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**GUIDE FOR APPLICANTS**  
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## ANNEX TO THE VACANCY NOTICE

### 1. THE ORGANISATION

The European Joint Undertaking for ITER and the Development of Fusion Energy ('Fusion for Energy' or F4E) plays 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 and the Broader Approach Agreement with Japan as well as by preparing for the construction of a demonstration fusion reactor.

In its role as the Euratom Domestic Agency for ITER, F4E:

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

In its role as the Implementing Agency for the Broader Approach Agreement with Japan, F4E:

- Provides components, equipment and other resources for the Broader Approach (BA);
- Coordinates Euratom's participation in the Broader Approach implementation ;
- Provides for the implementation of associated R&D activities;
- Provides the Euratom financial contribution to the Broader Approach;
- Arranges 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), F4E will implement a programme of research, development and design activities.

For further information about the structure and tasks of F4E, please consult the website at <http://fusionforenergy.europa.eu>

## 2. GENERAL DESCRIPTION OF THE POSITIONS

F4E offers mainly two different types of positions: temporary agents and contract agents.

### 2.1. Temporary Agent Positions

Temporary Agent posts are classified in two function groups - Administrators and Assistants - according to the nature and importance of the duties involved.

**Administrators function group (AD)** covers twelve grades from AD 5 to AD 16 corresponding to technical, administrative, advisory, linguistic and scientific duties;

**Assistants function group (AST)** covers eleven grades from AST 1 to AST 11 corresponding to executive, technical and clerical duties.

Temporary Agent contracts are either:

- 5-year contracts, renewable for a second fixed-term period, and upon the second renewal converted into a contract of indefinite duration.
- short-term, non-renewable temporary agent 2(f) contracts (according to budget availability).

The probationary period of temporary agents is nine months.

### 2.2. Contract Agent Positions

Contract Agent positions are classified in four function groups according to the duties and responsibilities involved.

**Function group I** corresponds to administrative support service tasks;

**Function group II** corresponds to secretarial and office management tasks;

**Function group III** corresponds to executive, drafting and accountancy tasks;

**Function group IV** corresponds to administrative, scientific, advisory, and linguistic tasks.

Contract Agent contracts are either:

- 3-year contracts, renewable for a second fixed-term period, and upon the second renewal converted into a contract of indefinite duration.
- short-term, non-renewable contract agent 3(a) contracts (according to budget availability).

Contract agents recruited for more than one year at F4E have a probationary period of nine months.

### 3. CONDITIONS OF EMPLOYMENT

The working and contractual conditions of temporary and contract agents are based on the Staff Regulations (SR) and the Conditions of Employment of Other Servants of the European Communities (CEOS).

The place of employment is the one mentioned in the vacancy notice.

Given the needs of the organisation, the candidate may be offered an employment at any of the other F4E working places.

Successful candidates may be recruited in Grade AST 1-4 or AD 5-12 (for Temporary Agents) or function groups I, II, III, or IV (for Contract Agents).

Temporary and Contract Agents will be assigned to step 1 or step 2 of their grade, according to the length of their professional experience.

The grading of successful candidates will be established according to the applicable F4E implementing rules to the Staff Regulations.

The basic salary will be subject to various allowances as well as tax, social security and other deductions set out in the Staff Regulations. The basic salary is exempted from national tax.

For more information on the contractual and working conditions as well as salaries and allowances please visit the [F4E's website](#).

### 4. ELIGIBILITY CRITERIA

The selection procedure is open to all applicants who satisfy the following eligibility criteria on the closing date for the submission of application:

#### 4.1. General Requirements

In order to be eligible the candidate must:

- Be a citizen of one of the Member States of the European Union or of a Third state fully associated with the Euratom fusion programme.
- Enjoy his/her full rights as a citizen<sup>1</sup>.
- Have fulfilled the obligations imposed on them by the laws of their home country concerning military service.
- Meet the character requirements for the duties involved.
- Be physically fit to perform their duties<sup>2</sup>

<sup>1</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>2</sup> Before his/her 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.

- The candidate must possess a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties .<sup>3</sup>
- Be able to communicate in English, the working language of the ITER Project.

#### 4.2. Qualifications

In order to be eligible for a specific profile and the related grade, applicants need to have the required level of education, as defined in the vacancy notice.

**Only qualifications issued by EU Member State authorities and qualifications recognized as equivalent by the relevant EU Member State authorities will be accepted.**

#### 4.3. Professional Experience

In order to be eligible for a specific profile and the related grade, applicants need to have the professional experience defined in the vacancy notice.

Professional experience will be counted **from the date on which the applicant acquired the minimum qualification for access to the profile in question** (e.g. secondary certificate or post-secondary diploma for AST profiles, university degree for AD profiles).

#### 4.4. Documentary Evidence

Applicants invited to oral and written tests will be required to provide **copies** of the following documents:

- **A document proving citizenship** (e.g. passport);
- **Certificates attesting educational and professional qualifications**, in particular those giving access to the profile in question;
- **Documentary evidence of professional experience** after the date on which the qualification giving access to the specific profile was obtained, clearly indicating the start and end dates, whether remunerated, full or part time, and the nature of the duties carried out. As a proof of professional experience the following documents could be presented:
  - copies of the contracts
  - letters from the previous or current employers stating the period during which candidates have worked
  - certificates
  - first and last payslips

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<sup>3</sup> In addition, temporary agents are required to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules in order to be considered for their first promotion. Before obtaining an employment contract for indefinite duration, contract agents in function group IV shall be required to demonstrate the ability to work in a third official EU language.

## 5. SELECTION CRITERIA

The vacancy notice will specify the selection criteria (qualifications and experience) required for each position/profile.

## 6. SUBMISSION OF APPLICATIONS

The online application process starts upon clicking "CLICK TO APPLY" next to a vacancy of your interest on the Open Positions page: <https://jobs.f4e.europa.eu/>

Applicants must register their applications online through the F4E E-recruitment tool by creating a valid F4E user account and submitting the documents mentioned below.

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

The mandatory fields in the profile marked with an asterisk should be duly filled in. Applicants are requested to submit documents (CV, cover letter or other) as indicated in the respective vacancy notice.

**Only complete applications and validly submitted by the closing date for submission of applications indicated in the corresponding vacancy notice shall be accepted.**

Applicants have the right to access and rectify their data. To update your CV/Motivation Letter/other and rectify any incorrect or inaccurate data, please login into your e-recruitment profile **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.

In case the candidate encounters technical problems when trying to submit his/her application via the e-Recruitment tool, he/she should make a screenshot and send it to: [hr-selections@f4e.europa.eu](mailto:hr-selections@f4e.europa.eu)

It is the responsibility of the applicant to inform Fusion for Energy about any technical problem without delay within the deadline mentioned above.

No supporting documents (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.) should be sent with the application at this stage, unless otherwise specified in the vacancy notice.

## 7. OVERVIEW OF SELECTION PROCEDURE

As a rough guide only, the selection procedure can take up to 6 months from the date on which it was published to establishment of a reserve list.

The different stages of the selection procedure are the following:

- **Publication of the vacancy notice**
- **The screening of applications**

- **Invitation and rejection letters**  
The formal invitation letters are sent by email approximately 3 weeks before the interview date. Not invited candidates are informed on the same time on the outcome of the screening process.
- **Oral and written tests**
- **Establishment of the reserve list**
- **Communication to candidates on the final outcome of the selection**

A Selection Committee will be set up for the selection process. The Selection Committee's mandate is to provide the Director with a reserve list of best suitable candidates for a published profile.

In order to do so, the Selection Committee will proceed with the following stages:

### **Assessment of applications:**

The assessment of the applications by the Selection Committee is based on the above-mentioned criteria (points 4 and 5) and is intended to establish whether the applicant meets all the mandatory eligibility and selection criteria as well as all formal requirements laid down in the application procedure by the closing date for the submission of applications. Any application which does not meet these requirements will be rejected.

The relevance of eligible candidates' applications will be assessed on the basis of information provided in their application (e.g. CV, motivation letter, application form or other as specified in the vacancy notice).

Eligible candidates who meet all essential selection criteria and have the best profiles for the specific needs will be invited for the oral and written tests.

Once the list of candidates to be invited to the written and oral tests has been drawn up, all the candidates, invited and not invited will be informed via email of the outcome of the assessment process.

Selections held in respect of managerial positions shall involve the use of assessment centres to assess the managerial competencies of candidates and an interview with the F4E Director.

The F4E Director may also decide to invite candidates to undergo assessment centres in respect of non-managerial positions.

Further details will be specified in the invitation letter sent by email to each invited candidate with the details of the date, time and address of their written and oral test appointments and assessment centres if applicable.

Depending on the number of candidates, for practical reasons, they may be invited to take the oral and written tests on the same day or in few days in a row.

Written tests may be waived in selection procedures for short term, non-renewable contracts.

## **Selection**

### **Oral test:**

The oral test is designed to help the members of the Selection Committee to assess the candidate's:

- General presentation and motivation;
- Suitability to carry out the duties described above under the section "Responsibilities" of the vacancy notice;
- Specialist knowledge in the field of expertise;
- Capacity of expression in the working languages of the Agency;
- Ability to adjust to working in a multicultural environment.

### **Written test:**

The written test will consist of the following components, in accordance with the level and profile of the position advertised:

- Specific competencies with reference to the profile, assessing the quality of the writing style and presentation
- General aptitudes and language abilities to the extent necessary for the performance of the duties.

Written tests may be waived in selection procedures for short term, non-renewable contracts.

### **Procedural aspect of the tests**

The written and oral tests will be done in English. Native English speakers will be expected to conduct at least part of the oral test in their stated second EU language.

The assessment of applicants will be completed only after all candidates have completed both the written and oral test and will be based on the score achieved in both tests.

Candidates invited to the oral and written tests will be requested to provide copies of all documents supporting every educational achievement and work experience they have referred to in the application. Prior to contract signature, the successful candidate(s) will be required to provide original versions of the documents.

Depending on the place of employment, as mentioned in the vacancy notice, the written and oral tests will be held either in Barcelona (Spain), Cadarache (France) or Garching (Germany).

In specific circumstances, oral and written tests may also be held remotely, if and when the selection committee so decides for a particular selection procedure. Candidates will be duly informed in the invitation letter.

Candidates invited to the oral and written tests shall respect their duty of discretion and shall not disclose any information regarding the content of the tests. Candidates may be excluded from the selection process should it be found that they disclosed any content of the tests to anyone. Candidates will be requested to sign a declaration of honour on the day of the tests.



**Selection Committee's work and deliberations are strictly confidential and any contact with its members is strictly forbidden.**

### **Reserve lists**

On the outcome of the assessment phase(s), a reserve list of suitable candidates is established completing the selection procedure.

The reserve list (with names in alphabetical order) approved by the Director of F4E will be valid until 31 December of the year following the publication of the vacancy notice and may be extended. As soon as this decision is taken, successful candidates will be informed. However, candidates should note that inclusion in the reserve list does not guarantee recruitment.

The reserve list may be used for the recruitment of a similar position depending on the needs of F4E.

### **Appointment**

Candidates in the reserve list may be invited for a job interview with the hiring line manager, the head of department and/or Appointing Authority (the Director).

The Appointing Authority will appoint the selected candidate(s) from the reserve list.

Prior to contract signature, the successful candidate(s) will be requested to provide F4E with original or certified copies of all relevant documents proving the eligibility requirements.

Please note that a binding commitment can only be made after verification of all conditions and will take form of a contract signed by the Director of Fusion for Energy, on proposal by the Selection Committee. 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.

## **8. GENERAL INFORMATION**

### **Commitment to promote equal opportunities**

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.



## Protection of personal data - Privacy notice

'Fusion for Energy' as the body responsible for organizing 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.

Should the applicant have any query concerning the processing of his/her personal data, he/she shall address them to the following address: [DataProtectionOfficer@f4e.europa.eu](mailto:DataProtectionOfficer@f4e.europa.eu)

## Appeal and Complaint procedures

Applicants that consider that he/she has been unfairly affected by a particular decision regarding this selection can lodge a complaint. For further details on how to proceed, please consult the appropriate document published on our [website](#).

## Communication with applicants

Taking into account the nature of the duties, and in order to facilitate the selection process, all communications to candidates concerning the selection procedures will be by email and in English only. Applicants are advised to check their e-mail regularly to see whether they have received any communication and also update their profiles in the e-recruitment tool in the event of any change in their contact details.

All enquiries or requests for information or documentation in relation to selection procedures should be addressed to Fusion for Energy HR Selections Team by e-mail to:

[hr-selections@f4e.europa.eu](mailto:hr-selections@f4e.europa.eu)

## Reimbursement of travel expenses

Fusion for Energy shall grant a financial contribution towards travel and subsistence expenses for persons invited by F4E for interviews or other selection procedure<sup>4</sup> according to its [rules for the reimbursement of travel expenses](#) sent along with the letter inviting to an interview.

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<sup>4</sup> After the submission of the required documents, the reimbursement of the travel expenses will occur within the three following months.