



HEAD OF ADMINISTRATION DEPARTMENT

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

POSITION TITLE	HEAD OF ADMINISTRATION DEPARTMENT
REFERENCE	F4E/FO/AD12/2025/0164
TYPE OF POST	Head of Department
VACANCY TYPE	Established EU Officials
FUNCTION GROUP	AD
GRADE BRACKET	12 - 13
LOCATION	Barcelona, Spain¹
CLOSING DATE FOR APPLICATIONS	02/02/2026 NEW DEADLINE: 10/02/2026

Is this job for you?

Fusion for Energy (F4E) is seeking a Head of Administration to lead and continuously modernise our core administrative services. Reporting to the Director, this pivotal management role is essential for upholding the highest standards of good administration across the agency, anchored in transparency, efficiency, service orientation, and responsiveness.

We welcome applications from experienced leaders who are passionate about people and culture, skilled in social dialogue, and committed to building inclusive, high-performing teams. F4E encourages candidates from all backgrounds to apply and is especially interested in hearing from women and individuals who bring new perspectives to our leadership team.

Join us in shaping a workplace where everyone's voice is heard, and where your leadership can make a lasting impact on our organisation and its people!

Why F4E?

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.

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-

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

60SA experiment with Japan, a new material testing facility (DONES), and, in the long-term, preparing for the next generation of fusion devices.

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

We are committed to Diversity & Inclusion

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

At Fusion for Energy (F4E), delivering complex and high-profile projects depends not only on technical excellence but also on a strong, professional, and forward-looking administration. The Administration Department plays a key enabling role, creating the conditions for success across the whole organisation. It supports F4E's vision and mission through integrated services that empower people, provide them with many of the practical services on which they depend, and cultivate a collaborative and values-based working environment.

As Head of Administration and member of F4E's Leadership Team, you will lead the department with a clear service mindset and strategic perspective. You will be responsible for shaping people strategies, guiding internal services, fostering constructive social dialogue, and enhancing F4E's operational and cultural maturity. In partnership with the Director and the leadership team, you will influence how F4E grows and evolves as a modern public organisation delivering on an international mission drawing upon best practice from EU public administration.

You will oversee a department of around 70 highly qualified staff that integrates People & Culture, Digital Transformation, Communications, and Corporate Services. You will ensure that these areas work together seamlessly to deliver reliable, future-oriented services that support F4E's goals for the staff across its sites in Barcelona (Spain), Cadarache (France), Garching (Germany) and Rokkasho (Japan).

The 5 key focus areas are as follows:

Internal Governance and Good Administration:

- *Act as a trusted advisor* for good internal governance and administration, fostering understanding and consistent application of the EU Staff Regulations. Support teams in developing and implementing HR policies and processes that reflect best practice and regulatory alignment.
- Propose continuous optimisation of internal policies and procedures based on Department's mission, ensuring coherence across administrative functions and high-quality support to the agency.
- Ensure the Department's objectives are in line with the strategic priorities of the Agency and resources are managed in the most efficient, and sustainable manner.
- Promote cross-unit collaboration and enable People & Culture, Digital Transformation, Communications, and Corporate Services to provide user-focused support while being responsive to evolving demands.
- Act as a strategic advisor to the Director and Leadership Team on organisational functioning, internal alignment and future workforce needs. Help shape the evolution of F4E as an integrated and high-performing organisation.

People and Culture Leadership

- *Position yourself as a role model* to lead a modern, inclusive and agile People & Culture function that focuses on talent development, well-being, and sense of belonging for all F4E Staff.
- Drive skills-based workforce planning and strategic allocation of staff to enable F4E to meet its evolving demands through continuous development of policies and practices to ensure organisational agility and flexibility in a matrix environment.
- Promote diversity, equity and inclusion, as well as healthy and psychologically safe working environment in line with the values of F4E.
- Support and empower the Administration Heads of Units to manage their teams with clarity based on trust and transparency.

Social Dialogue and Engagement

- *Act as an advocate* to promote meaningful and open social dialogue with staff, social partners, and union representatives.
- Strengthen constructive relations with the Staff Committee and Union representatives and staff in general.
- Be in the look for finding opportunities to discuss workplace issues, gather feedback, and co-create solutions together with social partners.

Strategic Partnerships and Communications

- *Act as F4E ambassador* to build strong partnerships with Host State (Spain) for F4E. On your remit as well with the European Commission and EU institutions, as well as other relevant stakeholders in F4E's governance, contributing to institutional dialogue and mutual understanding.
- Represent and promote F4E within diverse networks and forums, such as EU Agencies Network.

Digital Transformation and Corporate Services

- *Be at the forefront* of the development and implementation of the organisation's digital and cybersecurity strategy, guaranteeing reliable and forward-looking systems and infrastructure are deployed to support operational excellence.
- Drive the adoption of digital transformation and automation throughout administrative functions by prioritizing intelligent, flexible workflows, implementing tools.
- Run safe and secure management of office facilities and physical infrastructure, while advancing sustainability initiatives, optimizing energy efficiency, and ensuring workplace accessibility for all staff.

What can we offer you?

Life in Barcelona, Spain

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 AD12 (step 1) is currently 14.178,56. 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 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 the general requirements

In order to participate in the selection process, you must satisfy all eligibility requirements both by the application deadline and at the time the vacant position is filled:

Being an established EU official at grade AD 12-13 in an EU Institution or Agency/Body.

B Your Qualifications and Experience

B1.1 It is essential that your professional history covers:

- University degree in business administration, public administration, human resources, economics, law, or a relevant field.
- 15+ years of relevant experience under the key impact areas described above, which must include experience in minimum two (2) of the following areas:
 - People & Culture
 - Communications and Stakeholders
 - Corporate Services and/or facilities management
 - Digital Transformation
- At least 5 years of relevant professional experience in a managerial position with proven track-record in building and managing teams of 20+ people in a support function. Candidates must clearly indicate in their application the tenure, size and type of team, and the area(s) managed.
- At least 5 years of proven experience in maintaining and implementing policies and procedures that ensure compliance with applicable rules and regulations, such as EU Staff Regulations, and principles of good administration. Candidates must clearly indicate in their application the relevant experience.
- At least 5 years of proven experience in managing and engaging in structured social dialogue with trade unions and Staff representatives, with a track record of building positive labour

relations. Candidates must clearly indicate in their application the relevant experience.

B1.2 Management Skills²

We take your management and behavioural abilities very seriously. The incumbent will be an exemplary leader. As part of the selection process, shortlisted candidates will attend a management assessment centre.

Amongst others, the following managerial competences in a non-eliminatory basis will be assessed:

- Ability to communicate clearly, demonstrate a collaborative style and fostering well-being of staff.
- Ability to build productive and cooperative working relationships with hierarchy, partners, Staff and stakeholders.
- Create and share vision; motivate, coach, and develop others while fostering collaboration, trust, support, understanding, sharing and responsibility.
- Delegate, establish objectives and monitor follow-up of activities.

B2. Advantageous Selection Criteria

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

- Proven working experience in leading and managing diplomacy, process alignment, and stakeholder engagement particularly in EU, intergovernmental, or public-sector contexts.
- Proven working experience in matrix and/or project-based organisations.
- Proven working experience in human resources management, for example, in organisational development, talent management, and policy implementation, with the ability to lead HR initiatives.
- Track record in visibly championing/sponsoring or leading Diversity, Equity, and Inclusion initiatives.

Selection process

The stages in the selection are as follows:

- a) Assessment of applications by a pre-selection panel.
- b) Written assignment/test.
- c) Assessment centre.
- d) Interviews conducted by the Director and the members of the panel.

The Director shall set up a pre-selection panel composed of at least three members of a grade and management function equal or superior to that of the function to be filled, including one member from the Administration and one member designated by the Staff Committee.

The pre-selection panel shall consider the applications received taking into account this vacancy notice. Where appropriate, it can also decide to conduct interviews. The pre-selection panel will draw up a shortlist of the applicants who most correspond to the profile sought.

²As per Annex of the Decision of the Administration and Management Committee of the European Joint Undertaking for Iter and the development of Fusion for Energy of 13 June 2019 on middle management staff.

All the shortlisted applicants shall take part in an assessment centre³. The Director may decide to invite also other eligible applicants. The assessment centre shall evaluate the applicants' potential and shall provide an in-depth analysis of managerial skills, adaptability, and other core competencies.

Finally, the Director and the members of the panel mentioned above shall interview the applicants invited to take part in the assessment centre.

Pursuant to Art. 10(2) of the Implementing Rules on Middle Management, eligibility of AD11 is limited to internal F4E AD11 staff who may, if selected, be appointed as AD12 in accordance with Art. 11(2).

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

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 ~~02/02/2026~~ 10/02/2026 at 23h59, (11:59 pm) 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".

³ Those who have taken part in such an assessment centre in the course of the two years preceding the closing date will not need to undergo a new assessment centre assessment.

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 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 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.

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