**INTERNAL PUBLICATION**

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| **POSITION TITLE**  | **ADMINISTRATIVE ASSISTANT SUPPORT OFFICER**  |
| **REFERENCE** | **F4E/INTERNAL/FGII/2025/****40267**  |
| **TYPE OF POST** | **ASSISTANT SUPPORT OFFICER**  |
| **FUNCTION GROUP** | **II** |
| **GRADE BRACKET** | **4-7** |
| **LOCATION** | **Barcelona, Spain[[1]](#footnote-1)** |
| **CLOSING DATE FOR APPLICATIONS** | **XX/05/2025**  |

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 Tokamak Systems (TS) Unit.

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 Projects Department, the Administrative Assistant Support Officer will work under the coordination of the Head of Tokamak Systems (TS) Unit. They will be responsible for providing administrative assistant to the Head of Unit and to other team members contributing to the smooth administration and organisation of TS Unit.

The successful candidate will be responsible, among other tasks:

* Provide administrative support, assisting with the coordination, scheduling, follow-up and reporting of the activities of the Unit and the associated Programmes;
* Support in the organization and coordination of meetings, events and appointments;
* Support the Document Management function, ensuring proper filing and archiving of documentation, according to the established policies, where applicable and act as Operational initiator of financial operations in compliance with the applicable financial and administrative rules, as needed;
* Contribute to, and be part of, the team assistance networks inside Project’s Department and promulgate best practices;
* Support in the preparation of working documents as appropriate, including the production of correspondence, and meeting records;
* Prepare and support the Head of Unit and team members with their missions in terms of travel arrangements, preparation of cost claims and any cost claim reimbursement issues;
* Support onboarding and knowledge management activities as required;
* Ensure coherence, follow up and up-to-datedness of business continuity plans.

**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:**

Proven professional experience of at least 3 years in relation with at least three 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;

* Proven use, 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 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”;
* Demonstarted experience in working with high-level representatives from the public or private sector;
* Proven knowledge of Spanish, French, Italian or German language.

**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 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 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. 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.

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

**no later than XX/05/2025 at 23h59, 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](https://f4e-jobs.gestmax.eu/help/contact). 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 Head of Unit, 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 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](https://f4e-jobs.gestmax.eu/help/contact) 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-1)