



## Vacancy Notice – Job no. 303116

Vacancy title	Training manager - civilian aspects
Contract type	Seconded National Expert (SNE)
Indicative starting date	1 September 2021
Security clearance	SECRET UE/EU SECRET
Location	Brussels (BE)
Closing date for applications	12 May 2021

### 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.

### Duties

We are looking for a dynamic, flexible and proactive colleague with a developed sense of service who will assist the Head of the ESDC in planning and executing the annual budget:

- Develop and manage training in the field of conflict prevention and civilian crisis management, including for experts to be deployed in CSDP missions and operations as part of the implementation of the Global Strategy for the European Union's foreign and security policy and the Common Foreign and Security Policy (CFSP)
- Lead on the ESDC contribution to the process of strengthening civilian CSDP, including civilian capability development and the civilian CSDP compact, EU civilian training group (EUCTG)
- Lead on the ESDC contribution to working with International Organisations (UN, OSCE), CSDP partner countries in the Eastern Neighbourhood, MENA region and Western Balkans as well as with regional organisations in South-East Asia and South-America
- Lead on the ESDC contribution to the Annual Training and Education Conference

### Planning

- Draft and manage the training programme and conceptual documents
- Develop, keep up-to-date and fine tune training programme in close co-operation with national, international and EU training providers and policy units
- Provide ESDC input to the EU training programme relevant to CSDP
- Create and up-date ESDC work plan, in particular of the cooperation with International organisations and third countries

### Analysis and Evaluation

- Analyse results from the ongoing implementation of the EU Global Strategy relevant for conflict prevention and civilian crisis management training
- Analyse results from EUCTG on CSDP concerning the ESDC training offer
- Analyse and contribute to the training requirement analysis of the EU civilian training group (EUCTG) derived from EU policy relevant for ESDC and drawing on the expertise of the relevant services in the EU institutions and agencies
- Analyse the various EU and national level training activities in the field of CFSP/CSDP
- Support to the development of Standardised Curricula
- Provide ESDC input to the relevant reports (e.g. annual reports (GAREA, CART etc))
- Evaluate the relevant training activities and ensure that best practices and lessons identified are reflected in next courses
- Advise the Head of ESDC on aspects related to training in the field of conflict prevention and civilian crisis management

### **Project Management**

- Facilitate the conduct of ESDC training activities in general and of specific training activities and related seminars in support of partnerships in the field of CSDP
- Contribute to the development of Terms of Reference for these activities, provide guidance to service providers and follow-up the overall organisation and evaluation of high-level events both in and outside the EU; develop a project plan, manage the project stakeholders, project team, project risk, schedule and related budget
- Support the implementation of the EU policy on training for CSDP
- Contribute to the Internet performance and PR activities of the ESDC
- Support to the ENLIST and Schoolmaster/Goalkeeper applications
- Assist in further developing the e-learning platform of the ESDC
- Develop training material for ESDC courses

### **Coordination**

- Establish close contacts to the Points of Contact of national and international training institutes and other relevant organisations
- Keep contact and closely co-operate with relevant services in the EU-institutions, the EEAS, Commission and EU agencies
- Coordinate, chair and support meetings and conferences of the ESDC
- Coordinate with relevant stakeholders and partners and act as ESDC representative in the relevant working parties and groups

### **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 \(CFSP\) 2020/1515 of 19 October 2020](#) establishing a European Security and Defence College (ESDC), the Decision HR DEC(2014)01 of 4 February 2014 shall be applicable mutatis mutandis to national experts seconded to the ESDC by Member States.

### **Selection criteria:**

#### **a. Education and experience**

- University diploma
- Ten years work experience out of which 5 years professional experience in the field of training
- Alumni of at least one ESDC course would be an advantage

#### **b. Professional knowledge**

- Sound knowledge of the ESDC, its functioning and its link to the other entities, consortia and EU bodies involved in training relevant to CSDP
- thorough knowledge of civilian crisis management and of planning processes in the field of CSDP training
- Sound knowledge of EU history and structure including CFSP/CSDP development

#### **c. Skills**

- Good computer skills are essential
- Experience of working in an international team and under time-pressure
- Good capacity to perform with accuracy and in a flexible manner on multiple tasks under time constraints
- Experience in working in an international team and under time-pressure
- Strong service attitude and be a flexible team player
- Good networking and communication skills
- Sound knowledge of MS Office tools and good drafting and editing skills
- Able to work independently and autonomously within the overall guidance of the Head of the ESDC

#### **d. Languages**

- Thorough knowledge of English and satisfactory knowledge of the French are required; basic knowledge of Spanish would be an asset.

#### **e. Security Status**

- EU Security Clearance to the level "SECRET"

**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", [SNE-CSDP@eeas.europa.eu](mailto:SNE-CSDP@eeas.europa.eu). 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 by 12 June 2021.

**Equal Opportunities**

The ESDC is committed to an equal opportunities policy for all its staff and applicants. The ESDC 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 in equality of opportunities with 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 1d.4 of the Staff Regulations.

**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)