



## Vacancy Notice

### HEAD OF CORPORATE SERVICES UNIT

Fusion for Energy (F4E) is hiring a **Head of Corporate Services Unit**, who will play a key role in supporting fusion, the power of the Sun, into a future sustainable energy source.

Reference	Grade	Location	Closing date
F4E/TA/AD9/2025/0283	Temporary Agent AD9	Barcelona, Spain <sup>i</sup>	26/06/2025 - 11:59 (CET)

#### Is this job for you?

Are you passionate about leading teams towards excellence and innovation? Do you thrive in dynamic environments where you can make a significant impact on infrastructure, partnerships, and employee experience? If so, this role could be the perfect fit for you!

Fusion for Energy (F4E) is managing Europe's contribution to ITER, the biggest fusion experiment, and is contributing to several other major projects in the same domain. The fusion landscape is changing fast and F4E as a key European player has just entered in a new organisation.

#### Why F4E?

Fusion for Energy (F4E) is the European Union's organisation for ITER and the Development of Fusion Energy. We are working with industry and laboratories to deliver cutting-edge components to the ITER international fusion energy project. In parallel, we are working on other major projects in the same domain, including the JT-60SA experiment with Japan, a new material testing facility (DONES), and, in the long-term, preparing for the next generation of fusion devices.

F4E is headquartered in Barcelona with offices in Cadarache (France) and Garching (Germany). To deliver the European contribution to ITER, face the fusion challenges, and manage more than 400 professionals, F4E is moving towards a more diverse, flexible, and result-oriented organisation. Its renewed vision is focused on (1) successful delivery of projects, (2) developing fusion talent and knowledge base for the development of commercially viable fusion power plants in Europe and (3) paving the way for a transition from research to a competitive European industrial fusion sector.

## **We are committed to Diversity & Inclusion**

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Fusion for Energy is an equal opportunities employer and takes care to avoid any form of discrimination. As part of its commitment to diversity, gender equality and geographical distribution, F4E strongly encourages applications from female candidates and applies a policy of equal opportunities. It does not discriminate against anyone on grounds of gender, race, colour, ethnic or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability or sexual orientation. Fusion for Energy offers measures to reconcile professional and private life and will provide reasonable adjustments at the workplace for persons with disabilities.

## **Your key areas of impact**

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As a member of the Administration Department Management Team, the successful candidate will report to the Head of Department. The Head of Unit is responsible for leading the Unit towards the achievement of its mission through the fulfilment of the requirements defined in the mission statements and, for ensuring the sound and efficient management of the resources assigned to the Unit. The role and responsibility of the Head of Unit include but are not limited to:

- Enhance F4E's infrastructure—Ensuring technical excellence, maintenance, and continuous improvement.
- Manage key partnerships—Overseeing services linked to the Host Agreements with Spain and the ITER Organization (IO) in Cadarache.
- Supporting staff—Implementing the Protocol on Privileges and Immunities (PPI) through the Protocol Desk.
- Improve the employee experience—Providing essential support services that enhance working life at F4E.
- Provide strategic and operational leadership—Shaping CSU's future direction with innovation, efficiency, and sustainability at its core.
- Oversee facility contracts and services, ensuring world-class infrastructure and workplace experience.
- Manage host agreements and protocol operations, supporting F4E's international mission.
- Ensure security and asset management—Safeguarding people, premises, and resources, while embedding sustainable risk management principles.
- Enhance additional support services—Making F4E an environmentally responsible place to work.

## **What can we offer you?**

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### **Life in Barcelona, Spain**

Barcelona offers professionals and families a high quality of life. It has a year-round average temperature of 18°C and complements its cosmopolitan lifestyle and vibrant cultural life with the nature of the Mediterranean coastline and the Pyrenees.

The city is strategically located between the sea and the mountains, and it is served by an international airport. Barcelona is a cosmopolitan city with Roman remains, medieval quarters and the most beautiful examples of 20th century modernism and avant-garde architecture.

## Salary and benefits

As an indication, the basic monthly salary for grade AD9 (step 1) is currently € 9.789,10. In addition to the basic salary, staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary and household allowance), dependent child allowance and education allowance. The salaries of temporary agents are subject to a community tax deducted at source and are exempt from national taxation.

Where you would need to relocate, you would normally benefit from relocation and removal reimbursements. F4E has agreements with a wide range of international schools to support access to schooling for the dependent children of its staff.

## Work-life balance

F4E enables staff members to reconcile family and professional life by offering flexible work arrangements and teleworking.

F4E staff members enjoy a basic entitlement of 24 days of annual leave as well as +/- 18 statutory public holidays per annum. Additional leave days may be granted for age and distance from the place of origin.

## How will we evaluate your application?

### A Eligibility Criteria - you can apply if:

#### A1. You fulfil five general requirements

1. Being a citizen of one of the Member States of the European Union or of a third state fully associated with the Euratom fusion programme.
2. Enjoying your full rights as a citizen<sup>ii</sup>.
3. Have fulfilled the obligations imposed on you by the laws of your home country concerning military service.
4. Producing the appropriate character references as to your suitability for the performance of your duties.
5. Being physically fit to perform your duties<sup>iii</sup>.

#### A2. Your Education & Experience are in line with our requirements<sup>iv</sup>

On the closing date of the application process, you must have:

At least a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more and, after having obtained the university degree, at least 12 years of proven professional experience, of which at least two years should have been acquired as a manager;

OR

At least a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is three years and, after having obtained the university

degree, at least 13 years of proven professional experience, of which at least two years should have been acquired as a manager.

### **A3. Your Language Skills are developed**

You must produce evidence of excellent written and spoken communications in English and of a satisfactory knowledge of another official language of the European Union.

## **B Your Qualifications and Experience**

### **B1.1 It is essential that your professional history cover:**

- University degree in business administration, public administration, facility management, law, human resources, engineering or equivalent field related to the core business of F4E.
- Minimum of 12 years of professional experience in corporate services, infrastructure, or administrative operations.
- At least 2 years' experience in the management or coordination of teams.
- Proven experience of strong background in one of the following areas of at least 5 years:
  - contract management or security or facility operations, and/or
  - services optimisations in contexts like Shared Services Centres.
- Proven experience of at least 2 years in driving change initiatives and improving service delivery.

### **B1.2 Management Skills<sup>1</sup>**

We take your management and behavioural abilities very seriously: as part of the selection process, shortlisted candidates will attend a management assessment centre. Amongst others the managerial competences assessed will be:

- Ability to communicate clearly, demonstrate a collaborative style and fostering well-being of staff.
- Ability to build productive and cooperative working relationships with hierarchy, partners, and stakeholders.
- Create and share vision; motivate, coach, and develop others while fostering collaboration, trust, support, understanding, sharing and responsibility.
- Delegate, establish objectives and monitor follow-up of activities.

### **B2. Advantageous Selection Criteria**

In addition to the above, the following criteria will be considered:

- Proven track record in managing services for international organisations, EU Agencies, or large research institutions.
- Proven experience working with the EU staff regulations, privileges and immunities (PPI), and host agreements.
- Track record in visibly championing/sponsoring or leading Diversity, Equity, and Inclusion initiatives in the last 5 years.

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<sup>1</sup> As per Annex of the Decision of the Administration and Management Committee of the European Joint Undertaking for Iter and the development of Fusion for Energy of 13 June 2019 on middle management staff.

## Submission of applications

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The online application process starts upon clicking “**CLICK TO APPLY**” next to a vacancy of your interest on the Open Positions page: <https://fusionforenergy.europa.eu/vacancies/>

You must register your application online through the F4E E-recruitment platform by creating a valid F4E user account and submitting the documents mentioned below. We appreciate any feedback you may have regarding your user experience: [hr-selections@f4e.europa.eu](mailto:hr-selections@f4e.europa.eu).

Please note that the online e-recruitment application platform is the only acceptable means of submitting/sending in job applications. You are responsible for keeping your e-mail addresses and personal details up to date in your profile in F4E online application tool.

The mandatory fields in the profile marked with an asterisk should be duly filled in and you are requested to submit the following two 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.

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**Applications must be complete and validly submitted by the closing date for submission of applications  
No later than 26/06/2025 at 11h59 Barcelona time.**

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In case you encounter technical problems when trying to submit your application via the e-Recruitment tool, please take a screenshot and send it to us via the “[Contact Us](#)” form. It is your responsibility to inform F4E about any technical problem immediately, within the deadline mentioned above.

Please, do not send any supporting documents (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.) with your application at this stage if not specified in the Vacancy Notice.

After submitting your application, you will receive an acknowledgement of receipt notification. Please note that email correspondence from F4E will be sent out via our e-recruitment system. We therefore ask you to regularly monitor your email inbox and spam. Emails will have the sender address “@f4e-jobs.gestmax.eu”.

## Conditions of employment

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Successful candidates will be placed on a Reserve List, and one of the candidates thereon may be offered this position.

For more information on the selection process of Temporary Agents and on the contractual and working conditions, please, refer to the “[Guide for applicants](#)” published on the F4E website along with this Vacancy Notice and the [Conditions of employment of Other Servants of the European Communities](#).

## How is your data protected?

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'Fusion for Energy' as the body responsible for organising the selection process, will ensure that applicants' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA relevance. This applies in particular to the confidentiality and security of such data. Personal data shall be processed solely for the purpose of the selection procedure.

In order to update your CV and/or Motivation Letter and rectify any incorrect or inaccurate data, please send an email to us via the ["Contact Us" form](#) before the deadline for submission of the applications elapses. After the deadline for applications has elapsed, this right will be limited to the rectification of identification details and contact information only.

Should you have any query concerning the processing of your personal data, you shall send them to the following address: [HR-DataProtection@f4e.europa.eu](mailto:HR-DataProtection@f4e.europa.eu).

Vacancy published on F4E website on 28/05/2025.

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<sup>i</sup> Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places.

<sup>ii</sup> Prior to any appointment, the successful candidate will be asked to provide a certificate issued by the competent authority attesting the absence of any criminal record.

<sup>iii</sup> Before their appointment, the candidate shall be medically examined in line with requirement of Article 12(2) (d) of the Conditions of employment of other servants of the European Communities.

<sup>iv</sup> Only study titles that have been awarded by the Members of the Joint Undertaking or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.