



Vacancy Notice – Job no. 303107

Vacancy title	Training Manager in Support of eLearning
Contract type	Seconded National Expert (SNE)
Indicative starting date	1 February 2021
Security clearance	SECRET UE/EU SECRET
Location	Brussels (BE)
Closing date for applications	26 November 2020

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

Eligibility criteria

National experts must be nationals of one of the Member States of the European Union and enjoy full rights as citizens. They will be seconded to the ESDC while remaining in the service of their national employer and continuing to be paid their national salary by that employer.

In line with the [Council Decision \(CFSP\) 2016/2382 of 21 December 2016](#) establishing a European Security and Defence College (ESDC), the Decision HR DEC(2014)001 of 2 February 2014 which replaced the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 23 March 2011 establishing the rules applicable to National Experts seconded to the European External Action Service (2012/C12/04) shall be applicable mutatis mutandis to national experts seconded to the ESDC by Member States.

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;

- 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

- o 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 EEAS.BA.HR.2 "Selection and Recruitment of Staff". 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 by 26 November 2020.

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