



**FUSION
FOR
ENERGY**



Vacancy Notice

Corporate Services Officer

Fusion for Energy (F4E) is hiring a **Corporate Services 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/AD7/2026/0297	Temporary Agent AD7	Barcelona, Spain ¹	06/05/2026 - 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 Corporate Services Officer within our Administration Department of Fusion for Energy.

The Corporate Services Officer will support the Head of Unit in managing and coordinating all corporate services activities, ensuring operational excellence and compliance with organisational standards, as well as ensuring a functional, safe and secure workplace for all people working within premises in Barcelona and Cadarache.

Fusion for Energy 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 Administration Department (ADMIN) 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-retain services, logistics and IT infrastructure and tools, external and internal communication activities and stakeholder engagement. The Department is composed of around 59 staff members.

The Corporate Services Officer will work under the coordination of the Corporate Services Head of Unit.

The successful candidate will perform, amongst other tasks:

- Assist the Head of Unit (Hou) in defining and implementing CSU strategies aligned with organizational objectives and deputize the HoU during absences, ensuring continuity of leadership and decision-making.
- Coordinate activities, resources and/or budget within the team and ensure the team members are equipped and sufficiently supported to achieve successful results.
- Manage contracts with external companies and monitoring and inspecting the execution of their work.
- Establish technical specifications for tenders and participating in technical evaluation.
- Plan, prepare and monitor the budget for areas in corporate services.
- Develop/update policies and procedures in the area of corporate services
- Support the project management of the refurbishment of F4E's premises.
- Coordinate the sustainability initiatives related to Corporate Services.

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 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?

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:

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. It is essential that your professional history cover:

- University degree in business administration, public administration, facility management, law, human resources, engineering or equivalent.
- Proven professional experience of at least 5 years in relation to at least 4 of the tasks mentioned under 'Your Key areas of impact'.
- At least 2 years' experience in leading or coordinating activities of a team.
- Proven experience or strong background in one of the following areas of at least 3 years:
 - Management and implementation of contracts in the area of Corporate Services and/or facility operations;
 - Project management in refurbishment or relocation projects;
 - Facility management.
- Professional experience of at least 2 years managing the budgetary and/or financial aspects of projects.
- Good knowledge of both oral and written Spanish.

B2. Advantageous Selection Criteria

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

- Proven track record in managing services for international organisations, EU Agencies, or large research institutions.
- Proven experience in project management (scope, schedule, cost, risk, stakeholder plans); (formal certification is an asset).
- Proven experience in the implementation of sustainability criteria for office spaces.
- Proven experience working with the EU staff regulations, privileges and immunities (PPI), and host agreements.
- Proven experience with procurement procedures under the EU General Financial Regulation.
- Strong knowledge of EU administrative/financial circuits and governance.
- Good knowledge of both oral and written French.

B3. Competencies

The following competences will also be assessed:

- Proven ability to coordinate complex tasks and manage multiple tasks to deliver high-quality results under pressure.
- Capability to mediate between diverse stakeholders — internal clients, contractors, IO counterparts, and senior management — to find balanced, pragmatic solutions.
- Excellent written communication skills with the ability to synthesize, analyse and present materials effectively and tailored to different audiences.
- Strong interpersonal skills and track record of working effectively and building effective trust-based relations at all levels of the organisation and in a multicultural environment.

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 06/05/2026 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

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.