

## **EEAS Vacancy Notice**

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

#### **Policy Officer / Training Manager**

**COST-FREE**

**AD level post**

**Job no 408044**

#### **We are**

As set out in the Council Decision (CFSP) 2024/3116 of 9 December 2024, the mission of the European Security and Defence College (ESDC) is to provide training and education in the field of the EU's Common Security and Defence Policy (CSDP) and in the wider context of the Common Foreign and Security Policy (CFSP) at the 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 practice 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 HR in the exercise of her mandate to conduct and implement an effective and coherent EU CFSP, of representing the EU and of chairing the Foreign Affairs Council.

#### **What we are offering**

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 member of the ESDC team, assume cross-cutting responsibilities, and provide support to other members of staff within the ESDC. You will 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 ESDC management, the SNE is expected to perform the following tasks and responsibilities:

- Assisting in the development and implementation of policies through the formulation of proposals, briefing documents, and strategy papers;
- Examine existing practices and policies to evaluate and analyse how they support or impede the ESDC's objectives for efficient, innovative, and creative training delivery on CSDP. Implement suitable actions to address the findings;
- Assist in coordinating training and educational needs for Ukraine;
- Organise, support and lead courses, seminars and conferences;
- Take responsibility for all relevant files and projects attributed to them from start to finish at all stages of the project cycle;
- Contribute to the ESDC's lessons learned process;
- Proactively develop and implement programmes and initiatives, plans, partnerships, activities and training courses in the area of CSDP;
- Actively engage with multilateral, regional and bilateral partners, civil society and academia when identifying best practice and gaps in CSDP training and education;
- Contribute to publications on the ESDC website;
- Follow and contribute to the training requirements analysis coming from the Committee for Civilian Aspects of Crisis Management/EU Civilian Training Group relating to current ESDC training;
- Contribute to making the ESDC an inclusive and diverse workplace, including with regard to sexual orientation, gender identity, disability and ethnicity;
- Perform additional tasks upon instruction by the hierarchy.

### **What we are looking for:**

A dynamic, flexible and proactive colleague with a strong sense of service and a good knowledge and understanding of the theories, concepts and approaches relating to the common security and defence culture, as well as best practice and partnerships. The successful candidate will have a keen ability to identify gaps in existing civilian training and will be able to develop training courses, workshops and tools to efficiently address those gaps. They will also have the relevant knowledge and expertise to address linkages, opportunities and risks relating to peace, security and defence.

### **Legal basis**

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, 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 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 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 degree or equivalent level of education;
- Three years' full-time professional experience in the field of training and education and/or research;
- Experience and knowledge of EU policies, values and priorities, including but not limited to the CFSP and CSDP, would be an advantage;

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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>

- Knowledge of civilian crisis management and of planning processes in the field of CSDP would be an advantage;
- Experience in working in multicultural, international teams;
- Experience in the organisation of sustainable conferences and seminars;
- Experience in agile, inclusive and gender-responsive working methods in diverse, multinational teams.

#### **A. Skills required**

- Excellent ability to maintain diplomatic relations and to represent the ESDC and communicate well in a complex, multicultural environment;
- Excellent ability to create constructive working relations with governmental and non-governmental entities, including military bodies, law enforcement agencies, government representatives and civil society organisations;
- Strong drafting, communication and analytical skills combined with sound judgement;
- Ability to remain objective in complex scenarios and to display sensitivity;
- Good organisational skills, ability to work under pressure to tight deadlines and ability to manage multiple tasks and unexpected demands;
- Ability to work professionally as a member of the ESDC, in mixed-composition task forces and working groups, in an interesting and challenging environment;
- Good computer skills are essential, in particular in word processing, spreadsheet and presentation software, internet/intranet and email systems; knowledge of other IT tools would be an asset.

#### **B. 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.

#### **C. 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;
- Be a dynamic, motivated and flexible individual;
- Be able to adapt quickly to new situations and deal with new challenges, including missions in conflict area.

## **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](mailto:SNE-CSDP@eeas.europa.eu) in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure with equal opportunities as 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 1(d) (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 SNE (not family members).

Other expenses such as removal costs, allowances, salary, insurance, schooling (while the SNE maintains the right to enrol the children in an European School Type I)[<sup>3</sup>] and costs related to the enrolment to the Interinstitutional nurseries or the After-school centre managed by the early childhood centre of the European Commission shall not be covered by the EEAS. However, in case the SNE makes use of these two facilities for their dependent children, the EEAS shall recover any invoiced cost (including the institutional and the parental contribution, estimated at approximately EUR 18,000 per year and per child) from the Seconded National Expert concerned on a yearly basis. For further information, please contact [RM-01-COORDINATION@eeas.europa.eu](mailto:RM-01-COORDINATION@eeas.europa.eu).

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[3] <https://www.eursc.eu/en/Accredited-European-Schools/About>

**Vacancy available from: 20 December 2025**

**Closing date for submissions of applications: EXTENDED DEADLINE - 20 March 2026 at 13:00 (CET)**

**Place of secondment: Brussels, Belgium**

**For further information, please contact:**

**Administrative questions: [SNE-HQ@eeas.europa.eu](mailto:SNE-HQ@eeas.europa.eu)**

**Selection and profile related questions: [ESDC-VACANCIES@eeas.europa.eu](mailto:ESDC-VACANCIES@eeas.europa.eu)**

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