



## Office of the Director

### Profile 22 - Internal Audit Capability

Department	Domain/Activity area	Location	Duration	Nr of position(-s) available
Office of the Director	Internal Audit Capability	Barcelona (Spain)	12 months	1

#### Description of tasks

- Gain understanding of the audited activities by researching background information and contributing to risk-based audit planning.
- Support the Internal Audit Capability (IAC) in the conduct of audit engagements, including preparation of work programmes, performance of audit fieldwork, documentation of audit evidence and archiving tasks.
- Assist in the preparation of internal audit reports and contribute to the IAC's quality assessment and improvement programme.
- Provide support on special assignments and maintain effective working relationships within the organisation.

#### Your qualifications

- Bachelor's degree in Economics, Finance, Business or Public Administration, Law, Engineering, or related areas of relevance to F4E.

#### Competencies

- Good communication skills, both verbal and written, including the ability to synthesise information clearly and concisely.
- Proficiency in data management and analysis tools, with the ability to analyse financial and quantitative data accurately.
- Communication skills, verbal and written.

## Profile 23 - Office of Director

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

### Description of tasks

- Support the analysis of fusion activities as part of F4E's Observatory through research, data analysis, making presentations and writing reports.
- Assist the secretariat of the Governing Board, including preparation and follow-up of meetings, agendas, document management and minutes.
- Contribute to governance, administrative and compliance matters and monitoring recommendations and action plans stemming from governance decisions.
- Support the continuous improvement of F4E's governance processes and structures, and perform other tasks as required in the interest of the service.

### Your qualifications

- University degree in International Studies / European Affairs, Economics, Business, Engineering (or similar).

### Competencies

- Very good analytical and problem-solving capabilities ideally with experience of data analysis software and tools including AI.
- High level of discretion for confidential work and information.
- Good interpersonal skills and ability to integrate into an international and multicultural environment.
- Strong organisational skills and ability to work under pressure and keep to tight deadlines.

## Profile 24 - Quality Assurance/Quality Control

Department	Domain/Activity area	Location	Duration	Nr of position(-s) available
Office of Director	Quality Assurance/Quality Control	Barcelona (Spain)	12 months	2

### Description of tasks:

- Provide support to the definition of Quality and Nuclear Safety Unit learning and development plan and monitor its implementation.
- Support the organisation of related domain trainings and their implementation.
- Support the Unit planification and deployment of workshops/events within F4E organisation or externally (as project management).
- Support the management and deployment of Quality Culture.
- Analyse current Unit repository systems, define and deploy improvements plan (share folders, use of TEAMS, Unit Share Point...).
- Support the monitoring of the Quality supervision and Control activities.
- Participate in continuous improvement initiatives and support the Quality Assurance group in implementing resulting actions.

### Qualifications

- Bachelor's degree in Engineering, Quality Management, Industrial Engineering, Business Administration, Organisational Development, or another relevant technical or management discipline.

### Competencies

- 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.
- Advance User Microsoft Office Suite (including Excel).
- Willingness to work in an international environment.

## Profile 25 - Nuclear Safety

Department	Domain/Activity area	Location	Duration	Nr of position(-s) available
Office of Director	Nuclear Safety	Cadarache (France) or Barcelona (Spain)	12 months	1

### Description of tasks

- Support the assessment and analysis of International and National Fusion Regulations.
- Support the management of Nuclear Safety trainings (presentations, preparation, organization, training material).
- Support the management of Nuclear Safety data and reporting (dashboards, SharePoint).
- Support the management of multi-technical Nuclear Safety requirements (mechanical, I&C, vacuum, fire,...).
- Support the organization of Nuclear Safety culture activities.

### Your qualifications

- Bachelor's in Engineering, Nuclear Engineering, Radiation Protection, Nuclear Physics, Mechanical or other technical/scientific discipline.

### Competencies

- Analyse multiple and diverse sources of information to define problems and issue analyses accurately.
- 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.