



INTERNAL PUBLICATION

POSITION TITLE	Corporate Services Assistant
REFERENCE	F4E/INTERNAL/AST1-9/2025/20097
TYPE OF POST	ASSISTANT
FUNCTION GROUP	AST
GRADE BRACKET	1 - 9
LOCATION	Cadarache, France¹
CLOSING DATE FOR APPLICATIONS	30/04/2025

Fusion for Energy (F4E) is launching an internal selection procedure for the selection of a candidate for the position of Corporate Services Assistant available in the Corporate Services Unit (CSU) 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 Corporate Services Unit in the Administration Department, the Corporate Services Assistant will report to the Head of Corporate Services Unit and will work directly under their supervision.

The Corporate Services Assistant will be responsible for assisting in coordinating the CSU group members in Cadarache, managing the Host Agreement with ITER Organization (IO), and managing procurement procedure, implementation of contracts and budget follow-up.

The successful candidate will, amongst other tasks:

- Assist in the coordination of the CSU group together with the Head of Unit at the assigned location;

¹ Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places.



- Assist in procurement procedures, from definition of the procurement strategy to contract signature including:
 - Ensure an appropriate regulatory compliance level for procurement procedures and the implementation of actions ensuing from audit findings;
- Manage the Agreement on Site Support (Power, Water, Infirmary, Canteen...) and the Host Agreement with ITER Organization (IO), budget, technical specifications, purchase orders and monitor and inspect the execution of the works/services;
- Contribute to document management activities and to providing data in commercial tools (mainly executed by external support resources);
- Contribute to business process management activities to improve the effectiveness and efficiency of processes;
- Assist in the implementation of contract management activities in the area of facility management and services by contributing to contract documentation and assisting in negotiations with contractors and cost assessments.

How will we evaluate your application?

A Eligibility Criteria - you can apply if you are:

Established Temporary Agents working at F4E with a regular (renewable) contract OR established EU Officials working at F4E 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:

- At least three years of experience in at least half of the duties as described in the above ‘Your key areas of impact’;
- Demonstrated working experience in developing and implementing procurement strategies;
- Experience of at least three years in managing contracts with service providers;
- Experience in drafting technical specifications of tenders, preferably for administrative procurements
- Demonstrated working experience in negotiations.

B2 Advantageous Selection Criteria

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

- Demonstrated experience in procurement under the EU General Financial Regulation or F4E’s Financial Regulations;
- Demonstrated experience in follow-up of commercial, legal or financial aspects of industrial or construction contracts;
- Relevant working experience in research, industrial or high technology projects;
- Experience in management of procurement and supply chain risks;



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- Working knowledge of Spanish and/or French.

B3 Competencies

The following competences will also be assessed:

- Numeracy, analytical and organisational skills (i.e. ability to prioritise and achieve results against set deadlines);
- Drafting skills (e.g. procurement documents, evaluation report, negotiation mandate);
- Interpersonal, communication and presentation skills.

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.

Temporary Agents or EU Officials interested in this post are invited to submit their application. The mandatory fields in the



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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 30/04/2025 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](#). 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](#).

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