



Project Control Chain and Finance

Profile 13 – Procurement

Department	Domain/Activity area	Location	Duration	Nr of position(-s) available
PROJECT CONTROL, SUPPLY CHAIN & FINANCE	Procurement	Barcelona (Spain)	12 months	2

Description of tasks

- Support strategic procurement actions, including processes, tools and methodologies (e.g., pilot projects and process simplification, AI-related initiatives, e-procurement tools, process maps, digital collaboration platforms such as MS Teams, Service level Agreement /Join Framework Contracts).
- Support strategic supply chain actions, including supply chain outreach, development and engagement, and knowledge sharing with peer organizations and networks (e.g., EIROforum, the Network of Procurement in International Organizations (NPIO)).
- Assist procurement officers in procurement procedures, including administrative support (e.g., CAPS encoding, IDM document management, e-notice management, verification of exclusion criteria documentation, archiving, and audit preparation, functional mailbox support).

Your qualifications

- Bachelor's degree in Law, Economics, Engineering, Computer Science, Business Administration, Procurement, Supply Chain Management, Process/Operations Management, or a related field.

Competencies

- Understanding of procurement processes.
- Strong communication and teamwork skills.
- Proactive and adaptable approach to tasks.
- Attention to detail and good organisational skills.
- Ability to work with digital tools and document management systems.

Profile 14 - Finance/Procurement

Department	Domain/Activity area	Location	Duration	Nr of position(-s) available
PROJECT CONTROL, SUPPLY CHAIN & FINANCE	Finance/Procurement	Barcelona (Spain)	12 months	1

Description of tasks

- Support activities related to Assets Management and horizontal projects such as process simplification and DACC follow-up.
- Assist Financial Officers in monitoring and reporting activities related to assets management and related financial processes.
- Contribute to simplification initiatives aimed at improving efficiency in internal financial and administrative workflows.
- Support pilot initiatives involving the use of Artificial Intelligence in finance-related activities (e.g., Mission Desk processes).
- Assist in analysing and interpreting financial and operational data using tools such as Excel or Power BI.
- Contribute to coordination and follow-up of cross-unit activities, providing support to multiple teams and gaining a broad perspective of organisational processes.

Your qualifications

- Bachelor's degree in in any discipline.

Competencies

- Interest in public service and organisational processes.
- Strong attention to detail and ability to analyse and interpret financial or operational data.
- Proficiency in data analysis tools such as Excel and/or Power BI.
- Interest in the application of Artificial Intelligence to administrative or financial processes.
- Collaborative, proactive mindset with willingness to suggest and implement improvements for efficiency.
- Good organisational and communication skills.

Profile 15 - Legal

Department	Domain/Activity area	Location	Duration	Nr of position(-s) available
PROJECT CONTROL, SUPPLY CHAIN & FINANCE	Legal	Barcelona (Spain)	12 months	1

Description of tasks

- Assist the Legal Service Unit (LSU) in managing contract documentation and contract lifecycle activities, including preparing, reviewing, and organising legal files.
- Support compliance-related activities, including export control matters, by assisting in drafting guidelines and maintaining relevant records.
- Maintain the LSU intranet and internal resources, ensuring that templates, procedures, and guidance documents are kept up to date.
- Provide administrative and coordination support for meetings and other activities organised by the unit.
- Conduct basic legal research and assist in preparing summaries, notes, or reports as required.

Your qualifications

- Bachelor's degree in Law or an equivalent legal discipline.

Competencies

- Knowledge of EU law would be considered an advantage.
- Proactive approach to problem-solving and ability to take initiative.
- Strong communication skills, both written and verbal, ensuring effective information sharing within the team.
- Ability to work collaboratively in a team environment, contributing to common objectives.
- Good organisational skills and attention to detail.

Department	Domain/Activity area	Location	Duration	Nr of position(-s) available
PROJECT CONTROL, SUPPLY CHAIN & FINANCE	Legal	Barcelona (Spain)	12 months	1

Description of tasks

- Support the Data Protection Officer in the implementation of Regulation (EU) 2018/1725, including the development of internal guidelines and processes.
- Support the Legal Service Unit in legal matters pertaining to F4E operations, notably as regards contract drafting.
- Assist in the preparation of awareness-raising sessions and training materials related to data protection.
- Support the Anti-Fraud Officer in the implementation of the Anti-Fraud Strategy, including the preparation of internal guidance, processes, and training materials.
- Contribute to maintaining the unit's intranet and external websites, ensuring that information and documentation are kept up to date.
- Provide administrative and coordination support to the unit as required.

Your qualifications

- Bachelor's degree in Law or an equivalent legal discipline.

Competencies

- Knowledge of EU data protection regulation.
- Interest in ethics, integrity, and anti-fraud matters.
- Knowledge of EU law and/or commercial law.
- Proactive approach to problem-solving and ability to take initiative.
- Strong communication skills, both written and verbal.
- Ability to work effectively in a team environment and collaborate with colleagues.
- Good organisational skills and attention to detail.

Department	Domain/Activity area	Location	Duration	Nr of position(-s) available
PROJECT CONTROL, SUPPLY CHAIN & FINANCE	Legal/Office of the Director	Barcelona (Spain)	12 months	1

Description of tasks

- The trainee will work with two departments and provide legal and coordination support related to F4E activities. Tasks may include:
- Support the Legal Services Unit (LSU) in managing contracts related to the construction of ITER buildings and facilities, international agreements with the ITER Organization, and insurance matters.
- Assist with legal research, case law analysis, and preparation of legal documents related to contract law, construction law, and public procurement.
- Contribute to the preparation and revision of legal texts and internal documents related to procurement activities, including joint procurements with the ITER Organization.
- Support contract negotiations and amendments, as well as activities related to dispute resolution under complex construction contracts.
- Monitor regulatory developments related to fusion and energy policies and support knowledge management activities within the legal team.
- Provide support to the Procurement & Contracts Committee's (PCC) Secretariat, including assistance with governance activities and coordination tasks.

Your qualifications

- Bachelor's degree in Law, Business Administration, or a related field. Candidates with a degree in other disciplines (e.g. engineering or physics) with specialisation in law, public procurement, or construction contract management may also be considered.

Competencies

- Interest in procurement, construction contracts, and international legal frameworks.
- Strong communication and teamwork skills.
- Proactive approach to problem-solving and willingness to take initiative.
- Good organisational skills and attention to detail.

Profile 16 - Project Management Office & Budget

Department	Domain/Activity area	Location	Duration	Nr of position(-s) available
PROJECT CONTROL, SUPPLY CHAIN & FINANCE	Project Management Office & Budget	Barcelona (Spain)	12 months	1

Description of tasks

- Support the Reporting Function in developing and standardising reports to map the organisation's supply chain using data from the newly developed SCAR workflow database.
- Assess the status and structure of the SCAR database and propose improvements to enhance data quality and usability.
- Gather and analyse feedback from key supply chain stakeholders (e.g., Contracts, Procurement, Market Analysis, Quality Assurance, Programme Management, and Reporting teams) regarding reporting needs.
- Contribute to drafting specifications for standard supply chain reports to be developed in collaboration with the Internal Reporting System team.
- Support the preparation of reports related to the broader European impact of organisational activities.
- Assist in producing quantitative reports and statistics related to departmental activities and management requests.
- Contribute to the preparation and maintenance of guidelines for periodic reporting processes.
- Support monitoring and improvement of the CAPS database and system used for contract management and procurement activities.

Your qualifications

- Bachelor's degree in Engineering, Mathematics, Economics, or another related field.

Competencies

- Good knowledge of MS Office, particularly Excel.
- Knowledge of reporting tools such as Power BI or SAP Business Objects is an advantage.
- Strong analytical and numerical skills with attention to detail.
- Proactive, able to work autonomously and meet deadlines.
- Good communication and teamwork skills.

Department	Domain/Activity area	Location	Duration	Nr of position(-s) available
PROJECT CONTROL, SUPPLY CHAIN & FINANCE	Project Management Office & Budget	Barcelona (Spain)	12 months	1

Description of tasks

- Support activities related to cost estimation and cost control.
- Assist in the analysis of EAC (Estimate at Completion) variances and related cost performance monitoring.
- Contribute to data consolidation and preparation of cost information for reporting to management and committees.
- Support the management of cost estimation service contracts, including preparation of task descriptions and monitoring of deliverables.
- Assist in analysing and reviewing current cost estimates.
- Contribute to the development and implementation of a cost database.
- Support the update and maintenance of cost management documentation.

Your qualifications

- Bachelor's degree in Engineering, Industrial Management, Mechanical, Electrical, Nuclear, Civil, or a related field.

Competencies

- Strong analytical skills.
- Ability to work effectively in a team.
- Intermediate knowledge of MS Excel.
- Curiosity and willingness to learn.

Profile 17 - Market Analysis IP & Technology Transfer

Department	Domain/Activity area	Location	Duration	Nr of position(-s) available
PROJECT CONTROL, SUPPLY CHAIN & FINANCE	Market Analysis IP & Technology Transfer	Barcelona (Spain)	12 months	1

Description of tasks

- Conduct or support research and studies on the European fusion industry, including market surveys, trends, supply chain, innovation, and public/private initiatives.
- Provide back-office support to the Group activities
- Generate predictive models to assess supplier readiness, competitiveness, and innovation potential.
- Analyse startups and private sector participation in fusion and related technologies.
- Monitor the evolution of industrial ecosystems and partnerships relevant to fusion technology.
- Prepare quarterly and annual reports summarizing market developments, supply chain trends, and innovation indicators.

Your qualifications

- Bachelor's degree in Economics, Political or Social Sciences, Business Administration, or a related field.

Competencies

- Advanced research and analytical skills, both quantitative and qualitative.
- Data management and analysis capabilities.
- Ability to synthesise complex findings into clear and actionable insights.
- Good communication and reporting skills.
- Curiosity

Profile 18 - Contracts

Department	Domain/Activity area	Location	Duration	Nr of position(-s) available
PROJECT CONTROL, SUPPLY CHAIN & FINANCE	Contracts	Barcelona (Spain)	12 months	2

Description of tasks

- Support the Contract Managers on contract management activities: contractual performance tracking (e.g. incentives, liquidated damages, key performance indicators), preparation of Specific Contracts (under Framework Contracts), coordination of contract modification, application of indexation clauses, Supplier Relationship Management (SRM), payment planning.
- Support document and data management activities in commercial tools.
- Support Contract unit efficiency initiatives, including exploring using artificial intelligence.
- Collaborate with Business Process Owners on Business Process Management (BPM) activities: development, maintenance and training on process maps, policies, guidelines, and templates related to contract management activities.

Your qualifications

- Bachelor's degree in Law, Economics, Computer Science, Business Administration, Procurement, Supply Chain, or Process/Operations Management.

Competencies

- Strong writing and numerical skills.
- Interest in document management, process improvement, and stakeholder management.
- Proficiency with digital tools for database and portal management.
- Adaptability in a dynamic, multidisciplinary environment.
- Strong organisational skills to manage multiple tasks and deadlines effectively.
- Ability to synthesise complex information into clear and actionable insights.
- Interest in innovative contracting, procurement, and emerging technologies.