



## Vacancy Notice

### PROCUREMENT ARRANGEMENTS COORDINATOR

Fusion for Energy (F4E) is hiring a **Procurement Arrangements Coordinator**, who will play a key role in supporting fusion, the power of the Sun, into a future sustainable energy source.

Reference	Grade	Location	Closing date
F4E/TA/AD7/2026/0296	Temporary Agent AD7	Cadarache (France) <sup>i</sup>	05/03/2026 - 11:59 (CET)

#### Is this job for you?

Are you driven by the challenge of integrating complex systems and ensuring advanced technologies work seamlessly together? Do you want to contribute to the future of sustainable energy through a multi-billion-euro, first-of-a-kind development project? If so, this opportunity is for you! Apply to become our new Procurement Arrangements Coordinator within our Projects Department of 'Fusion for Energy'.

As a key member of the System Integration Group, the Procurement Arrangements Coordinator will play a key role in coordinating and integrating complex systems for ITER, the largest nuclear fusion reactor in the world.

Strong systems engineering skills, critical thinking, and the ability to work in a multidisciplinary, international environment are essential. With hundreds of industrial partners delivering unique components, ensuring technical coherence and overall system performance is critical to ITER's success, placing you at the heart of Europe's contribution to this landmark project.

#### Why F4E?

Fusion for Energy (F4E) is the European Union's organisation for ITER and the Development of Fusion Energy. We are working with industry and laboratories to deliver cutting-edge components to the ITER international fusion energy project. In parallel, we are working on other major projects in the same domain, including the JT-60SA experiment with Japan, a new material testing facility (DONES), and, in the long-term, preparing for the next generation of fusion devices.

F4E is headquartered in Barcelona with offices in Cadarache (France) and Garching (Germany). To deliver the European contribution to ITER, face the fusion challenges, and manage more than 400 professionals, F4E is moving towards a more diverse, flexible, and result-oriented organisation. Its renewed vision is focused on (1) successful delivery of projects, (2) developing fusion talent and knowledge base for the development of commercially viable fusion power plants in Europe and (3) paving the way for a transition from research to a competitive European industrial fusion sector.

## We are committed to Diversity & Inclusion

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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

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As member of the Systems Integration and Performance (SIP) Group within the Projects Department, that contribute to delivery of European in-kind contributions to the ITER, Broader Approach (BA) and DONES projects by providing systems engineering and configuration management expertise.

The Procurement Arrangements Coordinator will manage along their lifecycle the Procurement Arrangements (PA) and Task Agreement (TA) for the different Projects to which F4E is contributing, in particular those pertaining to the ITER project. They will ensure the correct application of ITER/BA/DONES Project Rules, support negotiating PA amendments and ensure the flow down of requirements to F4E Programmes and Projects. The Procurement Arrangements Coordinator will also be expected to support Project Teams in the interpretation and implementation of PA provisions and amendments.

The successful candidate shall have a strong Configuration and Quality Management background and will perform, amongst other tasks, the following activities:

- Support Project Teams in the negotiation and signature of PA, TA, change requests and relative amendments, including (as appropriate) support the follow up of ITER Reserve Fund contributions and credit accounting.
- Participate to negotiations and follow-up implementation of ITER Multi-Party Amendments (MPAs) with ITER Organisation and the other Domestic Agencies, based on the impact assessment of the proposed changes on F4E Quality Management System and the proper addressing of F4E interests. Advise Project Teams in the interpretation and implementation of General Amendments and Multi-Party Amendments.
- Maintain an up to date and complete understanding of the PA/TA configuration, including the applicable changes, MPA and amendments.
- Ensure the structural and logical consistency of ITER-F4E Procurement Arrangements Templates (General Conditions, Quality Requirements, and Technical Specifications), including the Applicable Documents list.
- Ensure the correct application of the rules of applicable documents in PA, in negotiation of new PAs or in negotiation of PA changes.
- Manage the PA lifecycle and maintain the management system related documentation.
- Promote the propagation of new MPA requirements within F4E Projects, via the coordination or the update of F4E Supplier Requirements documents.
- Support IO and F4E Quality services to ensure the consistency between IO and F4E technical processes through the participation to ad-hoc meetings, working groups and related activities.
- Support the SIP Group Leader in maintaining the policies, processes, procedures, templates and guidelines that regulate the Systems Engineering and Configuration Management activities.
- Support the SIP team core activities and participate in working groups/task forces under request of the Group Leader.

## What can we offer you?

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### Life in Cadarache, France

Cadarache is the site of the largest technological research and development centre for energy in Europe including CEA research activities and ITER. Located in the French region of Provence, Cadarache is about 40 km from Aix-en-Provence and 60 km from Marseille. The South of France is blessed with a very privileged living environment and a mild and sunny climate. Located between the Southern Alps and the Mediterranean, Cadarache offers every conceivable sporting, leisure and cultural opportunity. The area is served by the international Marseille - Provence Airport and the national high-speed train (Aix-en-Provence TGV).

### Salary and benefits

As an indication, the basic monthly salary for grade AD7 (step 1) is currently € 7.876,27. In addition to the basic salary, staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary and household allowance), dependent child allowance and education allowance. The salaries of temporary agents are subject to a community tax deducted at source and are exempt from national taxation.

Where you would need to relocate, you would normally benefit from relocation and removal reimbursements. F4E has agreements with a wide range of international schools to support access to schooling for the dependent children of its staff.

### Work-life balance

F4E enables staff members to reconcile family and professional life by offering flexible work arrangements and teleworking.

F4E staff members enjoy a basic entitlement of 24 days of annual leave as well as +/- 18 statutory public holidays per annum. Additional leave days may be granted for age and distance from the place of origin.

## How will we evaluate your application?

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### A Eligibility Criteria - you can apply if:

#### A1. You fulfil five general requirements

1. Being a citizen of one of the Member States of the European Union or of a third state fully associated with the Euratom fusion programme.
2. Enjoying your full rights as a citizen<sup>ii</sup>.
3. Have fulfilled the obligations imposed on you by the laws of your home country concerning military service.
4. Producing the appropriate character references as to your suitability for the performance of your duties.
5. Being physically fit to perform your duties<sup>iii</sup>.

## **A2. Your Education & Experience are in line with our requirements<sup>iv</sup>**

On the closing date of the application process, you must have:

At least a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more and, after having obtained the university degree, at least 6 years of proven professional experience.

OR

At least a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is three years and, after having obtained the university degree, at least 7 years of proven professional experience.

## **A3. Your Language Skills are developed**

You must produce evidence of excellent written and spoken communications in English and of a satisfactory knowledge of another official language of the European Union.

## **B Your Qualifications and Experience**

### **B1.1 It is essential that your professional history cover:**

- University degree in engineering, systems engineering, business administration, or equivalent.
- At least 8 years of proven professional experience in-line with the responsibilities described in the “key areas of impact” section.
- At least a total of 5 years of proven professional experience in one or more of the tasks listed below:
  - Systems Engineering, in particular configuration management.
  - Quality Management or Quality Assurance on projects with large complex components, including controlling activities (e.g. surveillance, auditing etc.).
  - Technical processes integration.
- Proven experience of negotiating contracts/ multi-party arrangements.

### **B2. Advantageous Selection Criteria**

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

- Proven experience in the preparation of the signature and the implementation of interinstitutional agreements in an international environment.
- Proven experience of work in European bodies and Institutions.
- Proven experience in working practices of the nuclear industry and in application of French regulations applicable to nuclear facilities, especially the INB Order of 2012.
- Proven experience in the preparation of technical and management specifications and supplier offer evaluation in large industrial projects.
- Project Management certification.

### **B3. Competencies**

The following competences will also be assessed:

- Good analytical capabilities.
- Good interpersonal, communication and influencing skills, with the ability to steer the discussion with both internal and external stakeholders.

- Good organisational and project management skills (i.e. ability to effectively plan, prioritise and achieve results against set deadlines).
- Ability to work under pressure and good organizational skills.

### Submission of applications

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The online application process starts upon clicking “**CLICK TO APPLY**” next to a vacancy of your interest on the Open Positions page: <https://fusionforenergy.europa.eu/vacancies/>.

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: [talent@f4e.europa.eu](mailto:talent@f4e.europa.eu).

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 tool.

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.

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**Applications must be complete and validly submitted by the closing date for submission of applications  
No later than 05/03/2026 at 11:59 am Barcelona time.**

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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. 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”.

### Conditions of employment

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Successful candidates will be placed on a Reserve List, and one of the candidates thereon may be offered this position.

For more information on the selection process of Temporary Agents and on the contractual and working conditions, please, refer to the “[Guide for applicants](#)” published on the F4E website along with this Vacancy Notice and the [Conditions of employment of Other Servants of the European Communities](#).

## How is your data protected?

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'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](#) 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](mailto:HR-DataProtection@f4e.europa.eu).

Vacancy published on F4E website on 05/02/2026.

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<sup>i</sup> Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places.

<sup>ii</sup> Prior to any appointment, the successful candidate will be asked to provide a certificate issued by the competent authority attesting the absence of any criminal record.

<sup>iii</sup> Before their appointment, the candidate shall be medically examined in line with requirement of Article 12(2) (d) of the Conditions of employment of other servants of the European Communities.

<sup>iv</sup> Only study titles that have been awarded by the Members of the Joint Undertaking or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.