



**Vacancy Notice – Job no. 334195**

Vacancy title	Junior Training Manager in support of the Cyber Education Training Evaluation and Exercise (ETEE) platform
Contract type	Seconded National Expert (SNE)
Indicative starting date	1 May 2020
Security clearance	SECRET UE/EU SECRET
Location	Brussels (BE)
Closing date for applications	1 April 2020

**Background**

The [European Security and Defence College](#) (ESDC), in the context of the Common Foreign and Security Policy (CFSP), provides EU-level training and education, in the field of the Union’s Common Security and Defence Policy (CSDP). It aims to develop and promote a common understanding of CSDP among civilian and military personnel, and to identify and disseminate, through its training activities, good practices in relation to various CSDP issues. By doing so, the ESDC complements the national efforts in the field of training and education.

Nested within the ESDC, the overall aim of the Cyber ETEE platform is to address cyber security and defence training among the civilian and military personnel and include CSDP requirements in all respective training by providing cyber awareness and advance level courses. The platform will deal with all domains of cybersecurity, such as cyber crime, network information security, cyber defence and external relations. This will be accomplished through synergies and by establishing the necessary harmonization and standardization in cyber related training.

**Duties**

We are looking for a dynamic, flexible and proactive colleague with a developed sense of service who will support the actions of the Cyber ETEE platform by:

- Contributing to the training programme and conceptual documents
- Supporting the implementation of ESDC courses with a focus on cyber security
- Providing a quality assurance review service to assess suitability of cyber defence ETEE initiatives
- Contributing to the lessons identified process of the ESDC drawing on the expertise of the relevant services in the EU institutions and agencies
- Providing input to the relevant reports
- Cooperating with relevant services in the EU-institutions, the EEAS and EU agencies
- Supporting the main activities of the Cyber ETEE team (conferences, workshops, meetings)
- Taking on additional tasks as required

**Eligibility criteria**

National experts must be nationals of one of the Member States of the European Union and enjoy full rights as citizens. They will be seconded to the ESDC while remaining in the service

of their national employer and continuing to be paid their national salary by that employer.

In line with the [Council Decision \(CFSP\) 2016/2382 of 21 December 2016](#) establishing a European Security and Defence College (ESDC), the Decision HR DEC(2014)001 of 2 February 2014 which replaced the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 23 March 2011 establishing the rules applicable to National Experts seconded to the European External Action Service (2012/C12/04) shall be applicable mutatis mutandis to national experts seconded to the ESDC by Member States.

**Selection criteria:**

**a. Education and experience**

- Five years of work experience out of which 3 preferably related with IT;
- University diploma in an IT related field would be an advantage;
- Experience in the training field would be an advantage;
- Alumni of at least one ESDC course would be an advantage;

**b. Professional knowledge**

- Good knowledge of theoretical and practical computer systems;
- Familiarity with the EU cyber eco-system;
- Knowledge of cyber taxonomy would be an advantage;
- Professional certification in the IT domain would be an advantage;

**c. Skills**

- Ability to perform multiple tasks, adjust to changing priorities, and respect deadlines;
- Excellent organisational skills;
- Strong communication skills;
- Results-orientation and strong motivation;

**d. Languages**

- Advanced level of one CSDP working language (English or French) and beginner's level in the other are required

**Application Procedure:**

Candidates shall draft their CV and cover letter in English or in French in a PDF or Word version, following the European CV form which can be found at the following internet address: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

The Permanent Representations of the Member States should send applications to the EU only by email to the Division EEAS.BA.HR.2 "Selection and Recruitment of Staff". Each application will be screened based on the requirements of the job profile stated in the vacancy notice. The most suitable applicants will be called for an interview by the ESDC in April 2020.

**Data Protection:**

The personal information requested from candidates will be processed in line with Regulation (EU) N° 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) 45/2001 and Decision No. 1247/2002/EC.

The purpose of processing personal data of the candidates is to manage applications in view of possible preselection and recruitment. More information on personal data protection can be found on the EEAS website: [https://eeas.europa.eu/headquarters/headquarters-homepage/3032/-transparency-and-data-protection\\_en](https://eeas.europa.eu/headquarters/headquarters-homepage/3032/-transparency-and-data-protection_en)