

## **ESDC Vacancy Notice**

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

#### **Training Manager**

#### **CO-FINANCED**

**AD level post  
Job No 303111**

#### **Who 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 Common Foreign and Security Policy (CFSP) at European level 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 in relation to 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 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.

#### **What we are offering**

The post of a 'co-financed' seconded national expert (SNE) as a 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 members of staff 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, support and lead training courses, seminars and conferences;
- take responsibility for all relevant files and projects attributed to them from start to finish at all stages of the project cycle, including, but not limited to: financial aspects; project planning; briefings, memos and background papers; mission requests; invitations and meetings, experiences; brief reports, minutes and summaries; and follow-up;
- contribute to the ESDC's lessons learned process;
- proactively develop and implement programmes and initiatives, plans, partnerships, activities and training courses in the area of CSDP;
- actively engage with multilateral, regional and bilateral partners, civil society and academia when identifying best practice and gaps in CSDP training and education;
- contribute to the drafting of policy documents;
- contribute to publications on the ESDC website;
- follow and contribute to the training requirements analysis coming from the Committee for Civilian Aspects of Crisis Management/EU Civilian Training Group relating to current ESDC training;
- coordinate ESDC reports (e.g. annual reports); develop, maintain and monitor benchmarks; and report results;
- leverage analysis to identify 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 making the ESDC an inclusive and diverse workplace, including with regard to sexual orientation, gender identity, disability and ethnicity;
- perform additional tasks upon instruction by the hierarchy.

## **We are looking for**

A dynamic, flexible and proactive colleague with a strong sense of service and a good knowledge and understanding of the theories, concepts and approaches relating to the 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 interconnections, opportunities and risks relating to peace, security and defence.

## Legal basis

In line with Council Decision (CFSP) 2020/1515 of 19 October 2020 establishing a European Security and Defence College (ESDC), this vacancy is to be filled in accordance with Decision of the High Representative of the Union for Foreign Affairs and Security Policy HR DEC(2014) 01 of 4 February 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 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 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 national security clearance at a minimum level of **EU-SECRET/SECRET-UE** for the functions that they will carry out. Such clearance must be obtained from the competent authorities before secondment to the European External Action Service and must be valid for the entire period of the secondment, failing which the EEAS reserves the right to refuse the secondment;
- (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;

---

<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>

- (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. (military personnel OF3-OF5 equivalent);
- Experience and knowledge of EU policies, values and priorities, including but not limited to CFSP and CSDP, would be an advantage;
- Knowledge of military 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 and/or military sciences;
- Excellent ability to maintain diplomatic relations and to ensure representation and communication in a complex, multicultural environment;
- Excellent capacity 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**

- Maintains 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.

#### **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>

The Permanent Representations of the Member States should send applications to the EU 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.

#### **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 from 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, is able to 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) in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure with equal opportunities as other candidates. If a candidate with

a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Art 1(d) (4) of the Staff Regulations.

### **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 shall be entitled to:**

- daily allowance (**41.61€/per calendar day for the distance 0-150km or 166.48 €/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 939.39 €/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)[5] 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.

---

<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(2024) 18 of 04/07/2024

<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(2024) 18 of 04/07/2024

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

**Secondment available from: as soon as possible**

**The closing date for the submission of applications is 2 December 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.

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)

\*\*\*