



ADMINISTRATION

Profile 19 - People & Culture / Human Resources

Department	Domain/Activity area	Location	Duration	Nr of position(-s) available
ADMINISTRATION	Learning & Development	Barcelona (Spain)	12 months	1

Description of tasks

- Supporting the design and implementation of initiatives that facilitate continuous learning.
- Supporting the evaluation of learning initiatives, with an emphasis of impact assessment.
- Contributing to the preparation of communication material (posts, articles, newsletter, emails, etc.).
- Helping to update learning resource and events information on F4E Learning Management System (LMS).
- Responding to various inquiries and information requests concerning learning opportunities.
- Assisting in the organization of learning events (face to face and remotely).
- Assisting in updating F4E learning databases and staff learning records.
- Assisting in tracking, monitoring and reporting on learning activities through learning management systems and other data collection methods.
- Performing tasks as requested by supervisor, as appropriate.

Your qualifications

- Bachelor's degree in Human Resources, Business Administration, Psychology, Education, Organizational Development, Communication, Public Administration or other related field.

Competencies

- Teamwork skills, collaborating effectively with colleagues, sharing ideas, and supporting each other to achieve common goals.
- Communication skills, both verbal and written, ensuring information is effectively conveyed among team members and towards the organisation.
- Planning and organizational skills: ability to deliver work on time, and organise resources needed to efficiently accomplish own work (time, resources and information)
- Proactive approach to problem-solving and initiative-taking.

Department	Domain/Activity area	Location	Duration	Nr of position(-s) available
ADMINISTRATION	Diversity, Equity, and Inclusion (DEI)	Barcelona (Spain)	12 months	1

Description of tasks

- Support F4E strategy and actions plans in the area of Diversity, Equity and Inclusion.
- Collect, analyse, and interpret data to evaluate F4E strategy and inform future improvements.
- Conduct research and analysis, conceptualise new ideas.
- Stay abreast of best practices and recommend relevant initiatives for strategy, activities, and actions.
- Follow up the development of partnerships with external relevant networks to support DEI initiatives.
- Ensure the execution and logistics of DEI activities (workshops, surveys, focus groups, and other initiatives) as well as other administrative duties.
- Support the communication plan on Diversity, Equity, and Inclusion, internally and externally, with content and expert input, working cross functionally.

Your qualifications

- A Bachelor's degree in Human Resources, Psychology, Sociology, Social Sciences, Diversity and Inclusion, Gender Studies, Public Administration, Business Administration, Communication or another relevant field.
- Qualifications in Diversity, Equity and Inclusion is a strong asset.

Competencies

- Teamwork skills, collaborating effectively with colleagues, sharing ideas, and supporting each other to achieve common goals.
- Communication: Excellent writing skills, as well as strong analytical aptitude and strong communication skills.
- Planning and organizational skills: ability to deliver work on time, and organise resources needed to efficiently accomplish own work (time, resources and information)
- Proactive approach to problem-solving and initiative-taking.

Department	Domain/Activity area	Location	Duration	Nr of position(-s) available
ADMINISTRATION	Talent Acquisition & Mobility	Barcelona (Spain) /Cadarache (France)	12 months	2

Description of tasks

- Support end-to-end recruitment and selection activities, ensuring smooth coordination and timely delivery.
- Contribute to the planning and organisation of recruitment processes, including maintaining tracking tools, managing the Applicant Tracking System, scheduling interviews, and preparing documentation.
- Support the coordination of the F4E traineeship programme and related recruitment activities.
- Assist in managing recruitment lifecycles, from vacancy creation to completion of selection procedures.
- Contribute to employer branding and outreach activities, including preparation of communication materials and support to events.
- Prepare presentations, reports, and briefing materials to support communication with stakeholders.
- Contribute to the improvement of recruitment tools and processes.

Your qualifications

- Bachelor's degree in HR, Psychology, Social Sciences, Business Administration, European Studies, Communications or similar.

Competencies

- Teamwork skills, collaborating effectively with colleagues and supporting shared objectives.
- Strong communication skills, both written and oral, with the ability to prepare clear documentation and presentations.
- Planning and organisational skills, with the ability to manage multiple tasks and meet deadlines.
- Proactive and solution-oriented approach, demonstrating initiative and adaptability.
- Ability to work in a dynamic, project-driven environment.

Department	Domain/Activity area	Location	Duration	Nr of position(-s) available
ADMINISTRATION	HR Operations	Barcelona (Spain)	12 months	1

Description of tasks

- Analyse and interpret legal texts, regulations, and internal policies to support decision-making.
- Conduct legal research, including review of relevant case law and precedents.
- Draft clear and well-structured replies to legal queries from internal stakeholders.
- Support the coordination and follow-up of disciplinary proceedings, ensuring compliance with applicable rules and procedures.

Your qualifications

- Bachelor's degree in Law, Business Administration, Public administration, Politics, Economics or similar.

Competencies

- Communication skills, both verbal and written, fostering open dialogue and ensuring information is effectively conveyed among team members.
- Proactive approach to problem-solving and initiative-taking.
- Teamwork skills, collaborating effectively with colleagues, sharing ideas, and supporting each other to achieve common goals.
- High level of discretion and confidentiality.

Profile 20 - Corporate Services

Department	Domain/Activity area	Location	Duration	Nr of position(-s) available
ADMINISTRATION	Event management	Barcelona (Spain)	12 months	1

Description of tasks

- Support the organization of events such as workshops, dinners, away days, end of year parties, campaigns, caterings, etc.
- Support administrative procedures such as recording invoices, elaborating Order Forms, Purchase Orders, or Imprest account (petty cash) requests.
- Support the management of requests of press, publications and books dealing with suppliers.
- Supporting to the preparation of call for tenders.
- Support the process to get EMAS certification for events organized by F4E (calculating the impact of online and in presence meetings etc).

Your qualifications

- Bachelor's degree on Communication/ Tourism/Business or equivalent.

Competencies

- Excellent computer literacy. Knowledge of Office tools. Knowledge of other office related software and databases is considered an advantage.
- Proactive approach to problem-solving and initiative-taking.
- Teamwork skills, collaborating effectively with colleagues, sharing ideas, and supporting each other to achieve common goals.
- Communication skills, both verbal and written, fostering open dialogue, and ensuring information is effectively conveyed among team members.

Department	Domain/Activity area	Location	Duration	Nr of position(-s) available
ADMINISTRATION	Facility and Event Management	Cadarache (France)	12 months	1

Description of tasks

- Support the CS Unit in the day-to-day facilities management including but not limited to supervise repair & maintenance works, equipment, and furniture, , distribution of Personal Protective Equipment, evaluation of service quality, and contract administration.
- Support in the management of office spaces and inventory.
- Monitor facility services (cleaning, security, utilities) to ensure high-quality standards and contractual compliance.
- Support the organization of events such as workshops, ITER site visits, dinners, team buildings, campaigns, caterings, transportation services, etc.
- Support the implementation of procedures and tools for organising events and propose improvements.
- Support administrative procedures such as recording invoices, elaborating Order Forms, Purchase Orders.
- Support in financial management and budget control, ensuring accurate monitoring, forecasting, and reporting of expenditures. Support to Working Groups (Sustainable Meetings & Events, The work of the Women's Network in F4E, Gender Sensitivity, etc.).

Your qualifications

- Bachelor's degree in Facilities Management/Administration/Business/Communication or equivalent.

Competencies

- Customer service orientation.
- Excellent computer literacy. Knowledge of Office tools. Knowledge of other office related software and databases is considered an advantage.
- Proactive approach to problem-solving and initiative-taking.
- Teamwork skills, collaborating effectively with colleagues, sharing ideas, and supporting each other to achieve common goals.
- Communication skills, both verbal and written, fostering open dialogue, and ensuring information is effectively conveyed among team members.

Profile 21 - Communications & Stakeholders Relations

Department	Domain/Activity area	Location	Duration	Nr of position(-s) available
ADMINISTRATION	Communication & Stakeholder Relations	Barcelona (Spain)	12 months	1

Description of tasks

- Support communication and stakeholder relations by drafting and editing articles, preparing news items, proofreading material.
- Provide assistance with F4E's campaigns, publications, videos, reports, social media channels, mapping of stakeholders, projects for the internal and/or external websites of the organisation.
- Assist in the organisation and promotion of events (onsite and online) and contribute to basic design tasks, including the preparation of visuals for social media, presentations and other communication materials in line with F4E's visual identity.

Your qualifications

- Bachelor's degree in Communication, Journalism, Politics or similar area.

Competencies

- Excellent communication skills fostering open dialogue, engagement and collaboration.
- Clear writing and good presentation skills.
- Team spirit to achieve common objectives.
- Excellent computer literacy.
- Knowledge of Office tools and of other software considered an advantage.
- Proactive problem-solving and initiative-taking.