

The European Joint Undertaking for ITER and the Development of Fusion Energy – 'Fusion for Energy'

CALL FOR EXPRESSION OF INTEREST

"CONTRACT AGENTS"

The European Joint Undertaking for ITER and the Development of Fusion Energy ('Fusion for Energy') is launching this 'Call for Expression of Interest' to constitute a database of candidates to be recruited as non-permanent staff carrying out various tasks within 'Fusion for Energy'.

The European Joint Undertaking for ITER and the Development of Fusion energy ('Fusion for Energy') is a new European organisation which will progressively grow to 120-150 staff and will be set up in Barcelona (Spain) to manage the European contribution to ITER¹.

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A. CONDITIONS AND ELIGIBILITY

1. General terms

The European Joint Undertaking for ITER and the Development of Fusion Energy ('Fusion for Energy') established by Council Decision 2007/198/Euratom of 27 of March 2007, is seeking to set up a database of candidates with a view to recruit non-permanent staff to fill posts that may become available from October 2007 onwards.

1.1 The job possibilities that may arise will entail employment in Barcelona, where 'Fusion for Energy' is based.

1.2 Candidates who meet the requirements described in each profile of this call may be offered a post as **Contract agent** for a minimum of 1 year, this contract may be renewed. The Contract agents' working relationship with the Institutions is regulated by the Conditions of employment of other

¹ ITER ("the way" in Latin) is the essential next step in the development of fusion. Its objective is to demonstrate the scientific and technological feasibility of fusion power. It will be the world's biggest fusion energy research project based on an international collaboration involving the People's Republic of China, the European Union and Switzerland (represented by Euratom), Japan, the Republic of Korea, the Russian Federation, the United States of America, and India

ITER is to be constructed in Europe, at Cadarache, near Aix-en-Provence, France.

servants of the European Communities (CEOS). Contract agents will perform their duties under the supervision of permanent and temporary staff of the Joint Undertaking.

Link to the "CEOS" http://europa.eu.int/comm/dgs/personnel_administration/statut/tocen100.pdf

1.3 Contract agents are classified into four different function groups (Function group I, II, III and IV) corresponding to the duties and responsibilities to be performed and the level of education and professional experience required. Each group is subdivided into grades and steps.

1.4 The grading of contract staff within each function group shall take account of the qualifications and experience of the persons concerned and of the type of contract offered. The salaries of contract agents are subject to a community tax deducted at source. They are exempt from national tax. The European institutions have their own social security and pension scheme.

For further information about the grades, steps and salaries of contract staff, please read art. 93 of the CEOS: http://www.cc.cec/statut/_en/tit229.htm

1.5 Types of duties within corresponding function groups are:

function group I: manual and administrative support service tasks

function group II: clerical, secretarial and technical tasks, office management and other equivalent tasks

function group III: executive tasks, drafting, accountancy and other equivalent technical tasks

function group IV: administrative, advisory, linguistic and equivalent technical tasks

2. Profiles sought

The purpose of this Call for expression of interest is to recruit staff to provide support within function Group I, II, III and IV with the following profile:

- **For function group I:** Administrative and Logistical Support Agent
- **For function group II:** Secretary/Administrative clerk/Administrative Support
Information Technology Support
- **For function group III:** Financial/Budget/Accounting Assistant
Human resources Assistant
Logistical Assistant
Information Technology Assistant
Planning and Scheduling Assistant
- **For function group IV:** Publications and information Officer
Information Technology Officer
Planning and Scheduling Officer

IMPORTANT Candidates are asked to note that they may apply for only one of the function groups and within it for only one of the profiles/positions listed below and that multiple applications shall not be considered.

3. Eligibility criteria and general conditions – CORRIGENDUM 2

To apply for a contract agent position candidates must meet on the closing date for application (15/09/2007 – 12h noon Barcelona GMT+1) the following eligibility criteria within each function group as well as the general conditions and the specific requirements mentioned in the description of the profile.

a) Minimal educational requirements:

For function group I:

- Successful completion of compulsory education.

For function group II:

- a post-secondary education attested by a diploma, **or**
- a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of at least three years. The secondary education diploma giving access to post-secondary education may be replaced by a certificate of adequate professional training of not less than three years on condition that there was no similar professional training giving access to higher education at the time it was issued, **or**
- successful completion of intermediate education plus two years' relevant supplementary specialised training plus five years' appropriate professional experience.

For function group III:

- a post-secondary education attested by a diploma, **or**
- a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of at least three years.

For function group IV:

- a level of education which corresponds to completed university studies of at least three years' duration attested by a diploma, followed by at least one year of professional experience at graduate level.

Only diplomas and certificates that have been awarded in EU Member States and Switzerland or that are the subject of equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.

b) General conditions

The European Institutions apply an equal opportunities policy and accept applications without distinction on grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

Contract staff may be employed only when fulfilling the following conditions:

- candidates shall **be normally nationals of the Members of the Joint Undertaking**;
- candidates must enjoy full rights as a citizen;
- candidates must have a thorough knowledge of one of the official languages of the European Union.

English is the main working language of the Joint Undertaking. Therefore, taking into account the nature of the duties, a good knowledge of English is required.

- candidates must have fulfilled any obligations imposed on them by the laws of their home country concerning military service;
- candidates must be physically fit to perform their duties²

² Before appointment, candidate shall be medically examined in line with requirement of art. 12 (2)d of the Conditions of employment of other servants of the European Communities.

For more information about the description of each profile, click on the profile you are interested in.

Function group I

Profiles of candidates

- [Administrative and Logistical Support Agent](#)

Function group II

Profiles of candidates

- [Secretary/Administrative Clerk/Administrative Support](#)
- [Information Technology Support](#)

Function group III

Profiles of candidates

- [Financial/Budget/Accounting Assistant](#)
- [Human Resources Assistant](#)
- [Logistical Assistant](#)
- [Information Technology Assistant](#)
- [Planning and Scheduling Assistant](#)

Function group IV

Profiles of candidates

- [Publications and information Officer](#)
- [Information Technology Officer](#)
- [Planning and Scheduling Officer](#)

B. HOW TO APPLY – CORRIGENDUM – CORRIGENDUM 2

If you wish to apply for one of the profiles, please download the application form on our website and send it **together with your CV** to the corresponding mailbox.

GFI	Administrative and Logistical Support Agent	rtd-ele-ca2007001@ec.europa.eu
GFII	Secretary/Administrative Clerk/Administrative Support	rtd-ele-ca2007002@ec.europa.eu
	Information Technology Support	rtd-ele-ca2007003@ec.europa.eu
GFIII	Financial/Budget/Accounting Assistant	rtd-ele-ca2007004@ec.europa.eu
	Human Resources Assistant	rtd-ele-ca2007005@ec.europa.eu
	Logistical Assistant	rtd-ele-ca2007006@ec.europa.eu
	Information Technology Assistant	rtd-ele-ca2007007@ec.europa.eu
	Planning and Scheduling Assistant	rtd-ele-ca2007008@ec.europa.eu
GFIV	Publications and information Officer	rtd-ele-ca2007009@ec.europa.eu
	Information Technology Officer	rtd-ele-ca2007010@ec.europa.eu
	Planning and Scheduling Officer	rtd-ele-ca2007011@ec.europa.eu

Applications not fulfilling the criteria set out in this Call for expression of interest will not be considered.

It is your responsibility to send your application in time (**no later than 15/09/ 2007 at 12.00 noon Barcelona GMT+1**).

C. PROCEDURE AND POTENTIAL EMPLOYMENT

A database of candidates will be constituted with the applications received in respect of the conditions set up in this call.

The Director of 'Fusion for Energy' may invite candidates to an interview and propose afterwards an employment for a Contract Agent position.

Please note that the candidate interviewed will be asked to provide all relevant supporting documents corresponding to the information provided on the application form + CV.

The database will be valid until 31 December 2008 and may be extended.

D. GENERAL INFORMATION

The data gathered in the frame of this exercise will only be used for the purpose of this call for expression of interest.

For additional information, you can contact rtd-ele-ca2007info@ec.europa.eu

SELECTION OF CONTRACT AGENTS FUNCTION GROUP I

‘Fusion for Energy’ CA/FGI/2007/001

POSITION TITLE: ADMINISTRATIVE AND LOGISTICAL SUPPORT AGENT
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MAJOR FUNCTIONS / RESPONSIBILITIES:

- To organise and execute internal mail distribution
- To provide basic administrative assistance (archiving, reception, guiding visitors)
- To organise and to provide logistical support with the preparation of meetings (e.g. preparing meeting rooms)
- To contribute in the receipt, the delivery and the storage of goods (e.g. office supplies)
- To keep stock and distribute office supplies
- Occasionally transport visitors from and to the airport by car or other destinations in and around Barcelona

REQUIREMENTS:

- Successful completion of compulsory education
- Job related proven experience of minimum 3 years
- Good communication skills
- Driving licence
- Good sense of responsibility
- Capable to take initiative and work in an autonomous manner
- Good working knowledge of English, the main working language of the Joint Undertaking

SELECTION OF CONTRACT AGENTS FUNCTION GROUP II

‘Fusion for Energy’ CA/FGII/2007/002

POSITION TITLE:	SECRETARY/ADMINISTRATIVE CLERK/ ADMINISTRATIVE SUPPORT
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MAJOR FUNCTIONS / RESPONSIBILITIES:

- To provide support to colleagues in the Joint Undertaking in his/her area of expertise to ensure the timely and cost-effective delivery of European contributions to the ITER Organisation
- To assign incoming correspondence and prepare routine correspondence for signature
- To answer the telephone, and receive or provide information
- To maintain a schedule of appointments
- To keep track of work in progress and ensure follow up of assigned tasks until completion
- To establish and maintain files and records relating to the work of the department (including personnel files)
- To make travel arrangements and hotel reservations, where necessary with the assistance of a travel agent, and process reimbursement claims in accordance with applicable rules
- To provide logistic support for setting up meetings and conferences
- To perform administrative duties and give support related to specific tasks of a department (budget/finance; personnel administration; information technology; program management)

REQUIREMENTS:

- A post-secondary education attested by a diploma **or** a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of at least three years. The secondary education diploma giving access to post-secondary education may be replaced by a certificate of adequate professional training of not less than three years on condition that there was no similar professional training giving access to higher education at the time it was issued **or** successful completion of intermediate education plus two years’ relevant supplementary specialised training plus five years’ appropriate professional experience.
- Job related proven experience of minimum 3 years following the education requirements
- Ability to build and maintain good working relationships as part of a team
- Good communication skills.
- Self-motivated and able to perform duties autonomously with speed and accuracy, according to set budgets and schedules
- Good working knowledge of English, the main working language of the Joint Undertaking

SELECTION OF CONTRACT AGENTS FUNCTION GROUP II

‘Fusion for Energy’ CA/FGII/2007/003

POSITION TITLE: INFORMATION TECHNOLOGY SUPPORT
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'Fusion for Energy' is interested to fill positions in a number of areas related to Information and Technology, the details of which are mentioned below.

If you choose to apply for the 'Information Technology Support' profile, please note that you are requested to indicate in the application form, the details of the field(s) of your competencies related to the 2 following sub-profiles:

1. USER ENVIRONMENT SUPPORT AND ADMINISTRATION

MAJOR FUNCTIONS / RESPONSIBILITIES:

- To contribute to the day-to-day helpdesk as first-line response to the users of the organization
- To provide support in the management for the desktops, laptops and peripherals such as PDAs, printers etc.
- To participate in the set up and configure computers for the new users
- To provide support in any physical work relating to the computers such as repairing software or hardware issues and moving workstations to other location
- To collaborate and provide general support to the day-to-day operations of the IT department

1.2 REQUIREMENTS:

- A post-secondary education attested by a diploma **or** a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of at least three years. The secondary education diploma giving access to post-secondary education may be replaced by a certificate of adequate professional training of not less than three years on condition that there was no similar professional training giving access to higher education at the time it was issued **or** successful completion of intermediate education plus two years' relevant supplementary specialised training plus five years' appropriate professional experience.
- Job related proven experience of minimum 3 years following the education requirements
- Ability to build and maintain good working relationships as part of a team
- Very good communication skills
- Service-oriented attitude
- Ability to work under pressure and manage his/her responsibilities within the given budget and deadlines

- Self-motivated and able to perform duties autonomously with speed and accuracy, according to set budgets and schedules
- Good working knowledge of English, the main working language of the Joint Undertaking

For this area, it will be advantageous for candidates to possess competence, experience or qualifications in one or more of the following:

- Proven experience in helpdesk support
- Good knowledge of the most common office applications (Microsoft Office applications, Adobe etc.) and support of office automation tools (MS Office 2003™, including Exchange/Outlook 2003®), and Internet access tools (MS Internet Explorer 6 and 7®)
- Development and maintenance of the advanced applications of office automation (macros)
- Good knowledge of hardware (printers, desktops, laptops)
- Good knowledge of Windows XP operating systems and administration tools
- Knowledge of IT network systems (TCP/IP, LAN, WIFI, ...)
- Experience with LANDesk and PXE
- Configuration, administration and support of printers and other shared resources in a network environment
- Network interaction (dynamic IP address assignment, identifying access and/or performance problems)
- Administration and support of videoconferencing systems and call conferencing platforms such as Polycomm
- User administration, including aspects related to image creation, maintenance and updating, security and confidentiality
- Service management relating to user support and helpdesk incl. quality assurance, service level agreements

2. MANAGEMENT OF DATA NETWORKS

2.1 MAJOR FUNCTIONS / RESPONSIBILITIES:

- To support and administrate the local-area network (LAN), wide-area network (WAN) and Internet or Intranet system
- To help analyse network problems and monitor the network to ensure its availability to system users
- To help analyse network problems and monitor the network to ensure its availability to system users
- To help in the evaluation of the system and network requirements
- To contribute in the coordination and the implementation of network security measures

- To provide support for allowing all of the components (computers, network and software) to fit together and work properly
- To provide input in monitoring, adjustment and improving of the performance of the networks and determine future network needs
- To help troubleshoot problems reported by users and by automated network monitoring systems and make recommendations for enhancements in the implementation of future servers and networks
- To provide support in the maintenance of the network's authorization infrastructure, as well as network backup systems.

2.2 REQUIREMENTS:

- A post-secondary education attested by a diploma **or** a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of at least three years. The secondary education diploma giving access to post-secondary education may be replaced by a certificate of adequate professional training of not less than three years on condition that there was no similar professional training giving access to higher education at the time it was issued **or** successful completion of intermediate education plus two years' relevant supplementary specialised training plus five years' appropriate professional experience.
- Job related proven experience of minimum 3 years following the education requirements
- Ability to build and maintain good working relationships as part of a team
- Very good communication skills
- Service-oriented attitude
- Ability to work under pressure and manage his/her responsibilities within the given budget and deadlines

For this area, it will be advantageous for candidates to possess competence, experience or qualifications in one or more of the following:

- LAN/WAN protocols and services (Switching Ethernet, VLAN, Fast Ethernet / Gigabit Ethernet, VSAT)
- Use of internet technologies for implementing internal networks or interconnecting networks
- Network equipment such as routers, hubs, firewalls, proxy servers, remote access servers, authentication, etc.
- Network design, including cabling (including optical fibres)
- Network security, including user authentication, access right management and network intrusion detection
- Knowledge and experience on VPN (virtual private network) technologies.
- Videoconference

- Network and computer security products and concepts (virus protection, user authentication, access management, firewalls, IDS, VPN, audit tools, ...)
- Experience with Crossbeam firewalls advantageous
- Hands-on administration experience of system infrastructure and technologies for data and voice; experience in TCP/IP networking and security
- Knowledge of Cisco switching and routing and management via the Cisco console, evidenced by respective training and/or certification

SELECTION OF CONTRACT AGENTS FUNCTION GROUP III

‘Fusion for Energy’ CA/FGIII/2007/004

POSITION TITLE: FINANCIAL/BUDGET/ACCOUNTING ASSISTANT
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MAJOR FUNCTIONS / RESPONSIBILITIES:

- To provide support in the preparation and the execution of payments for the Joint Undertaking
- To ensure that all financial transactions are executed in conformity with the administrative and financial rules of the Joint Undertaking
- To provide administrative support to the development of IT tools for the above financial transactions
- To assist in the preparation of commitments for the Joint Undertaking
- To assist in the preparation of recovery orders for the Joint Undertaking
- To provide administrative support for reports on the above financial transactions

REQUIREMENTS:

- A post-secondary education attested by a diploma **or** a secondary education attested by a diploma giving access to post-secondary education
- Job related proven experience of minimum 3 years
- Ability to build and maintain good working relationships as part of a team
- Good communication skills
- Self-motivated and able to perform duties autonomously with speed and accuracy, according to set budgets and schedules
- Good working knowledge of English, the main working language of the Joint Undertaking

SELECTION OF CONTRACT AGENTS FUNCTION GROUP III

‘Fusion for Energy’ CA/FGIII/2007/005

POSITION TITLE: HUMAN RESOURCES ASSISTANT

MAJOR FUNCTIONS / RESPONSIBILITIES:

- To assist in the administration of recruitment and selection exercises
- To provide administrative assistance in procedures related to staff evaluation and reporting
- To assist in the implementation and maintenance of HR databases, ensuring the correct and timely update of HR Information through IT tools and preparing HR related statistics and reports
- To assist in handling personnel administration procedures (transfer, secondments, etc)
- To provide administrative assistance in the development and implementation of training programmes
- To provide support in any other tasks related to human resources issues

REQUIREMENTS:

- A post-secondary education attested by a diploma **or** a secondary education attested by a diploma giving access to post-secondary education
- Job related proven experience of minimum 3 years
- High level of discretion for confidential work and information
- Ability to build and maintain good working relationships as part of a team
- Self-motivated and able to perform duties autonomously with speed and accuracy, according to set budgets and schedules
- Good working knowledge of English, the main working language of the Joint Undertaking

SELECTION OF CONTRACT AGENTS FUNCTION GROUP III

‘Fusion for Energy’ CA/FGIII/2007/006

POSITION TITLE:	LOGISTICAL ASSISTANT
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MAJOR FUNCTIONS / RESPONSIBILITIES:

- To provide administrative support for the acquisition, the leasing and the maintenance of equipment necessary for the functioning of the Joint Undertaking including the coordination with the procurement department
- To administer transport services for staff and goods to meet internal needs, mail handling, printing services, office supplies and archives
- To organise, programme, plan and monitor the logistics of internal removals
- To adopt measures to ensure compliance with the health and safety requirements in the building
- To organise the portioning of the available space of building including parking areas and to coordinate related activities

REQUIREMENTS:

- A post-secondary education attested by a diploma **or** a secondary education attested by a diploma giving access to post-secondary education
- Job related proven experience of minimum 3 years
- Proven experience in logistics, preferably of a public administration
- Good experience as a team leader
- Good problem-solving skills
- Very good communication skills
- Self-motivated and able to perform duties autonomously with speed and accuracy, according to set budgets and schedules
- Good working knowledge of English, the main working language of the Joint Undertaking

SELECTION OF CONTRACT AGENTS FUNCTION GROUP III

‘Fusion for Energy’ CA/FGIII/2007/007

POSITION TITLE: INFORMATION TECHNOLOGY ASSISTANT

'Fusion for Energy' is interested to fill positions in a number of areas related to Information and Technology, the details of which are mentioned below.

If you choose to apply for the 'Information Technology Assistant' profile, please note that you are requested to indicate in the application form, the details of the field(s) of your competencies related to the 2 following sub-profiles:

1. USER ENVIRONMENT SUPPORT AND ADMINISTRATION

MAJOR FUNCTIONS / RESPONSIBILITIES:

- To provide assistance in managing the day-to-day helpdesk as first-line response to the users of the organization
- To assure the maintenance for the desktops, laptops and peripherals such as PDAs, printers etc.
- To set up and configure computers for the new users
- To provide assistance for any physical work relating to the computers such as repairing software or hardware issues and moving workstations to other location
- To collaborate and provide general assistance to the day-to-day operations of the IT department

REQUIREMENTS:

- A post-secondary education attested by a diploma **or** a secondary education attested by a diploma giving access to post-secondary education
- Job related proven experience of minimum 3 years
- Ability to build and maintain good working relationships as part of a team
- Very good communication skills
- Service-oriented attitude
- Ability to work under pressure and manage his/her responsibilities within the given budget and deadlines
- Self-motivated and able to perform duties autonomously with speed and accuracy, according to set budgets and schedules
- Good working knowledge of English, the main working language of the Joint Undertaking

For this area, it will be advantageous for candidates to possess competence, experience or qualifications in one or more of the following:

- Proven experience in helpdesk support
- Good knowledge of the most common office applications (Microsoft Office applications, Adobe etc.) and configuration, administration and support of office automation tools (MS Office 2003™, including Exchange/Outlook 2003®), and Internet access tools (MS Internet Explorer 6 and 7®)
- Development and maintenance of the advanced applications of office automation (macros)
- Good knowledge of hardware (printers, desktops, laptops)
- Good knowledge of Windows XP operating systems and administration tools
- Experience with back up systems such as Tivoli and Legato
- Knowledge of IT network systems (TCP/IP, LAN, WIFI, ...)
- Configuration, administration, support and updating of end-user workstations (Windows XP®) and of associated servers, Windows ® 2000/2003 servers for filing and printing, Windows services such as DHCP, DNS and WINS, Windows servers and Unix servers as database servers (ORACLE®), for applications and web (Apache™)
- Experience with LANDesk and PXE
- Configuration, administration and support of printers and other shared resources in a network environment
- Network interaction (dynamic IP address assignment, identifying access and/or performance problems)
- Administration and support of videoconferencing systems and call conferencing platforms such as Polycomm
- User administration, including aspects related to image creation, maintenance and updating, security and confidentiality
- Service management relating to user support and helpdesk incl. quality assurance, service level agreements
- Security methodologies and standards (ISO27001, ITIL®, COBIT™)
- IT security management (risk analysis, secure reference configuration, security policies, methodology for safe development, management systems for data-processing security, business continuity etc.)
- Encryption technologies (PKI, electronic signatures, SAML, Web Services security)
- Experience in supporting custom workstations such as dedicated CAD stations

2. MANAGEMENT AND SUPERVISION OF DATA NETWORKS

2.1 MAJOR FUNCTIONS / RESPONSIBILITIES:

- To assist with the design, installation, support and administration of the local-area network (LAN), wide-area network (WAN) and Internet or Intranet system
- To provide assistance in analysing network problems and monitor the network to ensure its availability to system users
- To provide input for the evaluation of the system and network requirements
- To ensure the planning, coordination and implementation of network security measures
- To provide assistance for allowing all of the components (computers, network and software) to fit together and work properly
- To provide assistance in the monitoring, adjustment and improving of the performance of the networks and determine future network needs
- To assist troubleshoot problems reported by users and by automated network monitoring systems and make recommendations for enhancements in the implementation of future servers and networks
- To collaborate to train the users and promote security awareness to ensure system security, install security software, monitor the network for security breaches
- To provide assistance in the maintenance of the network's authorization infrastructure, as well as network backup systems.

2.2 REQUIREMENTS:

- A post-secondary education attested by a diploma **or** a secondary education attested by a diploma giving access to post-secondary education
- Job related proven experience of minimum 3 years
- Ability to build and maintain good working relationships as part of a team
- Very good communication skills
- Service-oriented attitude
- Ability to work under pressure and manage his/her responsibilities within the given budget and deadlines
- Self-motivated and able to perform duties autonomously with speed and accuracy, according to set budgets and schedules
- Good working knowledge of English, the main working language of the Joint Undertaking

For this area, it will be advantageous for candidates to possess competence, experience or qualifications in one or more of the following:

- LAN/WAN protocols and services (Switching Ethernet, VLAN, Fast Ethernet / Gigabit Ethernet, VSAT)
- Use of internet technologies for implementing internal networks or interconnecting networks
- Network equipment such as routers, hubs, firewalls, proxy servers, remote access servers, authentication, etc.
- Network design, including cabling (including optical fibres)
- Network security, including user authentication, access right management and network intrusion detection
- Experience in the latest Wi-Fi 802.11(x) technologies and management (i.e. security issues etc.) as well as deployment in guest networks
- Knowledge and experience on ongoing developments in the areas of VPN (virtual private network) technologies.
- Videoconference (H323 based and ISDN based, High Definition 720p)
- Network and computer security products and concepts (virus protection, user authentication, access management, firewalls, IDS, VPN, audit tools, ...)
- Experience with Crossbeam firewalls
- Hands-on engineering and administration experience of system infrastructure and technologies for data and voice; experience in TCP/IP networking and security
- Knowledge of Cisco switching and routing and management via the Cisco console, evidenced by respective training and/or certification
- Hands-on experience with Microsoft Windows Server 2003 and Windows XP Professional Foundation level knowledge about ITIL/ISO 20000/MOF, evidenced by respective training and/or certification
- Familiarity with information security in theory (ISO 17799, etc.) and practice (at least 2 of 3 from: PKI, firewall and wireless security deployment/configuration)

SELECTION OF CONTRACT AGENTS FUNCTION GROUP III

‘Fusion for Energy’ CA/FGIII/2007/008

POSITION TITLE: PLANNING AND SCHEDULING ASSISTANT

MAJOR FUNCTIONS / RESPONSIBILITIES:

- To provide technical support to the Group Leader and other persons for setting up and managing the Primavera Project Management version 5 software (P5) and any interfacing applications
- To assist in defining procedures and methodologies for managing project files within the P5 software
- To support testing and development of planning and scheduling processes and tools.
- To assist in establishing and maintain consistent project management and planning standards
- To develop layouts and reports for publishing to management and project teams
- To interface with planning liaison officers and project managers to ensure project objectives can be achieved
- To identify, analyse and report about schedule risks and opportunities
- To identify project constraints (resource, system limitations, etc)
- To perform schedule change control management
- To recommend schedule optimisation to project and senior managers

REQUIREMENTS:

- A post-secondary education attested by a diploma **or** a secondary education attested by a diploma giving access to post-secondary education
- Job related proven experience of minimum 3 years
- Proven experience as Primavera software administrator
- Proven experience in integrating projects and optimising the inter-project links
- Proven experience in schedule change control management
- Strong interpersonal skills and ability to integrate into an international and multicultural environment
- Self-motivated and able to perform duties autonomously with speed and accuracy, according to set budgets and schedules
- Good working knowledge of English, the main working language of the Joint Undertaking

SELECTION OF CONTRACT AGENTS FUNCTION GROUP IV

‘Fusion for Energy’ CA/FGIV/2007/009

CORRIGENDUM

POSITION TITLE:	PUBLICATIONS AND INFORMATION OFFICER
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MAJOR FUNCTIONS / RESPONSIBILITIES:

- To assist in the management of thematic mailboxes or helpdesk services and send requested information and documents
- To contribute in drafting and editing information materials and identifying the subjects to be covered in consultation with other members of the unit
- To assist in reviewing continuously the Joint Undertaking website and ensure that the content remains up-to-date
- To contribute to the implementation of a communication strategy in preparation of the future European Legal Entity for ITER
- To contribute in the coordination press/media actions and produce press releases, press packages and other materials needed for media-relations in co-ordination with the members of the unit
- To organise information sessions about the activities of the Joint Undertaking

REQUIREMENTS:

- A level of education which corresponds to completed university studies of at least three years' duration attested by a diploma
- **Job related proven experience of minimum three years**
- Good experience in the relations with the press/media
- Very good writing skills
- Very good communication skills
- Self-motivated and able to perform duties autonomously with speed and accuracy, according to set budgets and schedules
- Good working knowledge of English, the main working language of the Joint Undertaking
- A working knowledge of Spanish would be an advantage

SELECTION OF CONTRACT AGENTS FUNCTION GROUP IV

‘Fusion for Energy’ CA/FGIV/2007/010 CORRIGENDUM

POSITION TITLE:	INFORMATION TECHNOLOGY OFFICER
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'Fusion for Energy' is interested to fill positions in a number of areas related to Information and Technology, the details of which are mentioned below.

If you choose to apply for the 'Information Technology Officer' profile, please note that you are requested to indicate in the application form, the details of the field(s) of your competencies related to the 4 following sub-profiles:

1. EXPLOITATION / OPERATION OF BACK OFFICE AND DATA-PROCESSING CENTRE
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MAJOR FUNCTIONS / RESPONSIBILITIES:

- To organise and maintain the back office and data-centre computers and operating systems of the 'Fusion for Energy' organisation
- To ensure the coordination of all aspects of the 'Fusion for Energy' IT back office platform
- To provide quality assistance for all operational aspects (patches, upgrades, preventative maintenance, performance, security, backups, etc.) of the platform of 'Fusion for Energy'
- To support end-users' business requirements as needed
- To participate in the design, build and evolve the IT architecture of 'Fusion for Energy'
- To Coordinate and maintain the production/operational procedures and monitor the vendor and third party support
- To participate in the definition of the overall IT security concept
- To provide input in the development of a Disaster Recovery plan for the 'Fusion for Energy' organization
- To coordinate tasks with system database administration and helpdesk team
- To act as an Informatics Security Officer and responsible together with the supervisor of data networks – for the firewall and intrusion detection system
- To document the configuration of the system and establish and monitor the related processes in the organisation
- To be responsible for Database Management and Administration (DBA) with support from external vendors and contractors and working closely with other colleagues from the same sector, i.e. to work closely with the system administrator to perform software installations, and to configure hardware and software so that it functions optimally with the DBMS

REQUIREMENTS:

- A level of education which corresponds to completed university studies of at least three years' duration attested by a diploma
- **Job related proven experience of minimum three years**
- Ability to build and maintain good working relationships as part of a team
- Very good communication skills
- Service-oriented attitude
- Ability to work under pressure and manage his/her responsibilities within the given budget and deadlines
- Self-motivated and able to perform duties autonomously with speed and accuracy, according to set budgets and schedules
- Good working knowledge of English, the main working language of the Joint Undertaking

For this area, it will be advantageous for candidates to possess competence, experience or qualifications in one or more of the following:

- Capacity to define, to document and manage optimal conditions, procedures and standards of exploitation of infrastructures of data-processing centres, to follow their availability, to program periodic work, to analyze incidents and to carry out back-ups
- Capacity to delimit and to make evolve/move basic products of data-processing centres so that their configurations constitute a coherent environment of exploitation. Experience in defining and configuring all aspects of high availability systems and services
- UNIX® servers used as server of databases, files, Web, of applications, back up, ONS and LDAP directories, and electronic mail
- Windows® servers (such as Windows® 2000, 2003) used as file servers, "terminal server", servers for supervision, logon validation (Active Directory), DNS, DHCP, replication of repertories, transfer of data, services of distant accesses via Windows Terminal Service, Exchange servers. Relevant certification is advantageous (such as MCSE, MCSA)
- LINUX® servers
- Web servers (such as Apache™, Iplanet™)
- Infrastructures of storage NAS and SAN
- Experience with backup processes and technologies such as IBM Tivoli
- Experience with remote access solutions or terminal server technology such as Citrix
- ORACLE/MS SQL® Server data base management system (ORACLE 10G advantageous)
- Experience in SAP™, ORACLE or other ERP software™ administration
- Application server (such as JBOSS™)
- Virtualisation environments including VMWARE workstation and Server/Infrastructure
- System of electronic mail (email such as Exchange/ Outlook®)

- Experience or an understanding of IT Audits (such as the IT Audits performed in the European Institutions)
- Experience with content management tools (ECM - Enterprise Content Management), such as DOCUMENTUM™ or ALFRESCO™
- Editing tools for reports/ratios and data analysis (such as Business Object Web intelligence™)
- Installation of new software — new versions of DBMS software, application software, and other software related to DBMS administration. Experience in conducting relevant testing prior to releasing into a production environment
- Experience in monitoring and administering DBMS security, incl. adding and removing users, administering quotas, auditing, and checking for security problems
- Experience in Database design and performance enhancements issues, the effective use of indexes, "Parallel Query" execution, or other related DBMS specific features
- Experience in setting up the data centre hardware and network which the DBMS is based on for optimal performance according to the different requirements and performance expectations of different internal and external users
- Experience in clustering technologies

2. DEVELOPMENT OF SOLUTIONS (CLIENT/SERVER, MULTI-TIER AND/OR DIRECTED WEB)

2.1 MAJOR FUNCTIONS / RESPONSIBILITIES:

- To provide input in the design, definition, implementation and maintenance management systems for the organisation and in particular the applications themselves as well as the related interfaces, scripts and other tools as required
- To monitor the deployment of these tools and solutions and ensure that the required service level is met
- To educate the user community on the functionality of the new systems, author the related parts in the manuals and systems documentation and provide training as needed
- To provide assistance in defining, modelling and reporting for the Business Warehouse development including defining reporting requirements and converting them into functional specifications, assessing standard business content, and determining the Business/Data Warehouse design
- To maintain and enforce data management standards, creating standards for maintaining data integrity and developing strategies for data recovery and security

2.2 REQUIREMENTS:

- A level of education which corresponds to completed university studies of at least three years' duration attested by a diploma
- **Job related proven experience of minimum three years**
- Very good communication skills
- Service-oriented attitude
- Ability to build and maintain good working relationships as part of a team
- Self-motivated and able to perform duties autonomously with speed and accuracy, according to set budgets and schedules
- Good working knowledge of English, the main working language of the Joint Undertaking

For this area, it will be advantageous for candidates to possess competence, experience or qualifications in one or more of the following:

- Strong skills in programming languages with their associated development environment (such as MyEclipse), including the following: VB.Net, VB, ASP, ASP.Net (VB and/or C #), Java, Oracle Forms™ and/or Oracle Developer™
- Experience in projects requiring the interface of ERP platforms with other databases and Web platforms
- ERP configuration and programming skills
- Editing tools for reports/ratios and data analysis (such as Business Object Web intelligence™)
- Analysing the needs, the functional and technical specifications, data-modelling, database design, programming of solutions, administrative management and support of client/server, 'multi-tier' and/or Web oriented solutions (Web Interfaces, Web Services and/or SOA)
- Ensuring quality, including tests ('unit, integration and acceptance tests') of the applications, the production of technical documentation and the documentation intended for the users, the creation of the installation procedures, deployment procedures and the "release management"
- Conceive, plan and deliver relevant training courses for the users
- Experience in methodology of analysis and actual development of computer solutions (and possibly the use of associated object-oriented tools, such as JBOSS™, Jahia)
- Drafting of the analysis documents and/or the documentation of the systems
- Decomposition and representation of the logical business processes
- Modelling (conceptual, logical and physical), programming (DDL, DML, 'triggers', 'stored procedures', 'views', etc.) and use (SQL) of a DBMS (Oracle® and/or MS SQL Server®)
- Access™, extraction and data analysis techniques (e.g. "Business Objects", "Crystal Reports")

3. WEB DEVELOPMENT AND ADMINISTRATION

3.1 MAJOR FUNCTIONS / RESPONSIBILITIES:

- To ensure the day-to-day running of the 'Fusion for Energy's website, web applications and intranet, including first-line response to web site related queries from external and internal users
- To monitor and improve the quality of all website information, with particular emphasis on usability and web design aesthetics
- To liaise with other departments to ensure the efficient, regular update of the 'Fusion for Energy's website and develop web publishing guidelines, training material, technical documentation and design layout templates
- To provide advises to other departments in conceiving, developing and implementing web, extranet and intranet applications and tools
- To collaborate with the 'Fusion for Energy' Communication department to ensure a streamlined operation of the 'Fusion for Energy's website, intranet and extranet tools
- In coordination with the Communication department, the IT department and the financial department plan the 'Fusion for Energy's web and intranet budget, including procurement of consulting services, evaluation of contractors/contracts and operational communication with suppliers
- To provide design consultancy for web based applications development projects of the IT department to ensure a uniform look and feel of the 'Fusion for Energy's web presence
- To ensure the security of the web server environment

3.2 REQUIREMENTS:

- A level of education which corresponds to completed university studies of at least three years' duration attested by a diploma
- **Job related proven experience of minimum three years**
- Ability to build and maintain good working relationships as part of a team
- Very good communication skills
- Service-oriented attitude
- Ability to work under pressure and manage his/her responsibilities within the given budget and deadlines
- Self-motivated and able to perform duties autonomously with speed and accuracy, according to set budgets and schedules

- Good working knowledge of English, the main working language of the Joint Undertaking

For this area, it will be advantageous for candidates to possess competence, experience or qualifications in one or more of the following:

- Good knowledge of the most diffused web browsers and platforms (Internet Explorer and Mozilla Firefox)
- Proven experience in installing and configuring web servers, e.g. Windows, Apache
- Proven experience in secure web technologies
- Experience as web-admin in a similar setting
- Good knowledge of web design, including client-side coding (HTML, XHTML, CSS and JavaScript, XML and UML), content management systems (CMS), graphics and publishing software. Web programming languages with their associated development environments such as JAVA™, Asp. NET™, PHP™ and ColdFusion®
- Good knowledge on the development of dynamic web sites
- Good knowledge in the usage of graphics generation/manipulation applications for web content
- Ability to interpret and analyse web statistics derived from mainstream web analytics software
- Proven aptitude in designing aesthetically pleasing and user friendly web based systems
- Familiarity in applying web site categorization and simplification methodologies for large and complex web sites
- Good knowledge of databases and their usage within the context of web applications development (MS SQL, ORACLE)
- Proven ability with development tools for building web applications;
- Understanding of application development tools, legacy systems integration, data conversion analysis, business rules definitions, workflow processing, and analytical reporting tools
- Experience in the use of web animation tools
- Knowledge of software project management terminology and tools used in the context of web based systems development
- Experience in the migration of legacy web sites to newer database driven web based platforms
- Knowledge of LAMP (Linux/Apache/MySql/PHP) website development
- Administration of web servers (such as: Planet Web Server, Microsoft Internet Information Server™, ColdFusion Server®, BEA weblogic applications, Apache Server Enterprise™, etc.)
- Development of the structured content management tools and production systems (CMS) such as Alfresco, the programming, prototyping tools, the concepts of the declaratory components (HTML, CSS, XML, XSL, XSLT), the components and tools for audio and video manipulation, related architectures (REAL, Windows media, QuickTime, Flash) and video technologies on the WEB (WEBCASTING)

4. ERP AND MANAGEMENT SYSTEMS DEVELOPMENT

4.1 MAJOR FUNCTIONS / RESPONSIBILITIES:

- To contribute to the definition, implementation and follow-up of the Financial Accounting management system, the workflow solution of the organization and the systems relating to this such as reporting and contract management systems
- To provide quality assistance in Financial Accounting management systems and /or Reporting systems to ensure accurate handling of information and system resources
- To provide assistance in the implementation of the workflow solutions with other parts of the organisation
- To contribute to the preparation and analysis of technical specifications for the financial accounting system, reporting systems and the associated workflow solutions
- To monitor and simplify the workflow in the organisation via technology solutions
- To participate in the establishment of standards for the workflow technology, as well as design, development, implementation and maintenance processes

4.2 REQUIREMENTS:

- A level of education which corresponds to completed university studies of at least three years' duration attested by a diploma
- **Job related proven experience of minimum three years**
- Ability to build and maintain good working relationships as part of a team
- Very good communication skills
- Service-oriented attitude
- Ability to work under pressure and manage his/her responsibilities within the given budget and deadlines
- Self-motivated and able to perform duties autonomously with speed and accuracy, according to set budgets and schedules
- Good working knowledge of English, the main working language of the Joint Undertaking

For this area, it will be advantageous for candidates to possess competence, experience or qualifications in one or more of the following:

- Training and experience in SAP™ and / or ORACLE ERP configuration, and in particular the SAP FI, CO and/or BW modules. Other SAP modules experience advantageous. Experience with CRM, Procurement and Contract Management systems is also advantageous
- Proven experience in Financial Accounting management systems and in particular for the public sector
- Experience with the development and configuration of reports/ratios and data analysis tools (such as Business Object Web intelligence™)
- Knowledge of other SAP related systems and solutions, experience as a power user advantageous
- Knowledge of principles and practices of system testing, analysis and security administration
- Experience in interface development between SAP and other legacy systems
- Ability to translate business strategies, processes and requirements into technical solutions
- Understanding of application development tools, legacy systems integration, data conversion analysis, business rules definitions, workflow processing, and analytical reporting tools

SELECTION OF CONTRACT AGENTS FUNCTION GROUP IV

‘Fusion for Energy’ CA/FGIV/2007/011 CORRIGENDUM

POSITION TITLE:	PLANNING AND SCHEDULING OFFICER
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MAJOR FUNCTIONS / RESPONSIBILITIES:

- To ensure the administrative support to the Planning and Scheduling Group for document management systems
- To provide Quality Assistance interface between the Planning and Scheduling Group and Project Teams including EU Associations
- To maintain and report procurement package schedules in Primavera Project Management version 5 software (P5) as requested by Group Leader
- To interface with planning liaison officers and project managers to ensure project objectives can be achieved
- To analyse interfaces and critical dependencies between project risks and issues
- To contribute in performing Earned Value Analysis and Cost Performance Management
- To provide support to satellite Primavera Contractor and Microsoft Project users
- To participate to working group meetings at international level

REQUIREMENTS:

- A level of education which corresponds to completed university studies of at least three years' duration attested by a diploma
- **Job related proven experience of minimum three years**
- Proven experience in integrating projects and optimising the inter-project links
- Proven experience as document management system administrator
- Proven experience in budget and cost management
- Good knowledge of Project Management and Planning and Scheduling procedures
- Strong interpersonal skills and ability to integrate into an international and multicultural environment
- Self-motivate and able to perform duties autonomously with speed and accuracy, according to set budgets and schedules
- Good working knowledge of English, the main working language of the Joint Undertaking