

**INTERNAL PUBLICATION**

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| **POSITION TITLE**  | **Reporting Assistant Support Officer** |
| **REFERENCE** | **F4E/INTERNAL/CA/FGII/2025/30215** |
| **TYPE OF POST** | **Assistant Support Officer** |
| **FUNCTION GROUP** | **II** |
| **GRADE BRACKET** | **4 to 7** |
| **LOCATION** | **Barcelona, Spain[[1]](#footnote-2)** |
| **CLOSING DATE FOR APPLICATIONS** | **02/06/2025** |

Fusion for Energy (F4E) is launching an internal selection procedure for the selection of a candidate for the position of Reporting Assistant Support Officer, available in the Reporting Function within the Project Management Office & Budget Unit within the Project Control, Supply Chain and Finance Department.

**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**

As a member of the Reporting Function within the Project Management Office (PMO) & Budget Unit, the Reporting Assistant Support Officer will provide support in the areas of Reporting, Data Management, and the development of IT tools for end-to-end contract management.

The mission of the PMO and Budget Unit is to provide independent oversight of programmes and financial performance, accurate reporting, defining KPIs and allocating financial resources effectively. PMO maintains the cost and schedule baseline, provides project management processes and oversight of their implementation, promotes project and financial management standards, processes, tools, and training, and ensures sound budget management and actions on cost and schedule management are followed up diligently.

The successful candidate will, among other tasks, provide support on:

* Preparation of meetings, note-taking and drafting the corresponding Minutes of the Meetings;
* Data collection, processing and maintenance;
* Quality control of data sets;
* Editing and formatting of questionnaires/surveys;
* Collection, consolidation and pre-processing of the survey results;
* Tasks related to business process management;
* Tasks related to development or improvement of IT tools;
* Verification of alignment between business processes and related IT developments.
* In relation to the above, support in the preparation of guidelines, presentations and training sessions.

**How will we evaluate your application?**

**A Eligibility Criteria - you can apply if you are:**

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:**

* At least two years of experience in at least three of the tasks listed in section ‘Your key areas of impact’ in a European institution or agency;
* Working knowledge of Microsoft Office, especially Excel and Power Point.

**B2 Advantageous Selection Criteria**

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

* Knowledge of EU public procurement rules and of contract management;
* Working experience in project management methodology;
* Experience in Research, high technology projects.

**B3 Competencies**

The following competencies will also be assessed:

* Organizational and time management abilities;
* Excellent interpersonal and communication skills;
* Numerical mindset and problem solving skills;
* Stakeholder management skills and ability to build trustful relationships.

**Selection process**

The recruiting manager(s), 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 draw up a list of candidates who will be invited to attend an interview.

An interview will be organised for short listed candidates deemed most suitable for the job. The candidates shall be interviewed by the recruiting manager(s) 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 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 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, using 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.

CA interested in this post are invited to submit their application in English by sending the two following documents:

1. a detailed Europass Curriculum Vitae (available [here](https://europa.eu/europass/en/create-europass-cv));
2. a Motivation Letter of 2 pages maximum;

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.

**The online application process starts upon clicking this F4E** [**E-recruitment link**](https://f4e-jobs.gestmax.eu/apply/387/1)**.**

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 platform.

**Applications****must be complete and validly submitted by the closing date for submission of applications**

**No later than 02/06/2025 at 23:59, 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 hr-selections@f4e.europa.eu. 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 their application, the candidate will receive an acknowledgement of receipt notification.

Upon request from the line manager, 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](http://fusionforenergy.europa.eu/careers/documents/Appeal%20and%20Complaint%20procedures.pdf).

**How is your data protected?**

‘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 to the confidentiality and security of such data. Personal data shall be processed solely for the purpose of the selection procedure.

You have the right to rectify your data. To update your CV and/or Motivation Letter and rectify any incorrect or inaccurate data, please send an email to the specific mailbox 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

1. Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places. [↑](#footnote-ref-2)