



Vacancy Notice – Job no. 303108

Vacancy title	Training Manager (focus on police aspects)
Contract type	Seconded National Expert (SNE)
Indicative starting date	16 July 2022
Security clearance	SECRET UE/EU SECRET
Function group and grade bracket:	corresponding AD (seconded by a EU Member State)
Location	Brussels (BE)
Closing date for applications	24 February 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 police aspects in general, in particular on ESDC activities related to the strengthening of ties between CSDP and FSJ
- Lead on cooperation with CEPOL, EUROPOL, EUROJUST, FRONTEX and DG Home
- Support the development of Standardised Curricula and planning of the training programme of the ESDC
- Manage the training programme and conceptual documents Develop, keep up-to-date and fine tune programme in close co-operation with national, international and EU training providers, especially in the field of FSJ (CEPOL, EUROPOL, FRONTEX,...)
- Analyse potential overlap and coordinate with EU financed projects (e.g. EUPST) and assist the Head of the ESDC in providing input to the Steering Board of these projects
- 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 the various EU and national level training activities in the field of CFSP/CSDP
- Provide ESDC input to the relevant reports (e.g. GAREA and CART)
- Follow and contribute to the Training Requirements Analysis of CIVCOM/EUCTG, especially related to police

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

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 2 February 2014 which replaced the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 23 March 2011 establishing the rules applicable to National Experts seconded to the European External Action Service shall be applicable mutatis mutandis to national experts seconded to the ESDC by Member States.

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.
- 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
- Police rank desired
- Alumni of the ESDC High Level Course would be an advantage
- Alumni of at least one other ESDC course would be an advantage
- Experience in organising an ESDC High Level Course would be an advantage
- Ten years work experience out of which five years professional experience in the field of training
- Previous work in EU Institutions/Agencies/Missions would be an advantage

b. Professional knowledge

- Thorough knowledge of police aspects in crisis management and of planning

- processes in the field of CSDP training
- Sound knowledge of EU history and structure including CFSP/CSDP development
- Sound knowledge of the European Qualification Framework and its implementation

c. Skills

- Excellent drafting skills and editing skills
- Sound knowledge of MS Office tools
- Working in an international team and under time-pressure
- Networking and communication skills
- Able to work independently and autonomously within the overall guidance of the Head of the ESDC

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 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 by the end of March 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: 16 August 2022

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