

06 February 2018

ESDC JOB DESCRIPTION

**IDENTIFICATION OF THE JOB (21)**

Job title:	<b>Cyber Security Training Manager</b>
Entity:	European Security and Defence College (ESDC)
Function group and grade bracket:	corresponding AD (seconded by a EU Member State)
Overall purpose:	assist the Head of the ESDC in fulfilling his/her task

**FUNCTIONS**

**Heading**

- Coordinate the cyber security team of the ESDC
- Lead on the specific cyber security training programmes (FC 2)
- Lead on coordination and liaison for EU and member states' cyber security ETEE initiatives

**Planning**

- Plan the annual training programme in the field of cyber security
- Plan and implement e-learning in cyber security courses
- Contribute to the functioning of the eLCIP Board configuration
- Plan and contribute to networking events of the ESDC in general or within the cyber security context

**Analysis and Evaluation**

- Contribute to the Lessons Identified Process of the ESDC drawing on the expertise of the relevant services in the EU institutions and agencies
- Evaluate the relevant training activities and ensure that lessons identified are reflected in next courses
- Analyse different pedagogic approaches for new courses and advice which one is the most appropriate and cost-effective
- Analyse the various EU and national level training activities in the field of cyber security in close cooperation with the discipline leaders from EUMTG and EUCTG
- Support to the development of Standardised Curricula in the field of cyber security
- Provide ESDC input to the relevant reports (e.g. GAREA)
- Map and analyse the EU Cyber ETEE landscape in close cooperation with SecPol and EDA

**Project Management**

- Facilitate the conduct of ESDC training, education and exercise activities in the field of cyber security
- Support continuous development and review of training analysis, needs and requirements
- Develop new training, education and exercise activities in the field of cyber security

- Cooperate with other training providers and research institutes in the field of cyber security, such as ENISA, EUROPOL, CEPOL
- Contribute to the development of a dedicated platform for cyber security, including interested partner countries
- Develop training material for ESDC courses in the field of cyber security

#### **Coordination**

- Establish close contacts to the Points of Contact of national and international training and research institutes
- Keep contact and closely co-operate with relevant services in the EU-institutions, the EEAS and EU agencies
- Coordinate the work related to the conduct of the cyber security activities

### **JOB REQUIREMENTS**

#### **Education and experience**

- University diploma, preferably in IT (or equivalent through experience);
- Ten years work experience out of which five years in the field of training, exercises and education;
- At least 3 years of experience in a managing position (head of unit or above);
- Alumni of at least one ESDC course would be an advantage.

#### **Knowledge**

- Sound knowledge of computer systems and their application in the field of training

#### **Languages**

- Thorough knowledge of one CSDP language (EN/FR) and satisfactory knowledge of the other one are required

#### **Skills**

- Good computer skills are essential. Holder of the "European Computer Driving Licence" (ECDL) are preferred
- Working in an international team and under time-pressure
- Networking and communication skills
- Management skills

#### **Security Status**

- EU Security Clearance to the level "SECRET"