



Vacancy Notice – Job no. 354690

CO-FINANCED Seconded National Expert in
the European Security and Defence College (ESDC)

Vacancy title	Training Manager in Support of eLearning
Contract type	Seconded National Expert (SNE)
Indicative starting date	1 April 2022
Security clearance	SECRET UE/EU SECRET
Location	Brussels (BE)
Closing date for applications	3 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:

- Contribute to the activities of the ESDC eLearning cell
- Support the development of compelling course content to be hosted on ESDC’s LMS, including videos, SCORM packages, graphics, and other mobile and web-based learning assets
- Lead the management, administration and update of the ESDC website
- Lead the management, administration and update of the ESDC course registration platform (ENLIST)
- Support the management and administration of Goalkeeper/ Schoolmaster
- Lead the management, administration and update of the ESDC publications
- Provide ESDC input to the relevant reports (i.e. Gareia, CARD etc);

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 level²

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

- o University diploma
- o Five years work experience out of which three years professional experience in the field of training in blended methodology including elearning
- o Proven experience in Instructional design and eLearning content development
- o Proven experience in audio-visual content development and editing
- o Alumni of at least one ESDC course would be an advantage
- o Previous work in EU Institutions/Agencies/Missions would be an advantage

b) Professional knowledge

- o Sound knowledge of the ESDC, its functioning and its link to the other entities, consortia and EU bodies involved in training relevant to CSDP
- o Thorough knowledge of ELearning content development, from instructional design to final delivery

c) Skills

- o Working in an international team and under time-pressure
- o Networking and communication skills
- o Sound knowledge of authoring tools e.g. iSpring, Articulate 360 etc
- o Sound knowledge of audio-visual editing tools e.g. Camptasia, Audacity etc
- o Sound Knowledge of the Management and Administration of Learning Management Platforms i.e. ILIAS LMS and Moodle
- o Sound knowledge of Wordpress based webcontent hosting, including management, administration and authoring of new content.
- o Sound knowledge of MS Office tools
- o Excellent drafting skills and editing skills
- o 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 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 in February 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 (144.31€/ 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 814.28 €/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.

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(2020) 60 of 09/12/2020

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(2020) 60 of 09/12/2020

Vacancy available from: 1 March 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