

## **ESDC Vacancy Notice**

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

#### **Project manager - Digital solutions and eLearning**

#### **CO-FINANCED**

#### **AD level post**

#### **Job No 303107**

#### **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 of chairing the Foreign Affairs Council. It also supports the High Representative in his capacity as Vice-President of the Commission concerning 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 "co-financed" seconded national expert (SNE) as a **Project manager on Digital solutions and eLearning**. The successful candidate will report to the Head of the European Security and Defence College and be a member of the ESDC team, assume cross-cutting responsibilities, and provide support to other colleagues within the ESDC.

#### **Functions and Duties:**

Under the authority of the Management of the European Security and College Defence and as **Project manager on Digital solutions and eLearning**, the SNE is expected to perform the following tasks and responsibilities:

- Contribute to the activities of the ESDC eLearning cell,

- Support the development of compelling course content to be hosted on ESDC's ILIAS Learning Management System, including videos, SCORM packages, graphics, and other mobile and web-based learning assets.
- Support the management, administration and update of the ESDC website, Facebook, LinkedIn and YouTube profile.
- Support the management, administration and update of the ESDC course registration platform (ENLIST),
- Support the management and administration of Goalkeeper- Schoolmaster platform,
- Provide ESDC input to the relevant reports (i.e. Annual Report, etc),
- Contribute to drafting and managing the training programme and conceptual documents,
- Support in the creation, maintenance and expansion of ESDC networks both within and outside the EU,
- Evaluate the relevant training activities and ensure that lessons learnt are reflected in the next course iterations,
- Provide input and content to the relevant internal reports (e.g. ESDC's Annual Report),
- Participate for the ESDC in meetings, courses, events, seminars and conferences,
- Contribute to establishing the ESDC as an inclusive and diverse workplace including on sexual orientation, gender identities, disabilities and ethnicity,
- Contribute to and organize meetings of the different bodies of the ESDC,
- Perform additional tasks, upon instruction by the hierarchy.

### **We are looking for**

A dynamic, flexible and proactive colleague with good communication and organizational skills with a developed sense of service who should be able to quickly adapt to new working environment and be a good team-player.

### **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 Union<sup>1</sup> or, where justified in the interests of the service, professional training of an equivalent level.<sup>2</sup>;

- 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;
- 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,
- five years of relevant professional experience, out of which three years professional experience in the field of training,
- proven experience in Instructional design and eLearning content development,
- proven experience in audio-visual content development and editing,
- alumni of at least one ESDC course would be an advantage,
- previous work in EU Institutions/Agencies/Missions would be an advantage
- experience in working in multicultural, international teams,
- experience in agile, inclusive and gender-responsive team working methods in diverse, multinational teams, using the latest ICT tools.

### **B. Skills required**

- working in an international team and under time-pressure,
- networking and communication skills,
- thorough knowledge of authoring tools e.g. iSpring, etc, with particular reference to Rise - Articulate 360,
- sound knowledge of audio-visual editing tools e.g. Camtasia, Audacity etc,
- sound Knowledge of the Management and Administration of Learning Management Platforms i.e. ILIAS LMS and Moodle,

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<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>

- proven experience with WordPress CMS based web content hosting, including management, administration and authoring of new content,
- sound knowledge of MS Office tools,
- sound drafting skills and editing skills,
- proven experience on usage of project management tools (e.g. Trello),
- able to work independently and autonomously within the overall guidance of the Head of the ESDC.

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 (EN/FR) and satisfactory knowledge of another one are required; in practical terms, to perform the 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 about all facts and information coming to his/her knowledge in the performance of his/her duties,
- be able to adapt quickly to new situations and deal with new challenges, including missions in conflict areas.

### **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](mailto: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 the eligibility criteria. The most suitable applicants will be called for an interview by the ESDC as soon as possible.”

## **Equal opportunities**

- The EEAS and ESDC are committed to an equal opportunities policy for all its staff and applicants. The EEAS and ESDC are committed to promoting gender equality and to preventing discrimination on any grounds. They actively welcomes applications from all qualified candidates 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, 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 the possibility to pass the selection procedure with equal opportunities with other candidates. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation per Art 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 allowance<sup>3</sup> (160.03€/calendar day) throughout the period of secondment;
- a monthly allowance<sup>4</sup> 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 903.00 €/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.

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<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(2022) 79 of 19/12/2022.

<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(2022) 79 of 19/12/2022.

**Vacancy available from February 01, 2024**

**The closing date for the submission of applications is January 10, 2024** at 12.00 midday (CET - Brussels' time).

**Place of secondment: Brussels, Belgium**

**The ESDC reserves the right to cancel this process if our operational and/or financial needs change, at any time prior to recruitment.**

**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](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:** Holger Osterrieder, Head of the European Security and Defence College, [holger.osterrieder@eeas.europa.eu](mailto:holger.osterrieder@eeas.europa.eu)

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