

ESDC Vacancy Notice

Seconded National Expert in the European Security and Defence College

Policy officer

COST-FREE

AD level post

Job No 410806

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 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 practices 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 High Representative in the exercise of his mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), of representing the EU and of chairing the Foreign Affairs Council. It also supports the High Representative 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 General of the European Parliament.

We propose:

The post of a "cost-free" Seconded National Expert (SNE) as policy officer/ training manager. The successful candidate will report to the Head of the European Security and Defence College. You will be a close collaborator with the management and coordination structures of the ESDC. In addition to providing strategic and policy input into the work of the ESDC and assuming coordination and leadership functions, you will also 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 College Defence, the SNE is expected to perform the following tasks and responsibilities:

- provide and implement strategic, policy and operational advice on matters related to CSDP training and education.
- organise training courses, seminars, conferences on training and education for CSDP.
- proactively develop and implement programs and initiatives, plans, partnerships, activities and trainings in the area of CSDP.
- actively engage with multilateral, regional and bilateral partners as well as civil society and academia when identifying best practice and gaps in training and education for CSDP.
- contribute to ensuring sustainable practices and policies.
- contribute to establishing the ESDC as an inclusive and diverse workplace including on sexual orientation, gender identities, disabilities and ethnicity.
- participate to the ESDC as and when requested 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 on CSDP. Implement appropriate measures to address the findings.
- provide support and direction for training initiatives on CSDP with regard to 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.
- collect and analyse statistical data, using the latest ICT tools.
- develop, maintain and monitor benchmarks and report results. Leverage analysis to identify trends, insights, and gaps in training and education for CSDP, and identify areas of opportunity with the greatest impact, propose and implement measures for improvement on 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.
- perform ad-hoc tasks as appropriate, upon instruction by the hierarchy.

We are looking for:

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

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 level.²;
- 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. Qualifications and experience required

- university diploma.

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>

- three years of relevant professional experience, including at least two years in the organisation of high-level events, conferences, seminars and trainings, at the EU and the international level.
- 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 and coordination is a strong asset.

B. Skills required

- have the ability to remain objective in complex scenarios and to display sensitivity and sound judgement;
- have good organisational skills, the ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- have excellent drafting and communication skills;
- have excellent negotiating skills in a multinational environment;
- have the ability to work professionally as a member of the division, in mixed-composition task forces and working groups, in an interesting but challenging environment;
- good computer skills are essential, notably in word processing, spreadsheets, presentations software, Internet / Intranet and email systems. Knowledge of other IT tools would be an asset.
- national security clearance at SECRET UE level. Such clearance needs to 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 as a national expert.

C. Languages

- thorough knowledge of one EU working language and satisfactory knowledge of another one are required; in practical terms, in order to perform required duties, that means an excellent command of written and spoken English, in particular good report-writing skills; good knowledge of written and spoken French is desirable;

D. Personal Qualities

- maintain the highest standards of personal integrity, impartiality and self-discipline. The expert must exercise the greatest discretion with regard to all

facts and information coming to his/her knowledge in the performance of his/her duties;

- possess dynamic motivated and flexible personality Be able to adapt quickly to new situations and deal with new challenges, including missions in conflict area.

Application Procedure:

Candidates shall draft their CV and a 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 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 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 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 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

Cost-free SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer.

Duration of the secondment: Initial period up to two years, renewable up to four years.

The EEAS will cover:

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

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

Vacancy available from: as soon as possible

The closing date for the submission of applications is 09 January 2023 at 12.00 midday (CET - Brussels' time).

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:

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
