

## VACANCY NOTICE FOR A TRAINEESHIP

<b>AREA OF ACTIVITY</b>	<b>PROJECT PERFORMANCE MANAGEMENT</b>
<b>REFERENCE</b>	<b>F4E/TRA/2017/039</b>
<b>START AND END DATE - DURATION</b>	<b>01/10/2017 – 30/06/2018 - 9 MONTHS</b>
<b>LOCATION</b>	<b>BARCELONA (SPAIN)</b>
<b>PUBLICATION DATE</b>	<b>28/03/2017</b>
<b>CLOSING DATE FOR APPLICATIONS</b>	<b>26/04/2017 AT 12:00 PM (BARCELONA TIME)</b>

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

The Project Performance Management team in particular has the following main responsibilities:

- Provide project management support in terms of schedule, cost, risk, etc. to the relevant Project Teams;
- Monitor Project Teams performance and report to Senior Management;
- Liaise with ITER International Organization all the schedule related issues;
- Liaise with suppliers on all project management related topics;
- Ascertain that project management culture is propagated within the organization.

### 2. DESCRIPTION OF TASKS

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

- Provide support to the project team in status monitoring and maintenance of schedule, cost, risks and actions;
- Prepare associated project management status reports – dashboards, KPIs;
- Perform analysis of existing and future contracts in terms of cost and schedule;
- Support the project teams in their accountability to achieve time, cost and performance objectives by identifying deviations from project baseline, proposing preventative/corrective actions and by ensuring their follow up.

### 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 in engineering or business related subject;
- Knowledge of project management tools, such as Primavera or MSProject;
- Good organisational and problem solving skills;
- Good interpersonal and communication skills;
- Good command of both written and spoken English.

### 5. WHAT WE OFFER

Trainees are awarded a monthly maintenance allowance. The monthly allowance for 2017 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 26/04/2017 (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.**