



Vacancy Notice

HEAD OF ADMINISTRATION DEPARTMENT

Fusion for Energy (F4E) is hiring a **Head of Administration Department**, 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/AD12/2025/0285	Temporary Agent AD12	Barcelona, Spain ⁱ	05/09/2025 - 11:59 (CET)

Is this job for you?

Are you an experienced leader with a passion for efficient operations and organisational excellence? Do you thrive in structured yet dynamic environments where your strategic decisions shape internal systems, enhance employee experience, and support institutional goals? If so, this role could be the perfect fit for you!

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 focused 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

At Fusion for Energy (F4E), delivering complex and high-profile projects depends not only on technical excellence but also on a strong, professional, and forward-looking administration. The Administration Department plays a key enabling role, creating the conditions for success across the whole organisation. It supports F4E's vision and mission through integrated services that empower people, provide them with many of the practical services on which they depend, and cultivate a collaborative and values-based working environment.

As Head of Administration and member of F4E's Leadership Team, you will lead the department with a clear service mindset and strategic perspective. You will be responsible for shaping people strategies, guiding internal services, fostering constructive social dialogue, and enhancing F4E's operational and cultural maturity. In partnership with the Director and the leadership team, you will influence how F4E grows and evolves as a modern public organisation delivering on an international mission drawing upon best practice from EU public administration.

You will oversee a department of around 70 highly qualified staff that integrates Human Resources, IT and digital transformation, communications, and corporate services. You will ensure that these areas work together seamlessly to deliver reliable, future-oriented services that support F4E's goals for the staff across its sites in Barcelona (Spain), Cadarache (France), Garching (Germany) and Rokkasho (Japan).

Specifically, you will be responsible for the following key impact areas:

- **Service Integration and Operational Excellence:** Ensure that the HR, IT, corporate services and communications domains provide user-focused support according to the administrative work programme and are responsive to evolving demands.
- **People Strategy and Human Capital:** Lead a modern HR function focused on talent development, well-being, performance, mobility, and inclusion. Build the systems and culture needed to attract, retain and grow a capable, motivated, and diverse workforce.
- **Organisational Culture and Leadership Values:** Contribute to building and promoting an open, collaborative and engaging workplace culture aligned with F4E's matrix organisation. Encourage clarity, transparency, and trust across teams and levels.
- **Leadership and Strategic Partnership:** Act as a strategic advisor to the Director and Leadership Team on organisational functioning, internal alignment and future workforce needs. Help shape the evolution of F4E as an integrated and high-performing organisation.
- **Social Dialogue and Staff Engagement:** Strengthen constructive relations with the Staff Committee and Union representatives and staff in general, promoting a culture of open dialogue, inclusiveness, and staff voice in decision-making.
- **Departmental Leadership and Development:** Provide clear direction, purpose for the Administration Department, ensuring that all units work in a coordinated and mutually reinforcing way. Build a strong leadership team within the department, delegate effectively, and encourage the professional growth of staff at all levels.
- **Institutional and Host-State Relations:** Maintain good cooperation with the Host State (Spain) and relevant stakeholders in F4E's governance, the European Commission and EU institutions, contributing

to institutional dialogue and mutual understanding.

What can we offer you?

Life in Barcelona, Spain

Barcelona offers professionals and families a high quality of life. It has a year-round average temperature of 18°C and complements its cosmopolitan lifestyle and vibrant cultural life with the nature of the Mediterranean coastline and the Pyrenees.

The city is strategically located between the sea and the mountains, and it is served by an international airport. Barcelona is a cosmopolitan city with Roman remains, medieval quarters and the most beautiful examples of 20th century modernism and avant-garde architecture.

Salary and benefits

As an indication, the basic monthly salary for grade AD12 (step 1) is currently 14.178,56. 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 of the application process, you must have:

At least a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more and, after having obtained the university degree, at least 15 years of proven professional experience, of which at least 2 years should have been acquired as a manager;

OR

At least a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is three years and, after having obtained the university degree, at least 16 years of proven professional experience, of which at least 2 years should have been acquired as a manager.

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

B1.1 It is essential that your professional history cover:

- University degree in business administration, public administration, human resources, economics, law, or a relevant field.
- 15+ years of progressively responsible experience relevant to the key impact areas described above, preferably in EU institutional settings, public sector or international settings.
- 3+ years of senior management experience including responsibility for one or more of the following: HR, Corporate Services, Information Technologies, Communication and Stakeholder management.
- Strong demonstrated leadership experience in leading, motivating and developing teams of 20+ people, preferably across HR, corporate services, digital, communications, or stakeholder support functions.
- Proven capacity to manage institutional relationships and navigate political and contractual aspects particularly with Member States and EU institutions.
- Proven experience in managing and engaging in structured social dialogue with trade unions and Staff representatives, with a track record of building positive labour relations.

B1.2 Management Skills¹

We take your management and behavioural abilities very seriously. The incumbent will be an exemplary leader. As part of the selection process, shortlisted candidates will attend a management assessment centre.

Amongst others, the following managerial competences in a non-eliminary basis will be assessed:

- Ability to communicate clearly, demonstrate a collaborative style and fostering well-being of staff.
- Ability to build productive and cooperative working relationships with hierarchy, partners, Staff and stakeholders.
- Create and share vision; motivate, coach, and develop others while fostering collaboration, trust, support, understanding, sharing and responsibility.
- Delegate, establish objectives and monitor follow-up of activities.

B2. Advantageous Selection Criteria

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

- Substantiated experience leading and managing organisational transformation or change programmes particularly in EU, intergovernmental, or public-sector contexts.
- Authenticated experience working in scientific, technical, or large-scale infrastructure programmes, with an understanding of the unique needs of project-based environments.
- Demonstrated experience working in and with matrix-structures or across decentralised, multi-functional teams.
- Clearly stated in-depth knowledge and experience of HR lifecycle management, including systems, performance evaluation frameworks, and alignment with EU Staff Regulations.
- Demonstrated commitment to foster diversity, inclusion, ethics and well-being, as part of the organisational culture.
- Validated experience working in international and multicultural environments especially those requiring high levels of diplomacy, process alignment, and stakeholder engagement.

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. 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.

¹ As per Annex of the Decision of the Administration and Management Committee of the European Joint Undertaking for Iter and the development of Fusion for Energy of 13 June 2019 on middle management staff.

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 05/09/2025 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 09/07/2025.

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.