



Vacancy Notice – Job no. 303117

CO-FINANCED Seconded National Expert in
the European Security and Defence College (ESDC)

Vacancy title	Training Manager (cyber)
Contract type	Seconded National Expert (SNE)
Indicative starting date	1 July 2022
Security clearance	SECRET UE/EU SECRET
Location	Brussels (BE)
Closing date for applications	31 March 2022

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 support the eLearning and IT related activities of the college:

- Lead on design and delivery of cyber defence ETEE initiatives and programmes for CSDP (FC 4)
- Lead on guidance and consultancy services (FC 5)
- Design and facilitate the delivery of cyber defence awareness raising initiatives and advance cyber education programmes link with the strategic, tactical, technical and legal levels.
- Design and facilitate the delivery of training programmes, focussing on cyber defence for CSDP missions and operations for both civilian and military personnel
- Plan and develop exercises in the field of cyber defence
- Plan the annual update of standard curricula and training needs requirements
- Contribute to the training programme and conceptual documents
- Plan and implement ESDC courses with a focus on cyber security
- Establish cyber defence courses for specific audiences and requirements (e.g. missions and operations)
- Contribute to the functioning of the EAB.CYBER Board configuration
- Contribute to the Lessons Identified Process of the ESDC drawing on the expertise of the relevant services in the EU institutions and agencies
- Evaluate the relevant training activities and ensure that lessons identified are reflected in next courses
- Analyse different pedagogic approaches for new cyber defence courses and advice which one is the most appropriate and cost-effective
- Analyse the various EU and national level training activities in the field of cyber defence

- Support to the development of Standardised Curricula based on the analysis of the EU Cyber Security Strategy
- Provide input to the relevant reports (e.g. GAREA)
- Facilitate the conduct of ESDC training activities in general and of specific training activities in the field of cyber defence
- Conduct, facilitate or acquire of-the-shelf horizon scanning, threat landscape and technology watch activities and products
- Identify and possibly develop new tools in support of training, education and exercises
- Cooperate with other training providers in the field of cyber defence
- Contribute to the development of a dedicated platform for partner countries
- Develop training material for ESDC courses
- In the context of cyber defence, develop a project plan, manage the project stakeholders, project team, project risk and schedule
- Pilot and externally manage ETEE initiatives delivery teams acting upon request from EU member states, EU agencies and activated commands to deliver strategic level education and training activities
- Establish close contacts to the Points of Contact of national and international training institutes
- Keep contact and closely co-operate with relevant services in the EU-institutions, the EEAS and EU agencies
- Support the activities of the ESDC including meetings and conferences
- Coordinate the work related to cyber defence
- Keep close contacts to other cyber defence training, education and exercise providers, both on national, European and international levels

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 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, only in exceptional cases and with prior authorisation from other sources
- b) Have at least three years' full-time experience of 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 Union¹ or, where justified in the interests of the service, professional training of an equivalent level²
- c) Have a thorough knowledge of one Union language and a 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

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) Education and experience

- University diploma, preferably in IT (or equivalent through experience)
- Ten years work experience out of which five years professional experience in the field of cyber defence ETEE
- Alumni of at least one ESDC course would be an advantage
- Previous work in EU Institutions/Agencies/Missions would be an advantage

b) Professional knowledge

- Sound knowledge of computer systems and their application
- In depth knowledge about risks and threats in the cyber domain

c) Skills

- Good computer skills are essential. Holder of the "European Computer Driving Licence" (ECDL) are preferred
- Working in an international team and under time-pressure
- Networking and communication skills

d) Languages

- Thorough knowledge of one CSDP language (EN/FR) and satisfactory knowledge of the other one 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 Division RM.HR.2 "HR Selection and Recruitment" at the following address:

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 in February 2022.

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 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.

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

Co-financed SNEs shall be entitled to:

- daily allowance¹ (147.05€/ calendar day) throughout the period of secondment;
- monthly allowance² 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 829.75 €/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 SNE (not family members).

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

Vacancy available from: 1 July 2022 (an earlier data may be discussed)

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 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

For further information, please contact: SNE-CSDP@eeas.europa.eu

¹ 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

² 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