

ESDC Vacancy Notice

Seconded National Expert in the European Security and Defence College

1– Policy Officer – Training Manager

CO-FINANCED

AD level post

Job No 303118

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 chairing the Foreign Affairs Council. It also supports the High Representative in his capacity as Vice-President of the Commission as regards 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 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 and as a team member coordinated by a team coordinator, the SNE has the following tasks and responsibilities:

- Organise training courses, seminars and 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 to identify 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 and all other Council working groups relevant for current ESDC training.
- Proactively develop and implement programmes and initiatives, plans, partnerships, activities and training in the area of CSDP.
- Contribute to drafting policy documents.
- Contribute to the training programme and internal conceptual documents.
- Support other ESDC courses when needed.
- Contribute to ESDC lessons learnt and knowledge management processes
- Evaluate the relevant training activities and ensure that lessons identified are reflected in the next course iterations.
- Provide input to the relevant internal reports (e.g. annual report).
- 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 as regards sexual orientation, gender identity, disability and ethnicity.
- Participate for the ESDC in meetings, courses, events, seminars and conferences.
- Review current practices and policies, assessing and analysing 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 regarding cultural awareness, gender-related differences, and diversity of thought to ensure top-quality training and education.
- Contribute to and organise 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, identify areas of opportunity with the greatest impact, and propose and implement measures for improvement of 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.
- Act as a focal point for specific horizontal issues.
- Provide administrative and financial support.
- Perform additional tasks as instructed by the hierarchy.

We are looking for:

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

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 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 AD function groups as defined in the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union¹ or, where justified in the interests of the service, professional training of an equivalent level.²;
- c) have a thorough knowledge of one Union language and knowledge of a second language sufficient for the performance of his/her duties;
- d) have security clearance of **EU-SECRET/SECRET-UE** level or above;
- e) remain in the service of the employer throughout the period of secondment, and will be paid by that employer;

¹ 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.

² 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) 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 the case of a 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 period of secondment;
- g) ensure that there is no conflict of interest and 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
- If Military, rank OF3 (or higher) desired
- Three years' relevant professional experience, including at least two years in the organisation of training courses and/or high-level events, conferences, seminars and training, at EU and international level
- Alumnus/a 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 would be an asset

B. Skills required

- Thorough knowledge of conflict prevention, civilian crisis management and CSDP missions and operations
- Sound knowledge of EU structures and CFSP/CSDP development
- Strong networking and communication skills
- Knowledge of the European Qualification Framework and lifelong learning and its implementation
- Ability to remain objective in complex situations and to display sensitivity and sound judgement
- Good organisational skills, ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands
- Excellent drafting and communication skills
- Excellent negotiating skills in a multinational environment

- 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 must 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

C. Languages

- Thorough knowledge of one EU working language and satisfactory knowledge of another are required. In practical terms, to perform the required duties, that means an excellent command of written and spoken English, particularly good report-writing skills. A good knowledge of written and spoken French is desirable.

D. Personal qualities

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

Application procedure:

Applicants should draft their CVs and cover letters in English or French, in PDF or Word format, 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 Division RM.BHR.3 'Selection and Recruitment' at the following address: SNE-CSDP@eeas.europa.eu, and not directly to the ESDC. Each application will be examined on the basis of the requirements of the job profile set out in the vacancy notice. Division RM.BHR.3 'Selection and Recruitment' will verify fulfilment of the eligibility criteria in the part of competence. The most suitable applicants will be called for an interview by the ESDC as soon as possible.

Equal opportunities

- The EEAS is committed to equal opportunities for all its staff and applicants. The EEAS is committed to promoting gender equality and to preventing discrimination on any basis. It actively welcomes applications from all qualified candidates of diverse backgrounds and from the broadest possible geographical area across the EU. We aim to be a service which is truly representative of society, in which all staff feel respected, can give their best and can develop their full potential.

- Candidates with disabilities are invited to contact SNE-CSDP@eeas.europa.eu to accommodate any special needs and provide assistance to ensure that they can take part the selection procedure on an equal basis with other candidates. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation as defined in Article 1d(4) of the Staff Regulations.

Conditions of secondment

Co-financed SNEs will remain in the service of their employer throughout the period of secondment and will 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 are entitled to:

- a daily allowance³ (157.35€/calendar day) throughout the period of secondment;
- a monthly allowance⁴ 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 887.90 €/month).
- reimbursement of travel expenses at beginning and end of secondment on a flat-rate basis (if not paid by the employer).

The EEAS will cover:

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

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

Vacancy available from 1st May 2023

The closing date for submission of applications is 10 March 2023 at 12.00 midday (CET (Brussels time)).

Place of secondment: Brussels, Belgium

³ 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(2022) 79 of 19/12/2022.

⁴ 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(2022) 79 of 19/12/2022.

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.

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

For further information, please contact:

Administrative questions: 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
