



VACANCY NOTICE
F4E/FO/AD/2009/0112
(Permanent Post – AD11/12)

POSITION TITLE	PROJECT OFFICE MANAGER – BROADER FUSION DEVELOPMENT / JT60SA EU HOME TEAM (F/M)
GRADE	AD 11/12
LOCATION	GARCHING, GERMANY
CLOSING DATE FOR APPLICATIONS	13/02/2009

1. THE ORGANISATION

With a budget of around €4 billion for the first ten years, the European Joint Undertaking for ITER and the Development of Fusion Energy ('Fusion for Energy') will play a key role in realising fusion as a possible future source of energy by providing the European contributions to the ITER International fusion energy project, the Broader Approach Agreement with Japan as well as to prepare for demonstration fusion reactors.

In its role as the Euratom Domestic Agency for ITER, 'Fusion for Energy' will:

- Oversee preparation of the ITER project site in Cadarache, France;
- Provide in kind components, equipment, materials and other resources to ITER;
- Manage procurement arrangements with ITER ;
- Coordinate Euratom's participation in the scientific exploitation of ITER;
- Provide for the implementation of R&D activities in support ITER;
- Provide Euratom's financial contribution to ITER;
- Provide arrangements to make human resources available for ITER.

In its role as the Implementing Agency for the Broader Approach Agreement with Japan, the Joint Undertaking will:

- Provide components, equipment and other resources for the Broader Approach;
- Coordinate Euratom's participation in the Broader Approach implementation ;
- Provide for the implementation of associated R&D activities;
- Provide the Euratom financial contribution to the Broader Approach;
- Arrange to make human resources available for the Broader Approach.

In preparation for the construction of a demonstration fusion reactor (DEMO) and related facilities including the International Fusion Materials Irradiation Facility (IFMIF), the Joint Undertaking will implement a programme of research, development and design activities.

For further information about the structure and tasks of 'Fusion for Energy' please consult the website at <http://fusionforenergy.europa.eu>

2. CONDITIONS OF EMPLOYMENT

This publication concerns a permanent position and, therefore, the candidate **must** be an **EU official in an EU Institution or Agency / Body**.

The place of employment is **Garching, Germany**.

3. JOB DESCRIPTION

As a member of the Broader Fusion Development / JT-60SA Home Team Department of 'Fusion for Energy', the Project Office Manager will be responsible for the administrative management of the JT-60SA EU Home team Office as well as contribute to the overall technical management of the JT-60SA project.

4. RESPONSIBILITIES

The successful candidate will, among other tasks:

- Establish technical and administrative systems for the furtherance of the mission of the Department, as identified by the Director and Head of Department;
- Be responsible for the administrative management of the JT-60SA EU Home team Office (preparation and approval of annual budgets; raising requisitions, approval of purchases and monitoring of expenditure; interaction with the Host Organisation on the implementation of the host agreement; management of support staff resources and recruitment procedures; building management, including safety);
- Contribute to the technical management of the project by:
 - Administering of the project(s) document management system;
 - Maintaining the reference JT-60SA Project Integration Document, including the development of online systems and procedures for its updating and effective management;
 - Configuring and updating the JT-60SA technical web site, including developing and maintaining online systems for project control and quality management;
 - Configuring and updating the JT-60SA public web site;
 - Jointly maintaining the overall JT-60SA project management-level planning for EU tasks;
 - Supervising of the BA projects user directories;
 - Preparing project-level technical reports and publications for journals;
 - Carrying out the quality review for publication of JT-60SA EU and JA Home Team technical reports;
 - Ensuring the secretariat of EU Technical Coordination Group of JT-60SA.

5. REQUIREMENTS

- Being an established EU official at grade AD11/12 in a EU Institution or Agency/Body;
- Wide experience in nuclear fusion research in an international setting, providing technical and administrative support for senior project management, including high level committees secretarial work and production of integrated project-level technical reports for publication;

- Experience in administration, including management of support personnel and budgets;
- Experience in conceptual design activities of fusion devices;
- Proven hands-on ability to build and maintain websites and develop and maintain their technical content, using web management software and including direct programming in HTML, Javascript, php/sql;
- Experience in the use and configuration of document management systems;
- Experience in use of planning software for integrated project planning;
- Excellent communication skills and ability to communicate effectively (both in writing and orally) in English, working language of the Joint Undertaking;
- Good working knowledge of written and spoken German.

Knowledge and/or experience of the following will be advantageous:

- Experience in public information for research (preparation of publications, exhibitions and contact with the public);
- Experience in broader fusion development issues.

6. SUBMISSION OF APPLICATIONS

Each application shall contain the following documents:

- A detailed curriculum vitae in European format in English (that can be obtained at the following address:
<http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV/navigate.action>)
- A motivation letter of 2 pages maximum in English including a clear mention of the post applied for and of your address for correspondence and for invitation to interview
- **Proof of your seniority in grade and step**

These 3 documents should be sent, specifying the post title and reference of vacancy notice, by electronic mail only, to:

f4e-fo2009-0112@f4e.europa.eu

Please, note that only complete applications containing the above mentioned documents and information required and submitted on time will be taken into account.

Closing date: Applications must be received no later than 13/02/2009 at 12h00 noon, Barcelona GMT+1

The Joint Undertaking is an equal opportunities employer.

7. SELECTION PROCESS

Candidates will receive an acknowledgement of receipt for their application.

A Selection Board will be set up for the selection process.

The eligibility of candidates will be assessed by the board according to compliance with all formal requirements by the closing date for the submission of applications.

On the basis of the CV and taking into account this notice of vacancy, the Selection Board will decide which are the candidates best suited to be invited for an interview, which will be held mainly in English.

The interview sessions will be held **in Barcelona, Spain**, and candidates will be evaluated by the Selection Board.

When possible, a list of the most suitable candidates will be transmitted to the Appointing Authority, who will appoint the successful candidate.

As soon as this decision is taken, all candidates will receive an information letter.

The present vacancy notice is subject to the availability of budget and posts in the establishment plan of the Joint Undertaking, as decided by the EU budgetary authority.

Please note that applications will not be returned to candidates but will be kept on file by 'Fusion for Energy'. The information provided in your application is subject to EU legislation on protection of personal data and confidentiality of information.

If at any stage of the procedure it is established that any of the information a candidate provided is incorrect, this candidate will be disqualified.

Taking into account the nature of the duties, and in order to facilitate the selection process, all communications to candidates concerning this selection procedure will be in English.