



Internal Mobility

INTERNAL PUBLICATION

POSITION TITLE	ADMINISTRATIVE ASSISTANT SUPPORT OFFICER
REFERENCE	F4E/INTERNAL/FGII/2025/40117
TYPE OF POST	ASSISTANT SUPPORT OFFICER
FUNCTION GROUP	II
GRADE BRACKET	4-7
LOCATION	Barcelona, Spain ¹
CLOSING DATE FOR APPLICATIONS	19/11/2025

Fusion for Energy (F4E) is launching an internal selection procedure for the selection of a candidate for the positions of **Administrative Assistant Support Officer** available in the Office of the Director & Strategy Group of the Director's Department.

Practical information on procedural aspects and on how to apply is described here below (selection process and submission of applications).

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 Administrative Assistant Support Officer, reporting to the Director as part of the Office of the Director's Team, will provide administrative support to the Group — especially the Governing Board Secretariat — and help ensure efficient organisation.

The successful candidate will be responsible, among other tasks:

¹ Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places.



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1) Communications & Correspondence:

Draft and send letters/correspondence to Committee Members, including invitation letters, meeting invitations, and general communications, ensuring professionalism and accuracy.

2) Committee Operations & Logistics:

Format documents submitted to various committees (agendas, minutes), checking fonts, dates, and meeting references for consistency and compliance with standards.

Support in the management of Committee logistics related to all Committee meetings including catering, travel, hotels, scouting of venues, documentation etc... and procedural adherence.

Assist with missions and mission declarations, supporting the administrative process and documentation.

3) Member Onboarding & Records:

Coordinate onboarding and documentation for Committee members, ensuring a smooth integration process and proper record-keeping.

Maintain and update Committee contact lists regularly to ensure all information is current and accurate.

4) Governance, Compliance & Contracts:

Support in the monitoring and follow up on the validity and need for updates of various declarations from Committee members, ensuring compliance and timely renewals.

Assist in the handling of expert contracts and coordinate with Finance and People & Culture to ensure proper administration and support for committee members and experts.

5) Information & Content Management:

Support Committee Secretaries in maintaining the accuracy of Committee pages on both F4E's external and internal webpages, including updating manuals and relevant content.

6) Document & Records Management (IDM):

Upload Committee documents to the IDM (ITER Document Management) system, ensuring timely and correct filing.

Manage folders in IDM, keeping them up to date, rearranging as needed, and ensuring logical organization for easy access.

7) Finance, Payments & Budgeting:

Process payments and reimbursements for Chairs and members of Committees and Working Groups, ensuring claims are accurate, compliant with F4E rules, and processed in a timely manner.

Support with budget management for the GB Secretariat and other Committees, including helping with annual forecasts, tracking expenditures, and liaising with Finance teams to ensure budgetary compliance.

8) Perform any other tasks as requested, in the interest of the service, demonstrating flexibility and a willingness to support the team as needed.

How will we evaluate your application?

A Eligibility Criteria - you can apply if you are:



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Established Contract Agents working at F4E with a regular (renewable) contract who, at the closing date for submission of applications:

- Belong to the grade bracket mentioned under “Grade bracket”;
- Have completed a minimum of 2 years in their current post (job).

B Your Qualifications and Experience

B1 It is essential that your professional history cover:

- Proven professional experience of at least 1 year in relation with at least three of the responsibilities covered by ‘your key areas of impact’;
- At least 1 year of experience in organising meetings and organising events;
- Proven use, knowledge and experience in MS Office and electronic management of documents, including knowledge of Copilot or similar software.

B2 Advantageous Selection Criteria

In addition to the above, the following criteria will be taken into account:

- At least 1 year of proven professional experience in EU Institutions and/or Bodies in at least half of activities described under “your key areas of impact”;
- Demonstrated experience in working with high-level representatives from the public or private sector;
- Proven knowledge of Spanish, French, Italian or German language equivalent to B2.

B3 Competencies

The following competences will also be assessed:

- Excellent organizational and coordination skills with the ability to set priorities to deliver on time to agreed standards;
- Good problem solving skills;
- Good communication and interpersonal skills;
- Client-service oriented attitude;
- Very high level of discretion.

Selection process

The recruiting manager, together with a staff committee representative and additional members if deemed necessary/useful, shall be responsible for reviewing the qualifications, experience and motivation of the applicants and



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draw up a list of candidates who will be invited to attend an interview.

A job interview will be organised for short listed candidates deemed most suitable for the job. The candidates shall be interviewed by the Governance officer and Secretary to the Governing Board and additional member(s) from the service if deemed necessary/useful. A member of the Staff Committee will also be present in an observer capacity to ensure fair and equal treatment. As F4E staff members will have already gone through more rigorous testing at the time of their original selection, the internal selection interview will be lighter than what is typically done for external procedures.

The shortlisted candidates will not be asked to sit a written/practical test.

No reserve list will be established for this selection. You will be informed of the outcome of your application and the selected candidate will be reassigned to the new unit without any impact on their contractual conditions.

The date of effect of the reassignment will be determined so as to limit any disruption of service as much as possible. It follows that the new duties may be delayed until such time that a solution has been found to replace the employee selected through the internal mobility procedure. The replacement solution may come either through a new internal selection procedure, through the use of a reassignment in the interest of the service or of a F4E Reserve list or the launch of an external procedure.

Please note that the selection panel's work and deliberations are strictly confidential and any contact with its members related to this selection is strictly forbidden.

Submission of applications

Before submitting their application, candidates shall make sure that they fulfil all the eligibility and essential criteria as set out under point A and B of this notice.

Contract Agents interested in this post are invited to submit their application. 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 (a template 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.

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: talent@f4e.europa.eu.

The online application process starts upon clicking this [F4E E-recruitment link](#).

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.

**Applications must be complete and validly submitted by the closing date for submission of applications,
no later than 19/11/2025 at 23h59, Barcelona time.**



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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”.

Upon request from the Governance officer and Secretary to the Governing Board, candidates who are called for an interview shall be ready to provide all relevant supporting documents (diplomas, certificates and other supporting documents) proving their working experience and corresponding to the information in the application.

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

Applicants who consider that they have been adversely 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](#).

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.