

## VACANCY NOTICE FOR A TRAINEESHIP

<b>AREA OF ACTIVITY</b>	<b>POI – PROCESSES AND ORGANISATIONAL IMPROVEMENT</b>
<b>REFERENCE</b>	<b>F4E/TRA/2017/043</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 mission of the **Process and Organisational Improvement (POI) Unit** is to support the organisation in the development and implementation of management systems that promote efficiency, effectiveness and economy in all of F4E's activities. The Unit is responsible to lead the improvement of processes and coordinate organisational improvement plans, ensuring consistency of their application across the organisation. The Unit is also responsible for supporting the Director in developing effective relations with the European Court of Auditors (ECA) and other institutions supervising F4E and the annual discharge exercise of the European Parliament. It also supports the Director by ensuring that the different elements of the assurance chain, including the overall Quality and F4E Management System, are efficient, effective and coordinated and upon which basis the Director can make a declaration of assurance. The main responsibilities of the Unit are:

#### Quality Management

- a) To define, implement and monitor the effectiveness of the overall Quality and F4E Management System across the organisation and ensure its compliance with the F4E Management Standards;
- b) To define, coordinate, develop and implement specific Quality Programmes, the general Supplier Quality Requirements, including the annual Quality Audit Plan and relations with the IO-CT quality representatives for the quality issues;
- c) To define and coordinate the implementation of F4E Documentation and the so called working procedures including policies, process maps and management rules; ensuring consistency and its effectiveness across the organisation;
- d) Monitor the operational and administrative delegations ensuring that any update is implemented effectively.

#### Audit follow-up and control activities

- a) To coordinate, monitor and report on the implementation and the follow-up of all action plans in relation to internal and external audits;

- b) To act as a contact point for the visits of the ECA and IAS, and to coordinate the relations with them;
- c) To coordinate the Assurance Network activities on audit follow-up and Control activities in close collaboration with IAC to ensure a proper follow up of implementation of audit actions and control activities;
- d) To coordinate the annual Discharge procedure with the European Parliament and Council;
- e) To define the Financial Circuits through the nomination and appointment of Authorising Officers by Delegation and Sub-delegation and monitoring their correct implementation;
- f) To maintain the register of exceptions in relation to the overriding of controls, and to report periodically to management;
- g) To coordinate the preparation of the declaration of assurance of the Authorising Officer and the preparation of the building blocks supporting this declaration, which is part of the Annual Report.

### **Processes and Improvement**

- a) To support the development of the organisation by ensuring its processes are more effective and efficient by introducing lean management approach across the organisation;
- b) To support process owners in the definition and formalisation of effective and efficient processes and procedures through the Quality Review;
- c) To facilitate the Improvement Steering Committee and support the implementation of the Improvement actions according to the agreed plans;
- d) To promote improvement actions by supporting process owners in the development of a lean management approach for processes and improvement actions;
- e) To underpin the above actions through dissemination (i.e. facilitation of networks, information sessions, etc.) as well as the development and maintenance of the F4E Manual.

## **2. DESCRIPTION OF TASKS**

The trainee will provide support to the processes and improvement activities within the POI Unit. She/He will be supporting the following tasks:

- Support the organizational improvement projects launched following the Lean Six Sigma Methodology;
- Collect (and measure if needed) the measurements of the Critical To Quality and KPIs of the core processes of F4E;
- Perform data/measurements quality review;
- Support the process mapping and brainstorming exercises;
- Support the unit's management and coordination of documentation and working procedures;
- Support the update of the unit's subjects on the F4E Manual.

### 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

- Bachelor's degree in engineering, business or public administration, information technology or related fields.

### 5. WHAT WE OFFER

Trainees are awarded a monthly maintenance allowance. The monthly allowance for 2017 amounts to € 1.087,39.

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.**