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European Security and Defence College

ESDC Vacancy Notice

Seconded National Expert at the European Security and Defence College

Project Manager - digital solutions and e-learning

CO-FINANCED

AD-level post

Job No 354690

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.

We propose

The post of a 'co-financed' seconded national expert (SNE) as a Project Manager for digital solutions and e-learning. The successful candidate will become a member of the ESDC team, assuming cross-cutting responsibilities and providing 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 for digital solutions and e-learning, the SNE is expected to perform the following tasks:

- Contribute to the activities of the ESDC in general, the ESDC Cyber education, training, exercise and evaluation platform;
- Manage and develop the ESDC Distributed Learning (DL) resources, platforms and tools;
- Manage the ESDC's Learning Management System (ILIAS);
- Manage and develop the ESDC eLearning resources (SCORM packages development, graphics, and other mobile- and web-based learning assets);
- Update and develop the ESDC eLearning resources applying Synthesia (AI tools), Articulate 360 and other apps;
- Update the ESDC course registration platform (ENLIST);
- Support the management of the Goalkeeper/Schoolmaster platform;
- Contribute to draft and manage the training programme and conceptual documents;
- Evaluate the relevant training activities and ensure that lessons learnt are reflected in subsequent course iterations;
- Provide input and content to the relevant internal reports (e.g. the ESDC's Annual Report);
- Participate in meetings, courses, events, seminars and conferences;
- Contribute to and organise meetings of the different bodies of the ESDC;
- Contribute to establish the ESDC as an inclusive and diverse workplace, including in the context of sexual orientation, gender identities, disabilities and ethnicity;
- Perform additional tasks as directed by their managers.

We are looking for

A self-motivated, flexible and proactive colleague with good communication and organisational skills and a developed sense of service, who can rapidly adapt to a new working environment and is a good team player.

Legal basis

This vacancy is to be filled in accordance with the 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 or 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 Union[1] or, where justified in the interests of the service, professional training at an equivalent level[2];

c) have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his or her duties;

d) have security clearance at least at the level of **EU SECRET/SECRET UE**;

e) remain in the service of the employer throughout the period of secondment and 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;

g) ensure that there is no conflict of interest and that he or 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 diploma;
- five years of relevant professional experience, of which three years are in the field of training;
- proven experience in instructional design and e-learning content development;
- proven experience in audio-visual content development and editing;
- previous attendance of at least one ESDC course would be an advantage;
- previous work in EU institutions/agencies/missions would be an advantage;
- experience in agile, inclusive and gender-responsive methods of teamwork 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;

[1] 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.
[2] 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 and editing skills;
- proven experience in the use of project management tools (e.g. Trello);
- able to work independently and autonomously under the overall guidance of the Head of the ESDC.

National security clearance at EU SECRET/SECRET UE level. Such clearance must 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

A thorough knowledge of one EU working language and a satisfactory knowledge of another is required. In practical terms, in order to perform the required duties, this means an excellent command of written and spoken English, and, in particular, good report-writing skills. A good knowledge of written and spoken French is desirable.

D. Personal Qualities

- must maintain the highest standards of personal integrity, impartiality and self-discipline.
- must exercise the greatest discretion in relation to all facts and information acquired in the performance of his or her duties;
- must 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 a PDF or Word file, using the Europass CV template 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 exclusively by email to Division RM.BHR.3 'Selection and Recruitment' at the following address: sne-hq@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 fulfilment of the eligibility criteria in the competences section. The most suitable applicants will be called for interview by the ESDC as soon as possible.

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-hq@eeas.europa.eu in order to accommodate any special needs and provide assistance to ensure the possibility to 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.

Co-financed SNEs shall be entitled to

- Daily allowance (45.16 €/per calendar day for the distance 0-150km or 180.65 €/calendar day for the distance >150 km3) throughout the period of secondment;
- Monthly allowance 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 1019.33 €/month4);
- Reimbursement of travel on taking up duties/at the end of the secondment on a flat-rate basis (if not paid by the employer).

The following expenses will be covered by the EEAS

Costs of professional travel (missions) incurred by the SNE posted to 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 a European School type I) and costs related to enrolment in the interinstitutional nurseries or the after-school centre managed by the European Commission's Early Childhood Centre will not be covered by the EEAS. However, if the SNE makes use of these two facilities for their dependent children, the EEAS will recover any invoiced cost (including the institutional and parental contributions) from the Seconded National Expert concerned on a yearly basis. For further information, please contact RM-01-COORDINATION@eeas.europa.eu.

[3] 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(2026) 1 of 19/01/2026

[4] 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(2026) 1 of 19/01/2026

Vacancy available from: 1 August 2026

Closing date for the submission of applications: 1 September 2026 at 13:00 (CET).

Place of secondment: Brussels, Belgium

Data protection

The personal information requested from candidates will be processed in line with Regulation (EU) 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) No 45/2001 and Decision No 1247/2002/EC.

The purpose of the processing of candidates' personal data is to manage applications with a view to possible pre-selection 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:

- **for administrative questions** sne-hq@eeas.europa.eu
- **for selection and profile-related questions** ESDC-VACANCIES@eeas.europa.eu

Electronically signed on 02/06/2026 11:44 (UTC+02) in accordance with Article 11 of Commission Decision (EU) 2021/2121