



Internal Mobility

INTERNAL PUBLICATION

POSITION TITLE	HEAD OF ADMINISTRATION DEPARTMENT
REFERENCE	F4E/INTERNAL/AD12-14/2025/10019
TYPE OF POST	Head of Department
FUNCTION GROUP	AD
GRADE BRACKET	12 - 14
LOCATION	Barcelona, Spain ¹
CLOSING DATE FOR APPLICATIONS	05/09/2025

Fusion for Energy (F4E) is launching an internal selection procedure for the selection of a candidate for the position of Head of Administration 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

At Fusion for Energy (F4E), delivering complex and high-profile projects depends not only on technical excellence but also on a strong, professional, and forward-looking administration. The Administration Department plays a key enabling role, creating the conditions for success across the whole organisation. It supports F4E's vision and mission through integrated services that empower people, provide them with many of the practical services on which they depend, and cultivate a collaborative and values-based working environment.

As Head of Administration and member of F4E's Leadership Team, you will lead the department with a clear service mindset and strategic perspective. You will be responsible for shaping people strategies, guiding internal services, fostering constructive social dialogue, and enhancing F4E's operational and cultural maturity. In partnership with the Director and the leadership team, you will influence how F4E grows and evolves as a modern public organisation delivering on an

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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international mission drawing upon best practice from EU public administration.

You will oversee a department of around 70 highly qualified staff that integrates Human Resources, IT and digital transformation, communications, and corporate services. You will ensure that these areas work together seamlessly to deliver reliable, future-oriented services that support F4E's goals for the staff across its sites in Barcelona (Spain), Cadarache (France), Garching (Germany) and Rokkasho (Japan).

Specifically, you will be responsible for the following key impact areas:

- **Service Integration and Operational Excellence:** Ensure that the HR, IT, corporate services and communications domains provide user-focused support according to the administrative work programme and are responsive to evolving demands.
- **People Strategy and Human Capital:** Lead a modern HR function focused on talent development, well-being, performance, mobility, and inclusion. Build the systems and culture needed to attract, retain and grow a capable, motivated, and diverse workforce.
- **Organisational Culture and Leadership Values:** Contribute to building and promoting an open, collaborative and engaging workplace culture aligned with F4E's matrix organisation. Encourage clarity, transparency, and trust across teams and levels.
- **Leadership and Strategic Partnership:** Act as a strategic advisor to the Director and Leadership Team on organisational functioning, internal alignment and future workforce needs. Help shape the evolution of F4E as an integrated and high-performing organisation.
- **Social Dialogue and Staff Engagement:** Strengthen constructive relations with the Staff Committee and Union representatives and staff in general, promoting a culture of open dialogue, inclusiveness, and staff voice in decision-making.
- **Departmental Leadership and Development:** Provide clear direction, purpose for the Administration Department, ensuring that all units work in a coordinated and mutually reinforcing way. Build a strong leadership team within the department, delegate effectively, and encourage the professional growth of staff at all levels.
- **Institutional and Host-State Relations:** Maintain good cooperation with the Host State (Spain) and relevant stakeholders in F4E's governance, the European Commission and EU institutions, contributing to institutional dialogue and mutual understanding.

How will we evaluate your application?

A Eligibility Criteria - you can apply if you are:

- An established Temporary Agent working at F4E with a regular (renewable) contract or an established EU Official working in "Fusion for Energy" in grades AD12-14 at the closing date for submission of applications.
- An established Temporary Agent working at F4E with a regular (renewable) contract or an established EU Official working in "Fusion for Energy" in the grade AD 11 at the closing date for the receipt of applications with a seniority of at least two years in your grade.



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B Your Qualifications and Experience

B1 It is essential that your professional history cover:

B1.1. Technical selection criteria

- University degree in business administration, public administration, human resources, economics, law, or a relevant field.
- 15+ years of progressively responsible experience relevant to the key impact areas described above, preferably in EU institutional settings, public sector or international settings.
- 3+ years of senior management experience including responsibility for one or more of the following: HR, Corporate Services, Information Technologies, Communication and Stakeholder management.
- Strong demonstrated leadership experience in leading, motivating and developing teams of 20+ people, preferably across HR, corporate services, digital, communications, or stakeholder support functions.
- Proven capacity to manage institutional relationships and navigate political and contractual aspects particularly with Member States and EU institutions.
- Proven experience in managing and engaging in structured social dialogue with trade unions and Staff representatives, with a track record of building positive labour relations.

B1.2. Management Skills²

We take your management and behavioural abilities very seriously. The incumbent will be an exemplary leader. As part of the selection process, shortlisted candidates will attend a management assessment centre.

Amongst others, the following managerial competences in a non-eliminary basis will be assessed:

- Ability to communicate clearly, demonstrate a collaborative style and fostering well-being of staff.
- Ability to build productive and cooperative working relationships with hierarchy, partners, Staff and stakeholders.
- Create and share vision; motivate, coach, and develop others while fostering collaboration, trust, support, understanding, sharing and responsibility.
- Delegate, establish objectives and monitor follow-up of activities.

B2 Advantageous Selection Criteria

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

- Substantiated experience leading and managing organisational transformation or change programmes particularly in EU, intergovernmental, or public-sector contexts.

² As per Annex of the Decision of the Administration and Management Committee of the European Joint Undertaking for ITER and the development of Fusion for Energy of 13 June 2019 on middle management staff.



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- Authenticated experience working in scientific, technical, or large-scale infrastructure programmes, with an understanding of the unique needs of project-based environments.
- Demonstrated experience working in and with matrix-structures or across decentralised, multi-functional teams.
- Clearly stated in-depth knowledge and experience of HR lifecycle management, including systems, performance evaluation frameworks, and alignment with EU Staff Regulations.
- Demonstrated commitment to foster diversity, inclusion, ethics and well-being, as part of the organisational culture.
- Validated experience working in international and multicultural environments especially those requiring high levels of diplomacy, process alignment, and stakeholder engagement.

Selection process

The stages in the selection are as follows:

- a) Assessment of applications by a pre-selection panel.
- b) Written assignment/test.
- c) Assessment centre.
- d) Interviews conducted by the Director and the members of the panel.

The Director shall set up a pre-selection panel composed of at least three members of a grade and management function equal or superior to that of the function to be filled, including one member from the Administration and one member designated by the Staff Committee.

The pre-selection panel shall consider the applications received taking into account this vacancy notice. Where appropriate, it can also decide to conduct interviews. The pre-selection panel will draw up a shortlist of the applicants who most correspond to the profile sought.

All the shortlisted applicants shall take part in an assessment centre³. The Director may decide to invite also other eligible applicants. The assessment centre shall evaluate the applicants' potential and shall provide an in-depth analysis of managerial skills, adaptability, and other core competencies.

Finally, the Director and the members of the panel mentioned above shall interview the applicants invited to take part in the assessment centre.

The selected candidate shall be appointed in his current grade, except for candidates in grade AD 11 who shall be appointed in grade AD 12.

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.

³ Those who have taken part in such an assessment centre in the course of the two years preceding the closing date will not need to undergo a new assessment centre assessment.



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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:

1. a detailed Europass Curriculum Vitae (available [here](#))
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. 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 05/09/2025 at 23h59 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 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 selection panel or Director, 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



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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.

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