**INTERNAL PUBLICATION**

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| **POSITION TITLE**  |  **Administrative Support Officer** |
| **REFERENCE** | **F4E/INTERNAL/CA/FGIII/2025/40184** |
| **TYPE OF POST** | **SUPPORT OFFICER** |
| **FUNCTION GROUP** | **III** |
| **GRADE BRACKET** | **8 to 12** |
| **LOCATION** | **Barcelona, Spain[[1]](#footnote-1)** |
| **CLOSING DATE FOR APPLICATIONS** |  **17/02/2025** |

Fusion for Energy (F4E) is launching an internal selection procedure for the selection of a candidate for the position of Administrative Support Officer.

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 mission of theProject Control, Supply Chain and Finance (PCSCF) Department is toprovide governance and oversight of programmes as well as corporate reporting and matrixed support encompassing procurement, supply chain management, finance, and legal services.

The Administrative Support Officer will perform administrative tasks for F4E teams contributing to the smooth administration and organisation of F4E. Their responsibilities will cover the following:

* + Assist in the coordination of the superior’s (e.g.: Head of Unit/Head of Department) calendar, organise and co‐ordinate meetings and appointments for managers or colleagues in the Department;
	+ Provide general administrative support to the Unit/Department (preparation of meetings, working documents, reports and other related documents and ensure an appropriate follow up of the meetings and its actions, take and distribute meeting minutes and related documents (technical specifications, reports, etc.);
	+ Support in the management and archiving of documents of the Unit/Department, budgetary and legal approvals and seek to optimize administrative processes;
	+ Scheduling and prioritising actions/activities on behalf of the Head of Unit/Head of Department and preparing responses and/or ensuring appropriate follow-up;
	+ Ensure good information flow and circulate information adequately of diverse and confidential nature within the organization in order to assist the Head of Unit/Head of Department in the performance of their duties and keep relevant staff informed/updated;
	+ Organise travel and process reimbursement requests;
	+ Coordinate as relevant with other Management’s administrative assistants;
	+ Support the Head of Unit/Head of Department regarding the approval of travel, leave requests, time sheets of staff reporting directly to the superior;
	+ Support in the coordination of training such as team events and contribution to logistics (moves, arrivals and departures of colleagues).

**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 covers:**

* Proven professional experience of at least 3 years in relation with at least four of the responsibilities covered by ‘your key areas of impact’*;*
* At least 3 years of proven professional experience as an assistant to a middle or senior manager;
* Proven professional experience working with arranging business travel and travel management systems, organising meetings and organising events;
* Experience in the preparation of complex administrative documents in relation with the responsibilities covered under ‘your key areas of impact’;
* Very good knowledge and experience in MS Office and electronic management of documents.

**B2 Advantageous Selection Criteria**

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

* Experience in working with high-level representatives from the public or private sector;
* Knowledge of Spanish, French or German.

**B3 Competencies**

The following competences will also be assessed:

* Outstanding organisational skills and ability to manage priorities, work under pressure, meet tight deadlines with high quality and adapt to variable work schedules;
* Good sense of initiative and proactive attitude;
* Excellent interpersonal skills at all levels of hierarchy and strong communication skills;
* Client service oriented attitude;
* Strong analytical and problem-solving skills and an eye for detail;
* High level of discretion and tact to handle confidential and sensitive matters;
* Excellent team-spirit and positive attitude.

**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 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 responsible Head of Unit 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 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/388/1)**.**

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 17/02/2025 at 24h00 midnight 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 hiring 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 in particular 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. In order 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.

More information on the processing of your personal data at each stage of the selection procedure can be found at the dedicated privacy notice. Should you have any query concerning the processing of your personal data, you shall address them to the following address: HR-DataProtection@f4e.europa.eu

Please kindly note that at the request of another recruiting EU Agency or Joint Undertaking, and upon consent of the candidates, F4E may share the ensuing reserve list of candidates of a selection procedure with other EU Agencies or Joint Undertakings.

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