

Call for expression of interest 2025- 049 (AD) – Head of the European Security and Defence College

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Type of post "Head of Unit or equivalent"

Temporary Agent (AD 12)

We are:

The European Security and Defence College (ESDC) provides 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) 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 (High Representative) and is organised as a network bringing together providers of relevant training and education activities, namely civilian and military institutes, colleges, academies, universities, institutions, centres of excellence and other actors dealing with security and defence policy issues within the Union, as identified by Member States.

To fulfill its mission and the objectives outlined in Decision (CFSP) 2024/3116¹, the ESDC consists of a Steering Committee, an Executive Academic Board, the Head of the ESDC and a Secretariat. The Head of the ESDC, who also leads the ESDC Secretariat, supports the Steering Committee and the Executive Academic Board in their tasks and is responsible for ensuring the overall quality and coherence of ESDC training and education activities.

Pursuant to Article 11(2) and (3) of the Decision (CFSP) 2024/3116, the Head of the ESDC is appointed by the High Representative and shall perform his or her duties as a member of the EEAS staff under the authority of the High Representative as Appointing Authority or Authority Authorised to Conclude Contracts of Employment. Therefore, the future Head of the ESDC will be employed by the EEAS for the sole purpose of his/her assignment as Head of the ESDC. Unlike traditional posts of the establishment plan of the EEAS, this position is governed by the special procedure foreseen in Article 11 of the Decision (CFSP) 2024/3116 which foresees that "[c]andidates for the position of Head of the ESDC shall be persons with recognised expertise and experience in training and education, as well as relevant management experience of an appropriate level" and that "[e]ach Member State may put forward one candidate for the position of Head of the ESDC. Staff of the Union institutions, bodies, offices and agencies, including of the European External Action Service (EEAS), may also apply for this position".

We propose:

The post of Head of the European Security and Defence College (ESDC).

As set out in Decision (CFSP) 2024/3116, the Head of the ESDC:

- is responsible for the administrative and financial management of the ESDC and serves as its legal representative;
- ensures the operation of the ESDC, as well as a safe and inclusive working environment for the staff members (currently 26 in the Secretariat), while upholding a high degree of expertise, professionalism and ethical standards in managing the ESDC Secretariat and ensures efficiency and effectiveness in carrying out ESDC's activities;

¹ Council Decision (CFSP) 2024/3116 of 9 December 2024 on the European Security and Defence College and repealing Decision (CFSP) 2020/1515 (OJ L, 2024/3116, 10.12.2024).

- guarantees the overall quality and coherence of ESDC training and education activities;
- implements any strategic guidance provided by the Council;
- advises and assists the Steering Committee and the Executive Academic Board in the overall organisation and management of ESDC training and education activities;
- is politically accountable to the ESDC Steering Committee, and is responsible for the annual reporting of the ESDC to the Council.

For additional details on the functioning, mission and objectives of the ESDC and on the tasks of the Head of the ESDC, applicants may refer to the provisions of Council Decision (CFSP) 2024/3116, in particular Articles 2, 3, 6 and 10.

The Head of the ESDC shall perform his or her duties as a member of the EEAS staff under the authority of the High Representative as Appointing Authority or Authority Authorised to Conclude Contracts of Employment.

Under the administrative authority of the Managing Director for Peace Security and Defence (MD-PSD) of the EEAS, the Head of the ESDC shall exercise the overall management responsibility for the activities of the ESDC Secretariat and shall manage the ESDC Statutory Staff Team, in his or her capacity as member of the EEAS staff.

The main responsibilities include:

- managing, organising and coordinating the activities of the ESDC Secretariat and its staff members, mainly Seconded National Experts (SNEs), in his/her role as Head of the ESDC, as well as the ESDC Statutory Staff Team in his/her role as a Head of Division of the EEAS;
- monitoring and ensuring the timely implementation of goals and tasks assigned to the ESDC Secretariat, including under tight schedule;
- motivating, coaching and leading a multinational expert team, while ensuring efficient staff administration of the ESDC Secretariat;
- supporting the implementation of the EU Policy on CSDP Training and cooperating closely with the EEAS, in particular with the division responsible for the EU Policy on CSDP Training (EEAS MD-PSD.PCM.1);
- fostering the overall quality and coherence of ESDC training and education activities in alignment with EU strategic priorities in CFSP/ CSDP (in line with the guidance provided by the Council) and ensuring efficiency and effectiveness in carrying out ESDC's activities.

This position is classified as a “Head of unit or equivalent” type of post².

The duration of the assignment to the post shall be, in principle, three years. In accordance with the provisions set out in Council Decision (CFSP) 2024/3116, in case of an extension, the total duration of the mandate of the Head of the ESDC and the corresponding assignment within the EEAS shall not exceed five years.

Legal Basis for the recruitment to this position

The successful candidate for this position will be:

- assigned in the same grade to the post of Head of ESDC Statutory Staff Team within the EEAS if he or she is an EU Official of the EEAS in the grade AD 9 to 12³; or, alternatively, upon his/her request, offered a contract as Temporary Agent under Article 2(b) of the Conditions of Employment of Other

² According to the Annex I, point A, of the Staff Regulations of EU Officials and the relevant EEAS internal rules.

³ EEAS Officials of grades AD13 and 14 may manifest their interest for the post.

Servants at grade AD12 for which the official shall be placed on leave on personal grounds in his/her official post.

- seconded, upon approval of his/her parent institution, to the EEAS under Article 37 of the Staff Regulations of EU Officials, for the purpose of his/her assignment in the same grade to the post of Head of ESDC Statutory Staff Team within the EEAS if he or she is an EU Official of another institution, body, office or agency in the grade AD 9 to 12; or, alternatively, upon his/her request, offered a contract as Temporary Agent under Article 2(b) of the Conditions of Employment of Other Servants at grade AD12 for which the official shall be placed on leave on personal grounds in his/her official post⁴.
- seconded to the EEAS for the purpose of his/her assignment to the post of Head of ESDC Statutory Staff Team, if the candidate is a member of a relevant Ministry of a Member State, or reassigned if he/she is a temporary agent to whom Article 2(e) of the CEOS applies. Such candidates will be recruited as temporary agent under Article 2(e) or, if applicable, Article 2(b) of the CEOS in grade AD 12.
- recruited as temporary agent under Article 2(b) of the CEOS for the purpose of his/her assignment at the same grade to the post of Head of ESDC Statutory Staff Team within the EEAS in other situations.

The selection procedure is also governed by the rules and conditions enshrined in Article 11 of Council Decision (CFSP) 2024/3116 and Decision ADMIN(2024) 19 of the High Representative of the Union for Foreign Affairs and Security Policy of 22/07/2024 on middle management staff.

We look for:

Eligibility Criteria⁵

Candidates for the position of Head of the ESDC shall be persons with recognised expertise and experience in training and education, as well as relevant management experience of an appropriate level. Each Member State may put forward one candidate for the position of Head of the ESDC. Officials of the Union institutions, bodies, offices and agencies, including of the EEAS, may also apply for this position.

Further to the conditions set out in Article 28 of the SR and Article 12 of the CEOS for temporary agents, candidates must:

1. be an EU official, or a temporary agent to whom Article 2(e) of the CEOS applies, of grade AD 9-12 or the person that each Member State may put forward for the position. EU officials of grades AD 13-14 may manifest their interest for that post.
2. have the capacity to work in the languages of the CFSP and external relations (English and French), necessary for the performance of their duties. Knowledge of other EU languages would also be an asset;
3. have a minimum of five years' management experience commensurate with the responsibilities of the post;⁶
4. have gained at least 12 years' full time professional experience. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year relevant professional experience
5. be in a position to serve the full duration of the posting within the duration of their service with the EEAS or before reaching the age of retirement foreseen under Article 52(a) of the Staff Regulations.

⁴ Officials of other institutions of grades AD13-14 may manifest their interest for the post. If selected, they may be recruited as Temporary Agent under Article 2(b) of the CEOS at grade AD 12 for which the official shall be placed on leave on personal grounds in their post as official. Alternatively, they may be seconded to the EEAS on the post, which is offered by the EEAS at the grade AD 12, only upon approval by their parent institution for a secondment entailing the payment by the parent institution of the salary differential referred to in Article 38(d) of the Staff Regulations.

⁵ All the eligibility criteria must be met on the closing date for applications for this post.

⁶ In their CVs, applicants should indicate management experience in terms of: (1) title and role of management positions held, (2) numbers of staff overseen in these positions, (3) the size of budgets managed, and (4) numbers of hierarchical layers above and below and number of peers.

- **SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES PUT FORWARD BY THE MEMBER STATES.**

Candidates must indicate their level of education and professional experience on the application form.

In line with Article 12 of the CEOS and in accordance with the needs of the service, candidates put forward by the Member States of the Union must:

1. possess a level of education
 - a. which corresponds to completed university studies attested by a diploma for which the normal period of university education is four years or more,
- OR
- b. which corresponds to completed university studies attested by a diploma and relevant professional experience of at least one year for which the normal period of university education is at least three years.⁷
2. have gained at least 12 years' full time professional experience. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year relevant professional experience;

The candidates shall provide a statement issued by their Member State, which contains at least the following elements:

- the post to which the candidate applies;
- that the national diplomatic service endorses his/her application to the post as the only one candidate that the Member State may put forward pursuant to Article 11(1) of the Decision (CFSP) 2024/3116;
- if applicable, a guarantee of immediate reinstatement in the national service of origin after the end of their contract with the EEAS/the end of their secondment.

If candidates are unable to provide this document from their national diplomatic service, their application will be deemed ineligible. Candidates from the national diplomatic services of Member States, who have served continuously 8 or up to the maximum of 10 years as Temporary Agents under Article 2(e) of the CEOS pursuant to Article 50b(2) of the CEOS, are not eligible before a lapse of at least 2 years from the termination of their last contract under Article 2(e) of the CEOS⁸.

- **Selection Criteria**

The ideal candidate should:

- have the ability to maintain diplomatic relations and to ensure representation, communication and management in a complex, multicultural environment;
- have a demonstrated capacity to play a leading role in negotiations in the field of external relations, with third country national authorities, international organisations and EU Member States;
- have strong drafting, communication and analytical skills combined with sound political judgement;
- have excellent knowledge of external relations, internal policies and functioning of the Union; and a good knowledge of the EEAS;
- have knowledge and proven experience in the key areas of international affairs and security issues, in particular the EU's Common Foreign and Security Policy (CFSP) and Common Security and Defence Policy (CSDP);
- have recognised expertise and experience in training and education.

⁷ The minimum of one year of professional experience required under (b) counts as an integral part of the above qualification and cannot be included in the professional experience required under point 3.

⁸ ADMIN(2023) 24 on the maximum duration of engagement by the European External Action Service of non-permanent staff under successive limited duration contracts of different types, and on the minimum lapse of time between successive contracts under Article 2(e) of the CEOS

- have experience in leading and motivating teams and of working in a team in a multi-disciplinary and multi-cultural environment;
- have the ability to work flexibly and to manage a high workload in accordance with the demands of the planning and conduct of ESDC activities.

Furthermore:

- experience of working in an Embassy, a CSDP mission/operation, EU Delegation (or equivalent in an international organisation) would be an asset.

TYPE AND DURATION OF CONTRACT FOR TEMPORARY AGENTS

If the successful candidate is not an EU official, or a temporary agent currently employed in the EEAS under Article 2(e) of the CEOS, he or she will be required to undergo a medical examination to ensure that he or she is physically fit to perform the duties.

The successful candidate will be offered a temporary contract under Article 2(b) of the CEOS or, if applicable, Article 2(e) of the CEOS, for a period of 3 years. The contract of successful candidates who are temporary agents under Article 2(e) CEOS currently employed in the EEAS will be amended and renewed for a 3 year period, within the limits provided for by Article 50(b)(2) of the CEOS.

All newly engaged temporary staff will be required to complete a probationary period of 9 months in accordance with Article 14 of the CEOS. If the successful candidate has already successfully completed the required probationary period under Article 14 of the CEOS, a management trial period of the same duration will nevertheless be required to be completed in accordance with Article 44, second subparagraph of the SR, read in conjunction with Article 20(4) of the CEOS, and with Article 7 of the ADMIN(2024) 19 Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 22/07/2024 on middle management staff, where the successful candidate is assigned for the first time to a management post.

PLACE OF EMPLOYMENT

Brussels (Belgium)

SPECIFIC CONDITIONS OF EMPLOYMENT

The requested level of security clearance for this post is: SECRET UE/EU SECRET. A description of the EU classified information levels is available under Article 2 of the [Decision ADMIN\(2023\) 18 on the security rules of the EEAS](#).

The selected candidate will be required to obtain a PSC at the level required for the present post in accordance with national laws and regulations of his or her Member State and with the procedure laid down in the [Decision ADMIN\(2019\)7 on Security Clearance Requirements and Procedures for the EEAS of 08 March 2019](#) and in Annex A I of the [Decision ADMIN\(2023\) 18 on the security rules of the EEAS](#).

Please note that the necessary procedure for obtaining a PSC can be initiated on request of the employer only, and not by the individual candidate.

In case of failure to obtain or renew the required PSC, the AACC may take the appropriate measures in accordance with Article 3(3) of the [Decision ADMIN\(2019\) 7 on Security Clearance Requirements and Procedures for the EEAS of 08 March 2019](#).

Successful candidates put forward by the Member States will be required to make a declaration of their commitment to act independently in the public interest and a declaration of any interests which might be considered prejudicial to their independence.

EQUAL OPPORTUNITIES

Acting for the purpose of recruiting the Head of the ESDC, the EEAS is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, 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 the functional mailbox (CCA-SECRETARIAT@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.

PROCEDURE⁹

The selection procedure will take place in three successive steps:

1. Application

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria in order to avoid automatic exclusion from the selection procedure.

Candidates must apply through the online system

<https://eapplication.eeas.europa.eu>

To log on to the system, an ECAS (European Commission Authentication Service) password is required; candidates without a password can register to get one through the aforementioned link. EU staff members with a professional ECAS account should use that account for their application. A helpdesk facility is available via the "Contact Support" function within the online system.

In case of connection problems, you can also refer to the complete EU Login user guide:

https://webgate.ec.europa.eu/cas/manuals/EU_Login_Tutorial.pdf

During the online application procedure, candidates will have to upload their CV and motivation letter (in English or French). Candidates are invited to use the "Europass" CV format (<https://europass.cedefop.europa.eu/documents/curriculum-vitae>) for their applications.

Candidates from the Member States will, in addition, have to upload a copy of their passport/ID and a recent statement by their Ministry for Foreign Affairs (issued within the past 6 months) confirming their endorsement.

All candidates will have the opportunity to follow the progress of their application through the online system.

The closing date for the submission of applications is **21 March 12.00 midday** (CET - Brussels' time). Please note that the only way to submit an application is using the online system.

As the system may experience peak activity around the deadline, candidates are strongly advised to submit their application as early as possible. Late applications will not be accepted.

For correspondence concerning the selection procedures, please use the following email address: cca-secretariat@eeas.europa.eu

2. Pre-selection

The pre-selection process shall be organised under the responsibility of the High Representative. The pre-selection panel shall be composed of three representatives of the EEAS. It shall be chaired by the Chair of the Steering Committee. The pre-selection panel shall review the eligibility of candidates and shall then establish a list of those eligible candidates who best meet the selection criteria on the basis of the requirements of the post as set out in this vacancy notice.

The pre-selected candidates shall be invited to an interview by the pre-selection panel. Based on the performance during the interview, the pre-selection panel shall establish a provisional shortlist of candidates.

⁹ Your personal data will be processed in accordance with Regulation (EC) 2018/1725. The privacy statement is available on EEAS webpage: http://eeas.europa.eu/data_protection/rights/index_en.htm

Candidates who have been shortlisted will be required to have their management and leadership skills evaluated at an assessment centre, unless they fall within one of the exemptions foreseen in Article 6(4) of the Decision ADMIN(2023) 25 of the High Representative of the Union for Foreign Affairs and Security Policy, of 10/07/2023, on the Consultative Committee on Appointments to the European External Action Service. The results of the Assessment Centre shall be communicated to the pre-selection panel, for the purpose of drawing up the final list of shortlisted candidates.

3. Selection

The High Representative shall submit to the Steering Committee a recommendation with a shortlist of at least three candidates, drawn-up in the order of the pre-selection panel's preference.

The candidates shall present their vision for the ESDC to the Steering Committee, after which the Steering Committee shall be invited to rank the candidates in a written, secret vote. The candidate obtaining the highest number of votes cast, shall be appointed by the High Representative for a period not exceeding three years. If the highest-ranked candidates obtain an equal number of votes, further votes between those candidates shall take place, as required, until a single candidate obtains the highest number of votes.

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POST AVAILABLE: 01 September 2025