Ref. Ares(2026)10380697 - 05/11/2026

EEAS Vacancy Notice

Seconded National Expert at the European Security and Defence College

Project Manager/Training Manager

(coordinator)

CO-FINANCED

AD level post

Job No 303112

WE ARE

As set out in 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 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 (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, to represent the EU, and to chair the Foreign Affairs Council.

WHAT WE ARE OFFERING

The post of a "co-financed" seconded national expert (SNE) as a Project Manager/Training Manager (coordinator for the Working Group on Missions and Operations-related Training, WGMOT)

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 colleagues 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

Coordinate the WGMOT Configuration: Support and coordinate the activities, initiatives and events of the Working Group on CSDP Missions and Operations-Related Training (WGMOT).

Training coordination: organise, support and lead training courses, seminars and conferences within the area of WGMOT.

Programme Development: Draft, manage, and update the ESDC training programme, course curricula, and conceptual documents in close cooperation with national, EU, and international training institutes.

Institutional cooperation*:* Focal point for CSDP Missions and Operations related training. Including close collaboration with CivopsHQ, EUMS, MPCC, PCM, CSDP Missions and Operations. As well as seconding authorities in MS, EU funded training projects, EU agencies, UN, NATO etc.

CSDP Analysis & Needs Assessment: Monitor and analyze EU and national-level CFSP/CSDP training activities to identify gaps, trends, and training requirements aligned with the EU Strategic Compass.

Evaluation & Lessons Learned: Evaluate training activities, process feedback, and incorporate lessons learned into subsequent course iterations.

Governance Support: Contribute to and organize meetings of the various ESDC executive bodies, configuration working groups, and sub-boards.

Horizontal Priorities Integration: Integrate key EU horizontal principles into training delivery, including gender mainstreaming, cultural awareness, diversity, and environmental sustainability.

Cross-Functional Support: Provide operational support to other ESDC training courses and perform other tasks as assigned by the Head of College.

Allowances and financial coverage

The EEAS will provide the following allowances and reimburse the following expenses:

Daily allowance (45.16 €/per calendar day for the distance 0-150km or 180.65 €/calendar day for the distance >150 km[1]) 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 €/month[2]);

Reimbursement of travel on taking up duties/at the end of the secondment on a flat-rate basis (if not paid by the employer).

These allowances and reimbursements shall not be construed as remuneration paid by the EEAS.

Seconded National Experts (hereinafter "SNEs") shall be entitled to:

-reimbursement of mission expenses incurred during the secondment;

-accident insurance policy[3], however accident coverage is not extended to family members.

-where applicable[4], standby duty allowance or shiftwork allowance.

Start date and duration of secondment

The start date of the secondment shall be the first day of service at the place of secondment.

The initial period of secondment may not exceed two years and may be extended successively up to a period not exceeding four years in total. At the request of the relevant Managing Director or equivalent, the Director responsible for Human Resources may authorise, in exceptional cases and in the interest of the service, one or more extensions of the secondment for a maximum of two years at the end of the four-year period. The total duration of the secondment shall in no case exceed six years.

[1] As per Article 17(2) of the EEAS SNE Decision (Decision ADMIN(2026) 18 of 20/07/2026), Seconded National Experts shall be entitled to a daily allowance throughout the duration of the secondment subject to the same criteria as the expatriation allowance for officials referred to in Article 4(1) of Annex VII to the Staff Regulations.

[2] Decision ADMIN(2026) 1 of 19 January 2026 of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision ADMIN(2026) 18 of 20/07/2026.

[3] European Union and Institutions FWC PMO/2021/OP/0004.

[4] Article 12(4) of the EEAS SNE Decision (Decision ADMIN(2026) 18 of 20/07/2026).

Position available from: 1 May 2027

Closing date for submission of applications: 7 December 2026 at 13:00 (CET).

Place of secondment: Brussels, Belgium

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 of 20/07/2026 on the rules applicable to National Experts seconded to the European External Action Service – ADMIN(2026) 18.

WE ARE LOOKING FOR

Eligibility criteria

Candidates must:

a) Have the nationality of an EU Member State, unless a derogation is granted by the Director-General for Resource Management for duly justified reasons in the interest of the service. Such a derogation may only be granted for SNEs assigned to posts in Brussels;

b) Be drawn from Member States' public administrations. In exceptional cases, and with prior authorisation by the Director General for Resource Management, the EEAS may agree to the secondment of national experts from non-EU States' public administrations, non-profit organisations (such as research centres or think tanks) or from international organisations;

c) Be in the active service of the employer on a permanent or contract basis;

d) Have a level of education which corresponds to completed university studies of at least three years attested by a diploma, or where justified in the interest of the service, professional training of an equivalent level;

e) Have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function group AD as defined in the Staff Regulations of Officials of the European Union (hereinafter the "Staff Regulations");

f) Have the capacity to work in the languages of the CFSP and external relations at a level necessary for the performance of their duties;

g) Have a security clearance issued by the national security authority of an EU Member State that is equivalent at least to the EU classified information level required for the published post[5], notwithstanding the authorised delayed submission of such security

[5] Ref. Appendix B 'Equivalent of Security Classification' to the Council Decision of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU) (OJ L 274, 15.10.2013, p. 1). A description of the EU classified information levels is also available under Decision ADMIN(2025) 42 of the Secretary-General of the European External Action Service of 20 November 2025 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified

clearance as per Article 6(3) of Decision ADMIN(2025) 42 of the Secretary-General of the European External Action Service of 20 November 2025[6];

h) Not have been seconded to the EEAS during a period of two years preceding the application for the post. When the former secondment lasted less than six years, a new secondment, which does not exceed the unexpired part of the total six-year period, may exceptionally be accepted less than two years after the end of the prior secondment.

Selection criteria

Skills, knowledge and experience required

Professional Experience: Minimum 3 years of professional experience in education and training management.

CSDP & Crisis Management: Sound operational knowledge of the EU's Common Security and Defence Policy (CSDP), crisis management, and CSDP training/planning processes.

Education Frameworks: Familiarity with Lifelong Learning principles, and learning outcome-based education systems.

Communication & Drafting: Excellent written and oral communication skills in English, with proven ability to draft high-level policy papers, training programmes, and executive reports.

Networking & Negotiation: Strong interpersonal, negotiation, and network-building skills.

Organizational & Project Management: Outstanding organizational skills, ability to manage multiple competing tasks under tight deadlines, and experience in organizing international seminars, conferences, or/and working groups.

Multinational Teamwork: Ability to collaborate in diverse, multicultural, and mixed civilian-military teams, incorporating inclusive and gender-responsive working practices.

Digital Competence: Proficiency in modern ICT tools, learning management systems (e.g., ILIAS), presentation tools, and virtual collaboration software.

CONDITIONS OF SECONDMENT

Conflict of interest

Information, and in Annex A I of the Decision ADMIN(2023) 18 of the High Representative of the Union for Foreign Affairs and Security Policy of 19 June 2023 on the security rules of the EEAS (OJ C 263, 26 July 2023, p.16).

[6] Decision ADMIN(2025) 42 of the Secretary-General of the European External Action Service of 20 November 2025 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information.

The EEAS shall examine whether candidates have any actual or potential conflict of interest or personal interest such as to impair their independence. To that end, candidates shall inform the EEAS of any actual or potential conflict of interest, taking also into account their professional situation and their family circumstances, in particular their own or their family's professional activities or financial interests. In this context, all candidates shall fill with their application a declaration of potential conflict of interest (Annex I).

As a matter of policy, applications by individuals who have dual nationality of which one of a non-EU country, will be considered on a case-by-case basis taking account in particular of the functions attributed to the vacant post.

Personnel Security Clearance (PSC)

The requested level of security clearance for this post is: at least EU SECRET/SECRET UE level. A description of the EU classified information levels is available under Article 2 of Annex A of the Decision ADMIN(2023) 18 on the security rules of the EEAS[7].

The selected candidate should hold a valid PSC issued by the national security authority of an EU Member State that is equivalent at least to the level indicated in the preceding paragraph, for the duration of the secondment to the EEAS.

Accordingly, all candidates shall fill with their application a declaration of possession of a PSC at the appropriate level (Annex II).

In exceptional cases, for reasons duly justified by the seconding authority and after approval by the EEAS Security Authority, the required PSC issued by the national security authority of an EU Member State may be submitted no later than 6 months after the start date of the secondment[8].

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.

School fees

[7] OJ C 263, 26 July 2023, p.16.

[8] During such a period, specific measures shall be taken, including but not limited to those described in Article 7 of the Decision ADMIN(2025) 42 of the Secretary-General of the European External Action Service of 20 November 2025 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information. Until the PSC is issued by the competent authority of the Member State concerned, the selected candidate will not be authorised to access EUCI at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or above, or to participate in any meetings or workflow where EUCI is processed.

Costs related to nurseries and after-school centres managed by the early childhood centre of the European Commission or by any other EU institution, as well as transportation costs to school, shall not be covered by the EEAS. Schooling costs related to the enrolment in a European School Type I shall be covered by the EEAS in compliance with the Convention defining the Statute of the European Schools of 21 June 1994[9]. For further information, please contact RM-01-COORDINATION@eeas.europa.eu.

EQUAL OPPORTUNITIES

The EEAS strives to be a dynamic, respectful and inclusive Service. We value the talent and professional excellence of our staff, and are committed to building an organisation where gender equality and the respect of diversity are core values, as set out in the EEAS Mission Statement and the EEAS Agenda for Diversity and Inclusion. The EEAS is committed to achieving gender balance within its workforce and strives to avoid any form of discrimination during this selection procedure, as per Article 1(d) of the Staff Regulations. We actively welcome applications from all qualified candidates without any discrimination based on any ground. We commit to recruit candidates with the highest standard of ability, efficiency and integrity, carrying out a selection based on merits required for the post and from the broadest possible geographical basis among the EU Member States.

The EEAS is committed to working with people with disabilities in the terms of the Staff Regulations. If, by virtue of your medical condition or special needs, you require reasonable accommodation for a part or the entirety of this selection process, please send an email to *SNE-HQ@eeas.europa.eu*.

Your request will be treated in strict confidence and no record will be kept. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Article 1(d)(4) of the Staff Regulations.

All selected candidates are expected to adhere to the Principles of Professional Behaviour of the EEAS, which outline the need for integrity, transparency, respect, professionalism and accountability, and a zero tolerance approach to any form of harassment.

[9] Convention defining the statute of the European schools (OJ L 212, 17.8.1994, p. 3–14).

For further information, please contact:

Administrative questions: SNE-HQ@eeas.europa.eu

Selection and profile related questions: ESDC-VACANCIES@eeas.europa.eu

ANNEX I

DECLARATION OF POTENTIAL CONFLICT OF INTEREST TO BE FILLED BY CANDIDATES

The Decision ADMIN(2026) 18 of the High Representative of the Union for Foreign Affairs and Security Policy of 20 July 2026 establishing the rules applicable to National Experts seconded to the EEAS (hereinafter, the 'EEAS SNE Decision') states:

- in Article 2(3): "*The EEAS shall examine whether candidates have any actual or potential conflict of interest or personal interest such as to impair their independence. To that end, candidates, using a dedicated form, shall inform the EEAS of any actual or potential conflict of interest, taking also into account their professional situation and their family circumstances, in particular their own or their family's professional activities or financial interests. On the basis of the assessment conducted, the EEAS may decide not to proceed with the secondment".*

- in Article 8(1)(c): "*During the secondment, the SNE shall immediately inform their line manager if, in the performance of their duties, they become aware of an actual or potential conflict of interest, or are called upon to give a decision on the handling or the outcome of a matter in which, directly or indirectly, they have a personal interest such as to impair their independence, and, in particular, family's professional activities or financial interests".*

It is the candidates' duty to inform through this form the EEAS of any actual or potential conflict of interest regarding their future tasks. They shall be broad in their identification of actual or potential conflict of interests. It is reminded that it will be up to the administration, and not to the candidates themselves, to assess on this basis whether they are sources of conflict of interests and, if applicable, whether they constitute an issue for the secondment.

Title/First Name/Last Name:

……

Position applied for:

……

Job number:

……

Division:

……

Candidate status: ☐ Candidate from a Member State ☐ Candidate from a non-EU country ☐ Candidate from an international organisation ☐ Candidate from a non-profit organisation	
Current and former EU/non-EU nationality(ies):	
Current employer:	
Spouse/partner's EU/non-EU nationality(ies:	
Spouse/partner's professional activities:	
Dependents' nationality(ies):	

In your opinion, do you have any personal interest, in particular a family or financial interest, or do you represent any other interests of third parties which could actually or potentially impair your independence in the course of your duties in the specific vacancy at the EEAS and which may thus lead to any actual or potential conflict of interest relevant to that position?

YES ☐ NO ☐

If yes, please detail:

I hereby certify that the information provided in this form is correct and complete and that my curriculum vitae is correct and duly updated.

I understand that any infringement of the above requirements under the EEAS SNE Decision may lead to the withdrawal of a secondment offer or the termination of the secondment.

Date and signature:

PLEASE FILL IN, PRINT, SIGN AND SCAN

To be returned <u>with the application</u>

ANNEX II

DECLARATION OF POSSESSION OF A PERSONNEL SECURITY CLEARANCE (PSC)

Pursuant to point 19 of Annex A I to the EEAS Security Rules[10] and Article 6(1) of the Decision ADMIN(2025) 42 of the Secretary-General of the European External Action Service of 20 November 2025[11], national experts seconded to the EEAS for a position listed under Article 3(1) and (2) of Decision ADMIN(2025) 42 shall have a valid PSC for access to EUCI in the EEAS prior to taking up their assignment.

I, Mr/Ms _____, hereby declare to be in possession, for the duration of my secondment to the EEAS, of a valid PSC issued by the national security authority of an EU Member State that is equivalent at least to the EU level requested for the published post.

YES ☐ NO ☐

If no, please detail:

[10] Decision ADMIN(2023) 18 of the High Representative of the Union for Foreign Affairs and Security Policy of 19 June 2023 on the security rules for the European External Action Service.

[11] Decision ADMIN(2025) 42 of the Secretary-General of the European External Action Service of 20 November 2025 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information.

I hereby certify that the information provided in this form is correct and complete.

I understand that any infringement of the above requirements under the EEAS SNE Decision may lead to the withdrawal of a secondment offer or the termination of the secondment.

Date and signature:

PLEASE FILL IN, PRINT, SIGN AND SCAN

To be returned with the application

Electronically signed on 05/11/2026 13:37 (UTC+01) in accordance with Article 11 of Commission Decision (EU) 2021/2121