



**FUSION
FOR
ENERGY**



VACANCY NOTICE

INTERNAL PUBLICATION

POSITION TITLE	Planning Officer
REFERENCE	F4E/INTERNAL/AD5-12/2024/CONV/40118
TYPE OF POST	ADMINISTRATOR
FUNCTION GROUP	AD
GRADE BRACKET	5 - 12
LOCATION	Barcelona, Spain¹
CLOSING DATE FOR APPLICATIONS	15/01/2025

Fusion for Energy (F4E) is launching an internal selection procedure for the selection of a candidate for the position of Planning Officer available in the Project Control, Supply Chain and Finance (PCSCF) 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

As a member of the Governance Group (part of Project Management Office and Budget Unit) within the PCSCF Department, the Planning Officer will work under the coordination of the Governance Group Leader and will report to the Head of Project Management Office and Budget Unit.

The selected candidate is expected to become the F4E scheduling expert, capable of overseeing F4E wide ranging schedule forecasts and interactions.

The list of responsibilities includes, but is not limited to the below:

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

- Oversee and govern the development of F4E schedule forecasts and ensure homogenous scheduling approach across the F4E programmes;
- Carry out critical path and risk analysis at various levels and propose mitigation strategies and contingency plans;
- Be a key actor in interaction between F4E and IO for planning processes and schedule initiatives;
- Participate in the Project Management Change Control meetings supporting the Change Control board with change impact analysis on F4E schedule;
- Coordinate daily the F4E staff and the External Service Providers working on schedule topics within the Governance Group;
- Own and update the F4E schedule processes, procedures and other schedule documents;
- Contribute to the tasks related to Governance responsibilities related to project governance, cost management and change control.

How will we evaluate your application?

A Eligibility Criteria - you can apply if you are:

- Established Temporary Agents working at F4E with a regular (renewable) contract OR established EU Officials working at F4E 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:

- A university degree in Engineering (Mechanical, Electrical, Nuclear, Civil, Industrial, Systems) or equivalent;
- 5 Years of proven experience in planning of large engineering projects (at least 50M EUR budget);
- 3 years of proven experience in working within a Project Management Office (PMO);
- 2 years of proven experience in two additional (to schedule management) Project Management areas: cost management, change management, or risk management;
- At least 2 years' experience in coordinating tasks on project management topics.

B2 Advantageous Selection Criteria

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

- Proven experience in cost estimation in nuclear infrastructures, large civil infrastructures, large electrical, or large mechanical components;
- Proven experience in the Nuclear Industry or other safety critical environment;
- PMP (Project Management Professional) certification from Project Management Institute (PMI) or equivalent.

B3 Competencies

The following competences will also be assessed:

- Strong communication and influencing skills;
- Ability to make decisions based on evidence and/or applicable past experiences;
- High levels of emotional intelligence;
- Ability to work in a team spanning a matrix organisation whilst satisfying multiple stakeholders;
- Result and delivery oriented.

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 Governance Group Leader 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/project team 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.

Temporary Agents or EU Officials 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 (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. 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](#).

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 15/01/2025 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 Group Leader, 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 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 direct them to the following address: HR-DataProtection@f4e.europa.eu.