

Administration Department**TITLE OF THE POSITION: Responsible Officer for Enabling Research & Information Technology**

The position of a Responsible Officer for Enabling Research & Information Technology is available in the EUROfusion Programme Management Unit in Garching, Germany. The Responsible Officer will report to the Head of Administration.

The Programme Management Unit (PMU) supports the Programme Manager in the implementation of the Programme of the EUROfusion Consortium and ensures that common standards based on good project management practices are followed in all the projects for the selection of the participation, the management of the activities, the documentation and the evaluation of the accomplishments. The EUROfusion Administration Department is responsible for all administrative aspects attributed to the PMU. Moreover, the management of Enabling Research Projects is located in this Department.

The position of the Responsible Officer comprises two separate areas with the following responsibilities:

1. Enabling Research

- Preparation of the Enabling Research component in the Annual Work Programme
- Preparation and support the Call for proposals and the selection procedure
- Monitoring of awarded Enabling Research Projects

2. Information Technology

- Management of general IT Services within the PMU Garching and services shared with PMU Culham (email, file sharing, VPN, etc.)
- Internal Project Manager for development of Information Management Systems
- Coordination of the development and maintenance of common services provided by the PMU to EUROfusion (e.g. IMS, IDM, fusionTV, websites, wiki pages, user website, mission application tools, etc.)

In addition, the successful candidate shall support the Head of Administration in other reasonable duties.

Candidates shall have:

- Degree in Physics or Engineering and at least five years experience in the field of Fusion;
- a service oriented approach
- a good general overview over IT systems, services and infrastructures;
- experience in:
 - o preparing and monitoring scientific programmes;
 - o development of databases and/or Information Management Systems providing /managing IT services project management;
- good working knowledge of English; knowledge of German would be an additional asset;
- ability to work in an international team.

The Responsible Officer shall work in Garching (Germany) and reports to the Head of Administration. Since the position is composed of different activities, a revision of some responsibilities described above may be required during the term of the secondment.

Candidates should provide a CV and a motivation letter.

DATE OF VACANCY: JULY 2015 – APPLICATION REQUESTED BY: 26.02.2015

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