

VACANCY NOTICE FOR A TRAINEESHIP

AREA OF ACTIVITY	LEGAL SERVICES
REFERENCE	F4E/TRA/2016/013
START AND END DATE - DURATION	01/10/2016 - 30/06/2017 - 9 MONTHS
LOCATION	BARCELONA (SPAIN)
PUBLICATION DATE	02/05/2016
CLOSING DATE FOR APPLICATIONS	31/05/2016 AT 12:00 PM (BARCELONA TIME)

1. DESCRIPTION OF THE DEPARTMENT/PROJECT UNIT

The Legal Service Unit provides legal support and advice on all legal matters related to the functioning of F4E.

The Legal Service Unit has the following corporate legal responsibilities:

- To provide legal advice on F4E statutory, governance and other corporate legal issues including review of documents for submission to internal and external bodies;
- To provide legal advice related to the administrative and operational management of F4E including F4E internal rules and processes;
- To draft and negotiate international and inter-institutional agreements and arrangements including agreements with the Host State(s), the ITER Organization and the Commission;
- To ensure secretariat of the Procurement and Contracts Committee, the Procurement and Contracts Committee Preparatory Panel and Internal Review Panel;
- To review award of contracts and grants submitted to the Procurement and Contracts Committee Preparatory Panel and Internal Review Panel;
- To review procedures and templates related to procurement and grant procedures;
- To coordinate the creation of the models for procurement contracts and grants agreements and ensuring the follow up of its appropriateness;
- To provide legal advice in relation to the drafting, application and interpretation of F4E Financial Regulation and its implementing rules and coordination of their revisions;
- To provide legal advice on staff matters including drafting and review of decisions or replies to claims and appeals;
- To provide legal advice on application of Privileges and Immunities as well as host country legal matters;

- To managing legal disputes related to general and staff matters in front of the national courts and ECJ;
- To provide legal advice on enquiries by the European Ombudsman;
- To act as correspondent for OLAF;
- To act as F4E contact point and representation in the Inter-Agency Legal Network.

The Legal Service Unit provides project legal support on all legal matters related to the F4E procurements and contracts implementation, in particular:

- To coordinate preparation, negotiations and conclusion of the Procurement Arrangements in collaboration with the Project Procurement Group;
- To provide legal support to Project Teams and other F4E's services with respect to the procurement strategies, preparation, launch, negotiations and signature of procurement contracts and grant agreements and on any legal issues or claims arising during contract and grant implementation;
- Peer-review of launching of procurement and grant procedures exceeding the defined thresholds value before their approval by the authorizing officer;
- To contribute to the creation of models for procurement contracts and grants agreements and to follow-up their appropriateness;
- To manage pre-litigation dispute settlements related to contracts implementation;
- To manage legal disputes related to contracts and procurement in front of the national courts and ECJ;
- To develop and follow-up the contractual and legal interactions related to F4E's insurance policies;
- To identify and propose possible improvements to the F4E Financial Regulation and the Implementing Rules regarding procurement procedures and contracts and grants procedures and agreements;
- To identify and propose possible improvements to the F4E models for procurement and grant;
- To manage requests of access to documents regarding procurement procedures.

2. DESCRIPTION OF TASKS

The trainee may in particular be required to carry out the following corporate legal tasks:

- Assisting in corporate legal matters arising within the context of the various legislative acts governing Fusion for Energy's (F4E) activities;
- Assisting on legal issues regarding Human Resources (HR), based on EU Staff Regulations (e.g. implementation of staff rules or particular HR questions);
- Contributing to prepare and hold Internal Review meetings regarding contract award,
- Assisting the Data Protection Officer;
- Assisting in providing legal advice related to F4E internal rules and processes;

- Assisting in providing legal advice related to agreements with other bodies;

The trainee may in particular be required to carry out the following project legal tasks:

- Assisting in F4E Project related legal matters regarding public procurement;
- Assisting to provide legal support to Project Teams with respect to the procurement strategies and preparation of tender procedures;
- Contributing to legal review of tender procedures and contract follow-up in respective fields (Grants and Procurements);
- Assisting in legal review of specific Construction related tender procedures and Contracts (FIDIC);
- Contributing to work regarding an Adjudication Panel;
- Assisting on insurance related issues.

The trainee may also be required to carry out the following general legal tasks:

- Reviewing templates of tender procedure and modal contracts (Grants and Procurement);
- Assisting to legal matters related to the F4E Financial Regulation and its Implementing Rules
- Participation in LSU related meetings and taking minutes;
- Research and knowledge sharing work in upcoming F4E legal matters;
- Assessing (EU) Case law in respective areas;
- Analysing arising Spanish law issues;
- Provide support and assist the members of the respective group when required upon the agreement of the Trainee Advisor.

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

- Degree in Law
- Excellent command of written and oral English
- Knowledge of other languages is welcome (in particular French)
- Excellent computer literacy (MS Word)
- High motivation, willingness to commit, adaptability to multicultural environment

5. WHAT WE OFFER

Trainees are awarded a monthly maintenance allowance. The monthly allowance for 2016 amounts to €1087,39.

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 31/05/2016 (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.

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.**