

## **ESDC Vacancy Notice**

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

#### **Project Manager/Training Manager**

#### **CO-FINANCED**

**AD-level post  
Job No 303109**

#### **EXTENDED DEADLINE**

#### **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 EU's Common Security and Defence Policy (CSDP) in the wider context of the European Common Foreign and Security Policy (CFSP), in order to develop and promote a common understanding of CFSP and CSDP among civilian and military personnel and to identify and disseminate best practice on CFSP- and CSDP-related 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 HR in the exercise of his mandate, which consists of conducting and implementing an effective and coherent EU CFSP, representing the EU and chairing the Foreign Affairs Council. It also supports the HR in his capacity as Vice-President of the Commission with regard to 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 of the European Parliament.

#### **We propose**

The post of a 'co-financed' Seconded National Expert (SNE) as project manager/training manager with a focus on police aspects. 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 ESDC management, the SNE is expected to perform the following tasks:

- organise, assist and lead training courses, seminars and conferences with a focus on police aspects;
- assume responsibility for all aspects of files and projects assigned to them, throughout the entire project cycle, including, but not limited to, financial aspects, project planning, the drafting of briefings, memos and background papers, mission requests, invitations and meetings, reports, minutes and summaries and follow-up;
- contribute to the ESDC’s lessons-learnt process;
- proactively develop and implement programmes and initiatives, plans, partnerships, activities and training in the area of CSDP;
- actively engage with multilateral, regional and bilateral partners, as well as with civil society and academia, to identify best practices and gaps in CSDP training and education;
- contribute to the drafting of policy documents;
- contribute to ESDC publications on the ESDC’s website and social media;
- contribute to and develop evaluation and quality assurance tools;
- coordinate ESDC reports (e.g. the annual report) and develop, maintain and monitor benchmarks and report results;
- coordinate teams and/or task groups (in line with the ESDC’s needs);
- analyse trends, insights and gaps in CSDP training and education, identify areas of opportunity with the greatest impact, and propose and implement measures to improve CSDP training and education;
- contribute to the ESDC’s development as an inclusive and diverse workplace, including with regard to gender equality, sexual orientation, gender identity, disability and ethnicity;
- perform additional tasks as and when requested by the hierarchy.

### **We are looking for**

A dynamic, flexible and proactive colleague with a strong sense of service, knowledge and understanding of the theories, concepts and approaches relating to common security and defence culture, best practice and partnerships. The successful candidate will have a keen ability to identify gaps in existing civilian training and will be able to develop training courses, workshops and tools to efficiently address those gaps. They will also have the relevant knowledge and expertise to address the interconnections, opportunities and risks relating to peace, security and defence.

### **Legal basis**

This vacancy is to be filled in accordance with 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 public administrations in Member States, from international organisations or – in exceptional cases only and with prior authorisation – from other sources;
- (b) have at least five 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 European Union<sup>1</sup> or, where justified in the interests of the service, professional training of an equivalent level<sup>2</sup>;
- (c) remain in the service of their employer throughout the period of secondment and be paid by that employer;
- (d) have a security clearance of minimum level EU-SECRET/SECRET-UE for the functions that he/she will carry out;
- (e) remain subject to the social security legislation applicable to the public administration, international administration or entity which employs them and which will assume responsibility for expenses incurred abroad. In the case of postings to an EU Delegation, the employer must certify that the SNE is covered for medical expenses incurred at the place of secondment, as well as for the cost of repatriation on health grounds, throughout the full period of secondment;
- (f) ensure that there is no conflict of interest and that they safeguard, at all times, 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 degree or equivalent level of education;
- Five years' full-time professional experience in the field of training and education and/or research;
- Experience and knowledge of EU policies, values and priorities, including but not limited to the CFSP and CSDP, would be an advantage;

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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>

- Knowledge of civilian crisis management and of planning processes in the field of CSDP would be an advantage;
- Experience in working in multicultural, international teams;
- Experience in the organisation of sustainable conferences and seminars;
- Experience in agile, inclusive and gender-responsive working methods in diverse, multinational teams, using the latest ICT tools;
- Successful completion of at least one ESDC course would be an advantage.

## **B. Skills required**

- Ideally, an interdisciplinary education in and/or knowledge of political sciences, law, European and international studies, social sciences, police science ;
- Excellent ability to maintain diplomatic relations and to ensure representation and communication in a complex, multicultural environment;
- Excellent ability to create constructive working relations with governmental and non-governmental entities, including military bodies, law enforcement agencies, government representatives and civil society organisations;
- Strong drafting, communication and analytical skills combined with sound judgement;
- Ability to remain objective in complex scenarios and to display sensitivity;
- Good organisational skills, the ability to work under pressure to tight deadlines, and the ability to manage multiple tasks and unexpected demands;
- Ability to work professionally as a member of the ESDC, in mixed-composition task forces and working groups, in an interesting and challenging environment;
- Good computer skills are essential, in particular in word processing, spreadsheet and presentation software, internet/intranet and email systems; knowledge of other IT tools would be an asset.

## **C. Languages**

- A thorough knowledge of one EU working language and a satisfactory knowledge of another is required. In practical terms, in order to perform the required duties, this means an excellent command of written and spoken English, and in particular, good report-writing skills. A good knowledge of written and spoken French is desirable.

## **D. Personal qualities**

- Maintain the highest standards of personal integrity, impartiality and self-discipline. SNEs must exercise the greatest discretion in relation to all facts and information that become known to them in the performance of their duties.
- Is dynamic, motivated and flexible.
- Is able to adapt quickly to new situations and deal with new challenges, including missions in conflict areas.

## **Equal opportunities**

- The EEAS and ESDC are committed to an equal opportunities policy for all their staff and applicants. The EEAS and ESDC are committed to promoting gender equality and to preventing discrimination on any grounds. We actively welcome applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis among EU Member States. We aim for a service that is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.
- Candidates with disabilities are invited to contact SNE-CSDP@eeas.europa.eu so that we can accommodate any special needs and provide assistance to ensure that they can participate in the selection procedure on an equal opportunity basis. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Article 1d(4) of the Staff Regulations.

## **Application procedure**

Candidates must submit their CV and cover letter in English or French, as a PDF or Word document, using the European CV format, which can be found online at: <https://europa.eu/europass/en/create-europass-cv>

Member States' Permanent Representations should send applications, by email only, to Division RM.BHR.3 'Selection and Recruitment', at the following address: [SNE-CSDP@eeas.europa.eu](mailto:SNE-CSDP@eeas.europa.eu).

Applications should not be sent directly to the ESDC. Each application will be screened based on the requirements of the job profile stated in the vacancy notice. Division RM.BHR.3 'Selection and Recruitment' will check applications against the eligibility criteria. The most suitable applicants will be called for interview by the ESDC as soon as possible.

## **Conditions of secondment**

SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer. The EEAS will provide for the allowances in order to contribute to cover the SNE's living expenses in the place of secondment on a flat-rate basis. These allowances shall not be construed as remuneration paid by the EEAS.

Duration of the secondment: Initial period up to two years, renewable up to 4 years (to be adapted if 1 year)

## **Co-financed SNEs are entitled to**

- daily allowance (40.40€/per calendar day for the distance 0-150km or 161.63 €/calendar day for the distance >150 km<sup>3</sup>) throughout the period of secondment;
- monthly allowance calculated on the basis of the distance between the place of origin (the employer's head office) and the place of secondment (between 0 to 912.03 €/month<sup>4</sup>);
- 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 SNE (not family members).

Other expenses such as removal costs, allowances, salary, insurance, schooling (while the SNE maintains the right to enrol the children in an European School Type I)[<sup>5</sup>] and costs related to the enrolment to the Interinstitutional nurseries or the After-school centre managed by the early childhood centre of the European Commission shall not be covered by the EEAS. However, in case the SNE makes use of these two facilities for their dependent children, the EEAS shall recover any invoiced cost (including the institutional and the parental contribution, estimated at approximately EUR 18,000 per year and per child) from the Seconded National Expert concerned on a yearly basis. For further information, please contact RM-01-COORDINATION@eeas.europa.eu.

**Vacancy available from: As soon as possible**

**Closing date for the submission of applications: Thursday 5 September 2024 at 1 pm (CET).**

**Place of secondment: Brussels, Belgium**

### **Data protection**

The personal information requested from candidates will be processed in line with 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.

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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(2023) 69 of 21/12/2023

<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(2023) 69 of 21/12/2023

<sup>5</sup> <https://www.eursc.eu/en/Accredited-European-Schools/About>

The purpose of processing candidates' personal data is to manage applications with a view to possible pre-selection 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:** [ESDC-VACANCIES@eeas.europa.eu](mailto:ESDC-VACANCIES@eeas.europa.eu)

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