



Vacancy Notice

HR Budget & Workforce Planning Officer

Fusion for Energy (F4E) is hiring a **HR Budget & Workforce Planning Officer**, 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/AD6/2026/0298	Temporary Agent AD6	Barcelona, Spain ⁱ	15/09/2026 - 11:59 (CET)

Is this job for you?

If you want to make a difference to the future of sustainable energy and would like to work on a multi-billion euro first-of-a-kind development project, we have the perfect opportunity for you! Apply to become HR Budget & Workforce Planning Officer within our Administration Department (ADMIN) of 'Fusion for Energy'.

As a member of the People & Culture Unit, the HR Budget & Workforce Planning Officer will be responsible for the planning, coordination and monitoring of HR related budget. They will act as a key interface with other teams on matters related to HR planning, staff expenditure and workforce data.

Fusion for Energy (F4E) is managing Europe's contribution to ITER, the biggest fusion experiment, and is contributing to several other major projects in the same domain. The fusion landscape is changing fast and F4E as a key European player has just entered in a new organisation.

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 focussed 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

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

The ADMIN Department contributes to F4E is responsible for the integrated set of services for F4E as a body of the European Union and creates an environment facilitating the efficient and effective execution of F4E's vision and mission. This includes providing best in class hire-to-retire services, logistics and IT infrastructure and tools, external and internal communication activities and stakeholder engagement. The Department is composed of around 80 staff.

The HR Budget & Workforce Planning Officer will work under the coordination of the Head of the People & Culture Unit.

The successful candidate will perform, amongst other tasks:

- Manage the planning and forecasting of HR-related staff expenditure, including annual and multiannual salary projections, ensuring that forecasts reflect recruitment plans, departures, contractual changes and statutory entitlements, and supporting the preparation of HR-related budget forecasts in coordination with the relevant services;
- Coordinate the monitoring and reconciliation of staff expenditure in close cooperation with Budget, Finance and Accounting services, ensuring accuracy, compliance with financial rules and the timely implementation of staff-related payments;
- Manage the implementation and follow-up of HR-related administrative budget lines, including salaries, traineeships, training and other staff-related expenditure, monitoring budget implementation, identifying potential risks or deviations and proposing corrective measures where appropriate;
- Coordinate the preparation and follow-up of the Establishment Plan and staffing plans, ensuring alignment with authorised posts, financial appropriations and operational priorities, and contributing to workforce planning exercises in cooperation with internal stakeholders and governance bodies;
- Develop and maintain HR analytics tools, dashboards and workforce monitoring frameworks, ensuring the consistency, reliability and traceability of HR data used for corporate reporting, financial statements and strategic decision-making processes;
- Coordinate HR contributions in the context of audits and internal control processes, ensuring the availability, accuracy and traceability of staffing data and documentation in line with the EU Financial Regulation, implementing rules and internal control standards;

- Advise management on the financial and staffing implications of HR decisions, including by preparing analytical simulations and workforce scenarios to support evidence-based decision-making.

What can we offer you?

Life in Barcelona

Barcelona offers professionals and families a high quality of life. It has a year-round average temperature of 18°C and complements its cosmopolitan lifestyle and vibrant cultural life with the nature of the Mediterranean coastline and the Pyrenees.

The city is strategically located between the sea and the mountains, and it is served by an international airport. Barcelona is a cosmopolitan city with Roman remains, medieval quarters and the most beautiful examples of 20th century modernism and avant-garde architecture.

Salary and benefits

As an indication, the basic monthly salary for grade AD6 (step 1) is currently € 6 961,29. 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?

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 citizenⁱⁱ.
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 dutiesⁱⁱⁱ.

A2. Your Education & Experience are in line with our requirements^{iv}

On the closing date for registration, the candidate must have:

A level of education which corresponds to completed university studies of at least three years attested by a diploma and, after having obtained the university degree, at least 3 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. It is essential that your professional history cover:

- University degree in Economics, Finance, Public Administration, Human Resources Management, or a field related field;
- At least five years of relevant professional experience in HR budget planning, salary forecasting, workforce analytics, or administrative expenditure management, preferably within a public body;
- Demonstrated experience of at least three years in coordinating cross-functional processes and engaging effectively with internal and external stakeholders, including operational services, senior management, budget authorities, and governance bodies, ensuring alignment, timely delivery, and reliable decision support;
- Proven experience of at least three years in workforce planning and HR data analysis, including development of dashboards, KPIs, and management reports (advanced Excel or equivalent tools).

B2. Advantageous Selection Criteria

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

- Proven experience of at least two years in ensuring the correct application of the EU Staff Regulations in HR and budgetary processes;
- Proven experience of at least two years of drafting analytical notes, policies, and governance documents in a clear and structured manner;
- Good knowledge of Spanish or French at B2 level minimum.

B3. Competencies

The following competences will also be assessed:

- Strong interpersonal skills and track record of working effectively and building effective trust-based relations at all levels of the organization and in a multicultural environment;

- Strong analytical skills, attention to detail, and ability to work autonomously while coordinating effectively with multiple internal and external stakeholders;
- Ability to plan, organise, and monitor processes and risks in a structured and reliable manner;
- High level of responsibility and discretion in handling sensitive financial and staff-related information.

Submission of applications

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

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:

- 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.

**Applications must be complete and validly submitted by the closing date for submission of applications
No later than 15/09/2026 at 11h59 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. 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

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?

'Fusion for Energy' as the body responsible for organizing the selection process, will ensure that your 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

Vacancy published on F4E website on 27/07/2026.

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

ii 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.

iii 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.

iv 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.