



## Internal Mobility

### INTERNAL PUBLICATION

POSITION TITLE	HEAD OF CORPORATE SERVICES UNIT
REFERENCE	F4E/INTERNAL/AD9-14/2025/HOCSU
TYPE OF POST	Head of Unit
FUNCTION GROUP	AD
GRADE BRACKET	9 – 14
LOCATION	Barcelona (Spain)
CLOSING DATE FOR APPLICATIONS	12/06/2025

Fusion for Energy (F4E) is launching an internal selection procedure for the selection of candidates for the position of Head of Corporate Services Unit available in the 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

As a member of the Administration Department Management Team, the successful candidate will report to the Head of Department. The Head of Unit is responsible for leading the Unit towards the achievement of its mission through the fulfilment of the requirements defined in the mission statements and, for ensuring the sound and efficient management of the resources assigned to the Unit. The role and responsibility of the Head of Unit include but are not limited to:

- Enhance F4E's infrastructure—Ensuring technical excellence, maintenance, and continuous improvement.
- Manage key partnerships—Overseeing services linked to the Host Agreements with Spain and the ITER Organization (IO) in Cadarache.
- Supporting staff—Implementing the Protocol on Privileges and Immunities (PPI) through the Protocol Desk.

- Improve the employee experience—Providing essential support services that enhance working life at F4E.
- Provide strategic and operational leadership—Shaping CSU’s future direction with innovation, efficiency, and sustainability at its core.
- Oversee facility contracts and services, ensuring world-class infrastructure and workplace experience.
- Manage host agreements and protocol operations, supporting F4E’s international mission.
- Ensure security and asset management—Safeguarding people, premises, and resources, while embedding sustainable risk management principles.
- Enhance additional support services—Making F4E an environmentally responsible place to work.

## 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” and you are in grades AD9-14 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 8 at the closing date for the receipt of applications and you have a seniority of at least two years in your grade.

### 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, facility management, law, human resources, engineering or equivalent field related to the core business of F4E.
- Minimum of 12 years of professional experience in corporate services, infrastructure, or administrative operations.
- At least 2 years’ experience in the management or coordination of teams.
- Proven experience of strong background in one of the following areas of at least 5 years:
  - contract management or security or facility operations, and/or
  - services optimisations in contexts like Shared Services Centres.
- Proven experience of at least 2 years in driving change initiatives and improving service delivery.

##### B1.2. Management Skills<sup>1</sup>

We take your management and behavioural abilities very seriously: as part of the selection process, shortlisted candidates will attend a management assessment centre. Amongst others the managerial competences assessed will be:

- 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, 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.

<sup>1</sup> 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.

## B2. Advantageous Selection Criteria

In addition to the above, the following criteria will be taken into account:

- Proven track record in managing services for international organisations, EU Agencies, or large research institutions.
- Proven experience working with the EU staff regulations, privileges and immunities (PPI), and host agreements.
- Track record in visibly championing/sponsoring or leading Diversity, Equity, and Inclusion initiatives in the last 5 years.

### Selection process

---

The stages in the selection are as follows:

- a) Assessment of applications by a pre-selection panel;
- b) Assessment centre<sup>2</sup>;
- c) 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 centre<sup>2</sup>. 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/her current grade, except for candidates in grade AD 8 who shall be appointed in grade AD 9.

**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:

1. A detailed Europass Curriculum Vitae in English (can be obtained at the following address: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>)
2. 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](mailto:hr-selections@f4e.europa.eu).

---

<sup>2</sup> 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.

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 on F4E online application platform.

---

**Applications must be complete and validly submitted by the closing date for submission of applications  
No later than 12/06/2025 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 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](mailto:HR-DataProtection@f4e.europa.eu)