VACANCY NOTICE – Pedagogical Engineer (PE)

Full-time, senior position – permanent contract (CDI)
Belgian contract
Start date: May 2025

ECTEG is a European Non-Profit Organisation funded by the European Commission to develop course materials and related datasets to support the Member States' Law Enforcement Agencies (LEAs) cybercrime and digital forensics capacity building. It comprises LEAs from the European Union (EU) and the Member States of the European Economic Area, international organisations, academia, private industry and experts.

The Pedagogical Engineer will join a team of 5 permanent staff members (Project Coordinator, IT Officer, Finance and Event Officer, Communications Officer, and Administrative Assistant) coordinating and supporting the development of IT Crime and Digital Forensics courses and capacity-building materials and facilitating deployments of ECTEG courses at the National and European levels.

General requirements
- An MSc in Educational Sciences, Pedagogy, Adult Education, Instructional Design, or similar fields, or equivalent proven professional experience (over 7 years).
- Languages: English proficiency (C1 or above).
- Registered Place of work: home working in Belgium (or another EU country, under a non-resident Belgian work contract).
- Organisational skills: availability, well-structured and organised, ability to work autonomously on diverse initiatives and in cooperation with a team.
- Possess a valid passport granting the ability to travel in the EU + EEA, and able to attend approx. one 3-day activity per month requiring travel.

Requirements specific to the role
- Experience in implementing a micro-credentials approach in education and/or training development.
- Experience in the management of Learning Management Systems (Moodle).
- Experience in e-learning development (Scenari platform or others).

Additional valued competences
- Experience in vocational training environments.
- Experience in working with law enforcement institutions.
- Experience in EU-funded projects and/or within EU institutions.
- Knowledge of EU lifelong learning-related policy and EU-level discussions, particularly on micro-credentials.
- Experience in Academic research, publications and review process.
- Sociable personality, contributing to team spirit and group management.
- Experience in teaching and sharing knowledge.
- Programming skills (Java, JavaScript, Python).
- Other EU language skills, with French considered as desirable.

Responsibilities
- Creating and maintaining a coherent and comprehensive certification schema and related question bank for ECTEG courses, following the micro-credentials approach. The PE will also work closely

with CEPOL, the EU agency training law enforcement, and other EU institutions to align with EU standards.
- Managing and following up on applications for ECTEG course materials.
- Reviewing current courses' status (descriptions, restrictions, materials, etc.) to update information for requests and ensuring courses' coherency.
- Supporting and assisting developers in using the e-learning development platform (Scenari).
- Maintaining comprehensive documentation of external guidelines for course updates, developments, and internal procedures.
- Developing and implementing strategies to assess courses (formative and summative content evaluations).
- Designing and implementing surveys (course piloting, course feedback, etc.).
- Responding to pedagogical issues arising from the developments and updates of materials promptly and efficiently.
- Contributing to the setup of specialised courses.
- Liaising with Academic and Law Enforcement experts to facilitate synergies.
- Representing ECTEG at meetings and reporting to the Project Coordinator and the Board.
- Contributing to the ECTEG projects and grants for pedagogical processes.
- Supporting LEA for implementation to deploy ECTEG course materials.
- Supporting ECTEG members for the publication of research papers.

Remuneration

We offer a competitive salary package according to the level of seniority, competencies and experience required.

The package includes a monthly homeworking allowance, a laptop and a mobile phone with a service subscription. Following EU funding regulations, mobility and accommodation expenses for activities representing the organisation are covered, and a subsistence allowance is provided.

If you wish to apply for the role, please send a CV (maximum 2 pages) and a Motivation Letter (maximum 1 page) to contact@ecteg.eu by 15 April 2025 13h CEST, with the subject matter: "Pedagogical Engineer application – (your name and surname)". Applications must follow this process to be considered, ECTEG will not accept applications via other means.

ECTEG reserves the right to interview fitting candidates on a rolling basis and before the deadline mentioned, looking to fill the position as soon as possible.

IMPORTANT: The first round of interviews will likely take place online. ECTEG reserves the right to request a meeting with the final candidate/s in person, likely in Belgium, and provide a practical assessment of the tasks described in this announcement before the contract signature.

More information about ECTEG:
- **ECTEG aims and history**
- **Training catalogue (available materials) -** *please accept cookies to display the reader below that shows the book and pdf version of the catalogue*
- **ECTEG members**
- **ECTEG partners**