

## **ESDC Vacancy Notice**

### **Seconded National Expert in the European Security and Defence College**

**Policy officer/ training manager  
COST-SHARE**

**AD level post**

**Job No 303110**

#### **We are:**

As set out in Council Decision (CFSP) 2020/1515 of 19 October 2020, the mission of the European Security and Defence College (ESDC) is to provide training and education in the field of the Union's Common Security and Defence Policy (CSDP) in the wider context of the Common Foreign and Security Policy (CFSP) at the European level to develop and promote a common understanding of CFSP and CSDP among civilian and military personnel and to identify and disseminate best practices concerning various CFSP and CSDP issues through its training and education activities.

The ESDC works under the overall responsibility of the High Representative of the Union for Foreign Affairs and Security Policy ('HR'). The European External Action Service (EEAS) supports the High Representative in the exercise of his mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), representing the EU and of chairing the Foreign Affairs Council. It also supports the High Representative in his capacity as Vice-President of the Commission concerning his responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

#### **We propose:**

The post of a "cost-share" seconded national expert (SNE) as a policy officer/ training manager. The successful candidate will report to the Head of the European Security and Defence College. You will be a member of the ESDC team, assume cross-cutting responsibilities, and provide support to other colleagues within the ESDC. You will be in charge of organising training and education courses, seminars, conferences and events, as well as liaising with EU Member States, the EEAS, EU institutions, NATO, and other stakeholders.

#### **Functions and Duties:**

Under the authority of the Head of the European Security and Defence College, the SNE is expected to perform the following tasks and responsibilities:

- Organize training courses, seminars, conferences on training and education for CSDP.
- Provide and implement strategic, policy and operational advice on matters related to CSDP training and education.
- Actively engage with multilateral, regional and bilateral partners as well as civil society and academia when identifying best practices and gaps in training and education for CSDP.
- Analyse results from the ongoing implementation of the EU Global Strategy relevant for conflict prevention and civilian crisis management training.
- Analyse the various EU and national level training activities in the field of CFSP/CSDP.
- Follow and contribute to the training requirements analysis coming from CIVCOM/EUCTG relevant for current ESDC training offers.
- Proactively develop and implement programs and initiatives, plans, partnerships, activities and training in the area of CSDP.
- Contribute to drafting policy documents.
- Contribute to the training program and internal conceptual documents.
- Support other ESDC courses when needed.
- Contribute to the lessons learnt of the ESDC.
- Evaluate the relevant training activities and ensure that lessons learnt are reflected in the next course iterations.
- Provide input to the relevant internal reports (e.g. GAREA).
- Identify and propose new tools in support of training, education and exercises.
- Contribute to ensuring sustainable practices and policies.
- Contribute to establishing the ESDC as an inclusive and diverse workplace including on sexual orientation, gender identities, disabilities and ethnicity.
- Participate for the ESDC in meetings, courses, events, seminars and conferences.
- Review current practices and policies, assessing and analyzing the extent to which they support or hinder the ESDC's objectives on efficient, innovative and creative training delivery in CSDP. Implement appropriate measures to address the findings.
- Provide support and direction for training initiatives on CSDP about cultural awareness, gender-related differences, and diversity of thought to ensure top-quality training and education.
- Contribute to and organize meetings of the different bodies of the ESDC.
- Develop, maintain and monitor benchmarks and report results. Leverage analysis to identify trends, insights, and gaps in training and education for CSDP, and identify areas of opportunity with the greatest impact, propose and implement measures for improvement on CSDP training and education.
- Identify and present evidence-based best practices in recruitment, retention and promotion of a diverse, engaged workforce.
- Develop and conduct internal, as well as external presentations, including training.
- Perform ad-hoc tasks, upon instruction by the hierarchy.

### **We are looking for:**

- a dynamic, flexible and proactive colleague with a developed sense of service.

### **Legal basis:**

In line with the Council Decision (CFSP) 2020/1515 of 19 October 2020 establishing a European Security and Defence College (ESDC), this vacancy is to be filled under the EEAS Decision of the High Representative of the Union for Foreign Affairs and Security Policy HR DEC(2014) 01 of 04/02/2014 establishing the rules applicable to National Experts seconded to the European External Action Service.

### **Eligibility criteria:**

Candidates must:

- a) Be drawn from the public administrations of the Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources;
- b) Have at least three years full-time experience in administrative, scientific, technical, advisory or supervisory functions equivalent to those of function groups AD or AST as defined in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the Union<sup>1</sup> or, where justified in the interests of the service, professional training of an equivalent level.<sup>2</sup>;
- c) Have a thorough knowledge of one Union language satisfactory knowledge of a second language for the performance of his/her duties;
- d) Have a security clearance of minimum level **EU-SECRET/SECRET-UE** for the functions that he/she will carry out;
- e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;
- f) Remain subject to the social security legislation applicable to the public administration, international administration or entity which employs the SNE and which will assume responsibility for expenses incurred abroad. In case of posting to an EU Delegation, the employer certifies that the SNE is covered for medical expenses incurred at the place of secondment, as well as costs of repatriation on health grounds throughout the full period of secondment;

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<sup>1</sup> Regulation (EEC, Euratom, ECSC) No 259/68 of the Council of 29 February 1968 (OJ L 56, 4.3.1968, p.1) and successive amendments.

<sup>2</sup> Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS).  
For reference, see: <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

- g) Ensure that there is no conflict of interest and that he/she will, at all times, safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

### **Selection criteria:**

#### **A. Qualifications and experience required**

- University diploma.
- Three years of relevant professional experience, including at least two years in the organisation of training courses and/or high-level events, conferences, seminars and training, at the EU and the international level.
- Alumni of at least one ESDC course would be an advantage.
- Previous work in EU Institutions/Agencies/Missions would be an advantage.
- Experience in working with high-level representatives from the EU, as well as regional and international organisations (such as NATO/UN).
- Experience in working in multicultural, international teams.
- Experience in sustainable conference and seminar organisation.
- Experience in agile, inclusive and gender-responsive team working methods in diverse, multinational teams, using the latest ICT tools.
- Experience and knowledge of EU policies, values and priorities, including but not limited to CFSP and CSDP.
- Experience in team leadership, coordination and/or network building are a strong asset.

#### **B. Skills required**

- Thorough knowledge of conflict prevention, civilian crisis management and CSDP missions and operations.
- Sound knowledge on EU structures and CFSP/CSDP development
- possess strong networking and communication skills;
- Knowledge of the European Qualification Framework and Lifelong learning and its implementation
- have the ability to remain objective in complex scenarios and to display sensitivity and sound judgement;
- have good organisational skills, the ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- have excellent drafting and communication skills;
- have excellent negotiating skills in a multinational environment;
- have the ability to work professionally as a member of the college, in mixed-composition task forces and working groups, in an interesting but challenging environment;
- good computer skills are essential, notably in word processing, spreadsheets, presentation software, Internet / Intranet and email systems. Knowledge of other IT tools would be an asset.
- national security clearance at SECRET UE level. Such clearance needs to be obtained from the competent authorities before secondment to the European

External Action Service. It must be valid for the entire period of secondment. In its absence, the EEAS reserves the right to refuse the secondment as a national expert.

### **C. Languages**

- thorough knowledge of one EU working language and satisfactory knowledge of another one are required; in practical terms, to perform the required duties, that means an excellent command of written and spoken English, in particular, good report-writing skills; good knowledge of written and spoken French is desirable;

### **D. Personal Qualities**

- maintain the highest standards of personal integrity, impartiality and self-discipline. The expert must exercise the greatest discretion about all facts and information coming to his/her knowledge in the performance of his/her duties;
- a possess dynamic motivated and flexible personality, be able to adapt quickly to new situations and deal with new challenges, including missions in a conflict area.

### **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 RM.HR.2 "HR Selection and Recruitment" at the following address: [SNE-CSDP@eeas.europa.eu](mailto:SNE-CSDP@eeas.europa.eu), and not directly to the ESDC. 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 as soon as possible.

### **Equal opportunities**

- The EEAS is committed to an equal opportunities policy for all its staff and applicants. The EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service which is truly representative of society, where each staff member feels respected, can give their best and can develop their full potential.
- Candidates with disabilities are invited to contact [SNE-CSDP@eeas.europa.eu](mailto:SNE-CSDP@eeas.europa.eu) to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure with equal opportunities with other candidates. If a candidate with a disability is selected for a vacant post, the

EEAS is committed to providing reasonable accommodation per Art 1d.4 of the Staff Regulations.

### **Conditions of secondment**

Cost-share SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer.

**Duration of the secondment:** Initial period up to two years, renewable up to four years.

### **Co-financed SNEs shall be entitled to:**

- daily allowance<sup>3</sup> (150.58€/ calendar day) throughout the period of secondment;
- monthly allowance<sup>4</sup> calculated based on the distance between the place of origin (the employer's head office) and the place of secondment (between 0 to 849.67 €/month).
- reimbursement of travels take up duties/end of secondment on a flat-rate basis (if not paid by the employer).

### **The EEAS will cover:**

- costs of professional travels (missions) incurred by the SNE posted in the EEAS HQ;
- accident insurance 24/7 for the SNE (not family members).

Other costs such as removal costs, allowances, salary, insurance, schooling (other than the European School fee), etc. shall not be covered by the EEAS.

### **Vacancy available from February 1, 2023**

**The closing date for the submission of applications is 1 December, 2022** at 12.00 midday (CET - Brussels' time).

### **Place of secondment: Brussels, Belgium**

### **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 about 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.

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<sup>3</sup> Daily allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2021) 276 of 21/12/2021

<sup>4</sup> Monthly allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2021) 276 of 21/12/2021

The purpose of processing the personal data of the candidates is to manage applications because 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)

**For further information, please contact:**

**Administrative questions:** [SNE-CSDP@eeas.europa.eu](mailto:SNE-CSDP@eeas.europa.eu)

**Selection and profile-related questions:** Holger Osterrieder, Head of the European Security and Defence College, [holger.osterrieder@eeas.europa.eu](mailto:holger.osterrieder@eeas.europa.eu)

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