



**FUSION
FOR
ENERGY**



Vacancy Notice

Project Performance Management Assistant

Fusion for Energy (F4E) is hiring a **Project Performance Management (PPM) Assistant**, who will play a key role in supporting fusion, the power of the Sun, into a future sustainable energy source.

Reference	Grade	Location	Closing date
F4E/TA/AST3/2025/0281	Temporary Agent AST3	Cadarache, France ¹	05/05/2025 - 11:59 (CET)

Is this job for you?

If you want to make a difference to the future of sustainable energy and would like to work on a multi-billion euro first-of-a-kind development project, we have the perfect opportunity for you! Apply to become one of new Project Performance Management Assistant within our Projects Department of 'Fusion for Energy'.

As a member of the Project Performance Management (PPM) Unit, the PPM Assistant will be playing an active role in implementing and ensuring daily application of world-class project management processes within F4E.

Fusion for Energy (F4E) is managing Europe's contribution to ITER, the biggest fusion experiment, and is contributing to several other major projects in the same domain. The fusion landscape is changing fast and F4E as a key European player has just entered in a new organisation.

Why F4E?

Fusion for Energy (F4E) is the European Union's organisation for ITER and the Development of Fusion Energy. We are working with industry and laboratories to deliver cutting-edge components to the ITER international fusion energy project. In parallel, we are working on other major projects in the same domain, including the JT-60SA experiment with Japan, a new material testing facility (DONES), and, in the long-term, preparing for the next generation of fusion devices.

F4E is headquartered in Barcelona with offices in Cadarache (France) and Garching (Germany). To deliver the European contribution to ITER, face the fusion challenges, and manage more than 400 professionals, F4E is moving towards a more diverse, flexible, and result-oriented organisation. Its renewed vision is focussed on (1) successful delivery of projects, (2) developing fusion talent and knowledge base for the development of commercially viable fusion power plants in Europe and (3) paving the way for a transition from research to a competitive European industrial fusion sector.

We are committed to Diversity & Inclusion

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.

Your key areas of impact

The Projects Department is responsible for the timely and cost-effective delivery of the European contributions to the ITER International Fusion Energy project and other fusion projects including the Broader Approach, DONES, Test Blanket Modules and eventually a programme for DEMO. The Department is composed of around 128 staff.

As a member of the Project Performance Management (PPM) Unit, the PMM Assistant will work under the coordination of the Head of Unit providing support in a matrix organizational structure, implementing and ensuring daily application of world-class project management processes in the assigned projects to the installation and commissioning activities primarily at Cadarache but also at other F4E or F4E supplier locations.

The successful candidate will perform, amongst other tasks:

- Identifying deviations from project baseline, propose preventative/corrective actions and ensure their follow up;
- Promoting Project Management Culture within the Programme teams by deploying and ensuring efficient utilisation of the F4E PM methodology;
- Contributing to the cost, schedule and objectives cascading by ensuring appropriate awareness. Contribute as applicable to the cost management correctness, the schedule robustness (including its realism and forecasting quality within the assigned projects and/or programs) and the risk management process and the associated risk register within the assigned projects and/or programs;
- Monitoring and reporting on (as applicable):
 - a) Schedule management (activities, milestones, interdependencies, float, critical path, etc.);
 - b) Cost management (spend, budget, EAC, estimation, cost control, etc.);
 - c) Project performance and contract performance;
 - d) Risk Management (assessment, follow up and closure).
- Preparing, assessing and following up of baseline project changes according to the F4E rules and procedures;
- Contributing to the preparation of stakeholder's reporting documents within the Programme Teams (SPD, Work Programme, Booklet, etc);
- Collaborating with the PPM Head of Unit on specific tasks that contribute to the development of the PPM team and the PM services offered;
- Working closely with the PPM Head of Unit to coordinate best practice sharing within PPM community, including feedback and lessons learned, there by contributing to the promotion and development of an improved project management culture in F4E generally and in particular within the supported project team.

What can we offer you?

Life in Cadarache

Cadarache is the site of the largest technological research and development centre for energy in Europe including CEA research activities and ITER. Located in the French region of Provence, Cadarache is about 40 km from Aix-en-Provence and 60 km from Marseille. The South of France is blessed with a very privileged living environment and a mild and sunny climate. Located between the Southern Alps and the Mediterranean, Cadarache offers every conceivable sporting, leisure and cultural opportunity. The area is served by the international Marseille - Provence Airport and the national high-speed train (Aix-en-Provence TGV).

Salary and benefits

As an indication, the basic monthly salary for grade AST3 (step 1) is currently € 4 613,00. In addition to the basic salary, staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary and household allowance), dependent child allowance and education allowance. The salaries of temporary agents are subject to a community tax deducted at source and are exempt from national taxation.

Where you would need to relocate, you would normally benefit from relocation and removal reimbursements. F4E has agreements with a wide range of international schools to support access to schooling for the dependent children of its staff.

Work-life balance

F4E enables staff members to reconcile family and professional life by offering flexible work arrangements and teleworking.

F4E staff members enjoy a basic entitlement of 24 days of annual leave as well as +/- 18 statutory public holidays per annum. Additional leave days may be granted for age and distance from the place of origin.

How will we evaluate your application?

A Eligibility Criteria - you can apply if:

A1. You fulfil five general requirements

1. Being a citizen of one of the Member States of the European Union or of a third state fully associated with the Euratom fusion programme.
2. Enjoying your full rights as a citizenⁱⁱ.
3. Have fulfilled the obligations imposed on you by the laws of your home country concerning military service.
4. Producing the appropriate character references as to your suitability for the performance of your duties.
5. Being physically fit to perform your dutiesⁱⁱⁱ.

A2. Your Education & Experience are in line with our requirements^{iv}

On the closing date for registration, the candidate must have:

A level of post-secondary education attested by a diploma and, after having obtained the diploma, 3 years of relevant professional experience

OR

a level of secondary education attested by a diploma giving access to post-secondary education and, after having obtained the diploma, 6 years of relevant professional experience.

A3. Your Language Skills are developed

You must produce evidence of excellent written and spoken communications in English and of a satisfactory knowledge of another official language of the European Union.

B Your Qualifications and Experience

B1. It is essential that your professional history cover:

- University degree in Engineering or equivalent in technical disciplines;
- Professional experience of at least 3 years, in Project Management and/or Project Control activities in large organisations/companies;
- At least 2 years in total of working experience in the following project performance fields:
 - Schedule management including development and maintenance of complex project schedules (e.g. monitoring and mitigation of deviations from baselines, analysis of critical paths);
 - Project monitoring and reporting at the level of projects; including preparation, analysis and communication of project dashboards and KPIs.
- At least 2 years of working experience in Project management tools (e.g. Oracle Primavera planning tool, MS Project, ARM or equivalent).

B2. Advantageous Selection Criteria

In addition to the above, the following criteria will be considered:

- At least 2 years of working experience using Oracle Primavera software;
- At least 2 years of working experience in construction projects;
- Recognized Project Management certification (e.g. PMP, PM2);
- Experience in identifying, assessing, and managing risks associated with project schedules. Ability to develop and implement risk mitigation plans to ensure project timelines are met;
- Advanced skills in analysing project data and generating comprehensive reports using tools like Excel, Power BI or equivalent;
- Knowledge of scientific and engineering topics relevant to the ITER project or experience on a nuclear construction project;
- Working experience in a European or international environment.

B3. Competencies

The following competences will also be assessed:

- Experience in the preparation and presentation of complex working documents;
- Strong analytical skills to identify issues and develop effective solutions to complex project challenges;
- Attention to detail to develop and maintain project schedules with a high level of accuracy;
- Proactivity;
- Strong communication skills;
- Good organizational skills and ability to work under pressure.

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://fusionforenergy.europa.eu/vacancies/>

You must register your application online through the F4E E-recruitment platform by creating a valid F4E user account and submitting the documents mentioned below. Fusion for Energy (F4E) is currently working to further develop F4E's selection process. The application for this vacancy notice will serve as a pilot for the new recruitment platform which means that you – even if you have previously applied for an F4E vacancy – will be asked to register a new user account and complete information on the platform, in addition to submitting your CV and Motivation Letter. We appreciate any feedback you may have regarding your user experience: hr-selections@f4e.europa.eu.

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

The mandatory fields in the profile marked with an asterisk should be duly filled in and you are requested to submit the following two documents:

- A detailed Europass Curriculum Vitae in **English** (can be obtained at the following address: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>;
- A Motivation Letter of 2 pages maximum in English.

**Applications must be complete and validly submitted by the closing date for submission of applications
No later than 05/05/2025 at 11h59 Barcelona time.**

In case you encounter technical problems when trying to submit your application via the e-Recruitment tool, please take a screenshot and send it to us via the “[Contact Us](#)” form. It is your responsibility to inform F4E about any technical problem immediately, within the deadline mentioned above.

Please, do not send any supporting documents (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.) with your application at this stage if not specified in the Vacancy Notice.

After submitting your application, you will receive an acknowledgement of receipt notification. Please note that email correspondence from F4E will be sent out via our e-recruitment system. We therefore ask you to regularly monitor your email inbox and spam. Emails will have the sender address “@f4e-jobs.gestmax.eu”.

Conditions of employment

Successful candidates will be placed on a Reserve List, and one of the candidates thereon may be offered this position.

For more information on the selection process of Temporary Agents and on the contractual and working conditions, please, refer to the [“Guide for applicants”](#) published on the F4E website along with this Vacancy Notice and the [Conditions of employment of Other Servants of the European Communities](#).

How is your data protected?

‘Fusion for Energy’ as the body responsible for organising 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.

In order to update your CV and/or Motivation Letter and rectify any incorrect or inaccurate data, please send an email to us via the [“Contact Us” form](#) 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.

Should you have any query concerning the processing of your personal data, you shall send them to the following address: HR-DataProtection@f4e.europa.eu

Vacancy published on F4E website on 02/04/2025.

ⁱ Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places.

ⁱⁱ 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.

ⁱⁱⁱ Before their 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.

^{iv} Only study titles that have been awarded by the Members of the Joint Undertaking or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.