Notice.