



Ref.: 2025-05-LD-1 AB-pa

Brussels, 8 May 2025

FOR THE ATTENTION OF THE HEADS OF DELEGATION OF THE BOARD OF GOVERNORS OF THE EUROPEAN SCHOOLS

Subject: Creation of the post of Coordinator for Sustainability and Digital Education at the “Pedagogical Development” Unit in the Office of the Secretary-General

Dear Madam,
Dear Sir,

The Board of Governors has decided on the creation of the posts of Coordinator for Sustainability and Digital Education at the “Pedagogical Development” Unit in the Office of the Secretary-General of the European Schools with effect from the 1st of January 2026.

The post is foreseen for seconded members of staff, to be appointed by decision of the Secretary General. All Member States, as well as the European Commission, can put forward candidates.

The job descriptions which give further details of the post is attached to this letter.

I am therefore writing to invite national delegations of the Board of Governors as well as the European Commission to advertise the aforementioned post, if they wish to propose candidates, and to forward suitable applications to the Secretary-General.

The candidates' file must consist of a cover letter and Curriculum vitae (in “Europass format) and contain the following information:

- date of birth
- educational background and qualifications,

- professional experience,
- knowledge of languages (to be documented and assessed on the basis of the Common European Framework of Reference for Languages self-assessment grid produced by the Council of Europe),
- special abilities, skills and achievements.

Official documents that must be attached to the Curriculum Vitae are the following:

- copies of diplomas, certificates, and other evidence of formal qualifications,
- an official document testifying that the candidate has no criminal convictions which would be incompatible with the post,
- a medical certificate attesting to the candidate's physical capacity to perform the function.


Candidates should send their applications to their own delegation in the first place, and not directly to the Secretary-General.

Those delegations proposing candidates are asked also to confirm that:

- they would be willing to second the successful candidate for a minimum of three years and
- that they would be willing to continue to pay the national salary for the period of the appointment.

I should be grateful to receive your applications no later than 17 June 2025. If you require any further information, please let me know.

Yours faithfully,



Andreas BECKMANN,
Secretary-General of the European Schools

cc Members of the Joint Board of Inspectors
Members of the Budgetary Committee
Directors of the European Schools

**COORDINATOR FOR SUSTAINABILITY AND DIGITAL EDUCATION
“PEDAGOGICAL DEVELOPMENT” UNIT
OFFICE OF THE SECRETARY-GENERAL OF THE EUROPEAN SCHOOLS**

JOB DESCRIPTION

Requested profile:

- University degree at master's level
- Teaching degree
- Experience in Education for Sustainable Development / Sustainability in digital education (including artificial intelligence)
- Experience in cross-cultural and multilingual educational environments
- Experience managing collaboration with diverse stakeholders across multiple levels (educators, inspectors, administrators, policymakers), with European or international dimensions
- Experience in teacher training (CPD), including online via Learning Management Systems (LMS) and/or Content Management Systems (CMS)
- Project management skills
- Good organizational and problem-solving skills
- Strong communicational skills (written and verbal)
- Excellent command of English or French (minimum level C1 according to the Common European Framework of Reference for languages - CEFR standard or equivalent)

Assets:

- Good command (minimum level B2) of the other respective language (English or French) or German
- Experience in project management and change management
- Experience in curriculum development
- Experience in developing open education resources (OER)
- Experience in the development of digital credentials

Job description:

The Coordinator for Sustainability and Digital Education will play a key role in integrating learning for sustainability and digital education (including artificial intelligence) into the European Schools curriculum aligning with the European Union's frameworks.

Collaborating with European Schools inspectors, school management, educators, and stakeholders, the coordinator will promote whole-school and forward-thinking approaches to sustainability and digital education challenges.

This role includes supporting the development of sustainability and digital competences (including AI literacy) across organisational governance and the curricula, enhancing key competences for lifelong learning, and fostering holistic and interdisciplinary learning experiences.

The coordinator will monitor specific project objectives and outcomes, facilitate the exchange and dissemination of best practices, and support the growth of online professional communities. The coordinator will also play a central role in planning and designing training courses and creating online resources to benefit staff across European and Accredited European Schools. The coordinator will work with school leadership teams responsible for sustainability operations and contribute to teaching sustainability and practices in the schools.

The coordinator will strengthen partnerships with European institutions (e.g., European Commission, especially DG EAC and JRC, EUIPO and EPO), international organisations (e.g., UNESCO, OECD, and UN bodies), and other stakeholders.

This pivotal position will help shape transformative education across the European Schools network and the European Education Area, supporting collective efforts towards the twin green and digital transition.

The main tasks are the following:

- Promoting and supporting whole-school and whole-person approaches to sustainability and digital transformation (including AI), working closely with leadership teams and engaging educational stakeholders to drive systemic change
- Supporting the inspectorate and leadership teams in initiatives related to learning for sustainability and digital education, providing information and practical guidance
- Facilitating the integration of sustainability competence (GreenComp) and digital competence (DigComp) into teaching practices and resources, ensuring adherence to European Schools' curriculum and quality assurance standards

- Liaising with school leadership teams responsible for digital and sustainability operations
- Contributing to continuous professional development (CPD) activities for educational and management staff, incorporating sustainability and digital education across various formats and modalities, including in-person workshops, webinars, online courses, and resources, in collaboration with the coordinator for professional development (OSGES)
- In all actions, ensure inclusion and accessibility, in collaboration with the coordinator for educational support (OSGES)
- Strengthening partnerships with European institutions (e.g., European Commission's DG EAC and JRC, EUIPO, EPO) and international organisations (e.g., UNESCO and other UN bodies, OECD) to encourage innovative practices and cross-sectoral collaboration in sustainability and digital education
- Monitoring the outcomes of sustainability and digital education initiatives, disseminating success stories, and actively contributing to building professional online communities for educators and leaders
- Producing detailed reports, analyses, and statistical documentation to track progress and inform decision-making on sustainability and digital education projects, in cooperation with the data analyst (OSGES)
- Undertaking other administrative or pedagogical tasks as needed to support broader objectives of the European Schools system

Conditions of service

The conditions of service are fixed by the Regulations for Members of the Seconded Staff of the European Schools, available at www.eursc.eu. The basic monthly starting salary would be € 6.250,13 up to € 7.524,06 (scale 3), rising in two-yearly steps to a maximum of € 8.781,89. Family and other allowances are payable in addition on broadly the same basis as for officials of the EU.

The post-holder will be seconded and will continue to receive his or her national salary, which will be deducted from the above amounts. An adjustment to the European salary will be made, either by addition or deduction, so that the total net salary will be in line with the tax rates applicable to EU officials. A deduction is made equivalent to the "special levy" payable by EU officials.

Following the satisfactory completion of an initial probationary period of one year, the appointment may be confirmed on either a fixed-term or a permanent basis.

The post is based in Brussels. Relocation expenses are payable.

Application procedure

Applications should be **addressed to the relevant seconding authorities in the first place** who will forward them, if suitable, to the Secretary-General of the European Schools using the following e-mail address: OSG-SELECTIONS-MANAGEMENT@eursc.eu .

Candidates should **not** apply direct to the Secretary-General.

The seconding authorities will fix the closing date by which they must receive applications from candidates. The closing date by which the seconding authorities must forward applications to the Secretary-General is **17 June 2025**.

Further information

Further information can be obtained from the Deputy Secretary-General of the European Schools, Mr. Manuel BORDOY; OSG-DEPUTY-SECRETARY-GENERAL@eursc.eu and the Head of Unit “PEDAGOGICAL DEVELOPMENT”, Mr. Ciprian FARTUSNIC, OSG-HEAD-PEDAGOGICAL-DEVELOPMENT@eursc.eu.