

## VACANCY NOTICE FOR A TRAINEESHIP

<b>AREA OF ACTIVITY</b>	<b>REPORTING AND DATA ANALYSIS</b>
<b>REFERENCE</b>	<b>F4E/TRA/2019/073</b>
<b>START AND END DATE - DURATION</b>	<b>01/10/2019 - 30/06/2020 - 9 MONTHS</b>
<b>LOCATION</b>	<b>BARCELONA (SPAIN)</b>
<b>RESERVE LIST - MAXIMUM NUMBER</b>	<b>5</b>
<b>PUBLICATION DATE</b>	<b>29/04/2019</b>
<b>CLOSING DATE FOR APPLICATIONS</b>	<b>20/05/2019 AT 12:00 NOON (BARCELONA TIME)</b>

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

The Commercial Department (COM/D) is responsible for overseeing and optimising all aspects of the budgetary, financial, accounting, procurement and controlling functions of the organisation and contains the Finance Unit, the Budget Group, the Contracts and Procurement Unit and the Accounting Group. The main responsibilities of the Department are:

- To determine the repartition of the annual and multiannual budget among the operational and administrative units and maintain it under change control;
- To provide regular and accurate reports on the implementation of the budget drawing upon the inputs of the other Departments;
- To draw up the annual and multiannual budget for adoption by the GB and support the Accounting Officer in the preparation of the annual accounts;
- To ensure the implementation of commitment and payment appropriations in accordance with its annual budget and multi-annual resource estimate plans;
- To manage interactions with the European Commission, France and other Members of the Joint Undertaking on budgetary and financial matters;
- To ensure effective support in purchasing (procurement and contracting) to the ITER Departments charged with the responsibility of in-kind contributions to ITER;
- To ensure that effective support in purchasing (procurement and contracting) to the BA Department charged with the responsibility of contributions under the BA agreement;
- To ensure that procurement strategies are optimised toward achieving speed, cost effectiveness and the industrial policy objectives of F4E;
- To supervise the establishment of procurement strategies, the preparation of calls for tenders and calls for proposals ensuring compliance, effectiveness, efficiency and economy;

- To manage contractual, financial and commercial negotiations with tenderers and contractors, assuring highly competitive cost levels;
- To develop and continuously improve budgetary and financial processes to speed up the implementation of F4E's tasks and processes;
- To support the implementation of integrated IT systems to underpin and facilitate the above-mentioned processes;
- To establish appropriate monitoring and reporting tools including SMART key performance indicators in relation to F4E's financial and commercial performance.

The COM/D Reporting function in particular has the following main responsibilities:

- To contribute to the implementation of corporate policies and to prepare and distribute quantitative reports as needed by F4E's management and services;
- To define and prepare reports related to the performance of F4E's internal operations and workflows;
- To prepare and distribute quantitative reports and statistics related to the CPU activities and responsibilities, as needed by F4E's management and services;
- To develop and manage the F4E Procurement database and tool, which aims at supporting the procurement activities and gathering the related data.

## **2. DESCRIPTION OF TASKS**

The trainee will be required to provide support to the COM/D Reporting Officer. In particular he/she would carry out the following tasks:

- To participate and support the project for automatization of the main Commercial Department reports, the Geographical Distribution and the TOP-COM reports, from the definition of the report requirements to its validation by means of data quality tests, going through the contribution to and follow up of its development by the Project Management Department.
- To support the identification of internal and external data sources which can contribute to the preparation and enhancement of reports in relation to the above Department's tasks.
- In relation to the previous task, to support the development of a suitable data structure which ensures proper integration of different data sources and the migration of data through them.
- In relation to the above, to support the improvement of data collection and the automatization of the corresponding reports.
- In relation to the above, to support the corresponding data migration and the establishment of a proper and robust integrated database.
- To perform the analysis of the data and produce indicators and reports about the unit's activities and performance, and the geographical distribution of F4E contracts and grants.

During the traineeship he/she will be able to:

- develop his/her data mining and data analysis skills;
- pick up standard reporting schemes;

- practice his/her teamwork skills;
- develop the management of relationships with stakeholders, both internal and external;
- get basic knowledge on public procurement and
- learn project management methods.

### **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 of 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**

- Master's or Bachelor's degree in Statistics, Mathematics, Economics, Engineering, Business or similar;
- Numerical and analytical mindset;
- Attention to detail;
- Good organizational skills;
- Ability to work with Microsoft Office and in particular good knowledge of Microsoft Excel;
- Ability to work with advanced IT tools (databases and quantitative analysis software) and to operate in a Microsoft Sharepoint environment will be an asset;
- Advanced knowledge and use of Microsoft Excel will be an asset.

### **5. WHAT WE OFFER**

Trainees are awarded a monthly maintenance allowance. The monthly allowance for 2019 amounts to € 1.097,50 (Spain).

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 20/05/2019 (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.**