

## VACANCY NOTICE FOR A TRAINEESHIP

<b>AREA OF ACTIVITY</b>	<b>PROJECT CONTROLLING</b>
<b>REFERENCE</b>	<b>F4E/TRA/2018/058</b>
<b>START AND END DATE - DURATION</b>	<b>01/10/2018 - 30/06/2019 - 9 MONTHS</b>
<b>LOCATION</b>	<b>BARCELONA (SPAIN)</b>
<b>RESERVE LIST – MAXIMUM NUMBER</b>	<b>5</b>
<b>PUBLICATION DATE</b>	<b>25/05/2018</b>
<b>CLOSING DATE FOR APPLICATIONS</b>	<b>25/06/2018 AT 12:00 PM (BARCELONA TIME)</b>

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

The Programme Planning & Controlling (PPC) Group main responsibilities are:

- To develop (in conjunction with the PTs) and maintain the cost and schedule baseline for F4E including the management of changes through a suitable change control process;
- To provide a central cost estimation and control function that maintains the Estimate at Completion (EAC) and the associated budget allocation under change control;
- To ensure that there is an effective basis for sound budget management as well as a strong follow-up of actions on cost containment and cost savings;
- To monitor the execution of the ITER projects to:
  - Control the evolution of the projects and assess/measure their progress;
  - Monitor the project variables (cost, schedule, effort, scope) against baseline data and information available in reference schedules, annual and multi-annual planning documents, budgets, etc.;
  - Monitor the execution of commitments and payments in accordance with the approved budgets and resource estimate plans.
- To support the F4E Director and senior management in focusing their attention on the appropriate issues through monthly reports on the overall execution of the annual and multi-annual programme plans;
- To provide the F4E management with early warning of cost or schedule overruns and to support the F4E Director and senior management in decisions concerning the release of the contingency budget;
- To prepare monthly Dashboard Reports, and other reports as necessary, for the Senior Management and for committees;

## **2. DESCRIPTION OF TASKS**

The trainee will join the Cost Team part of the Programme Planning & Controlling (PPC) Group. He/she will be required to carry out the following tasks:

- Provide support in the development and maintenance of specific reports to summarize cost estimates and forecasted cost data;
- Provide support in the review of cost estimates;
- Provide support in maintain the cost/credits data base;
- Provide support in the management of project budget.

## **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 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**

- University degree with a scientific or business orientation;
- Knowledge of cost estimation methods;
- Knowledge of project management principles and practices;
- Good knowledge of MS Office;
- Good interpersonal skills and ability to integrate into an international and multicultural environment;
- Good command of both written and spoken English, the working language of the ITER Project.

## 5. WHAT WE OFFER

Trainees are awarded a monthly maintenance allowance. The monthly allowance for 2018 in Barcelona amounts to €1043,84.

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 not later than 25/06/2018  
(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.**