

ESDC JOB DESCRIPTION**IDENTIFICATION OF THE JOB (02)**

Job title:	Training Manager
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**

- Lead on the development of the ESDC work plan and prioritisation;
- Lead on the internal ESDC lessons learned process;
- Lead on the annual ESDC network conference/annual training and education conference in cooperation with relevant EEAS services.
- Facilitate the conduct of ESDC training activities in general and of specific training activities in support of CSDP missions and operations and capacity building

Planning

- Draft and manage the training programme and conceptual documents
- Develop, keep up-to-date and fine tune programme in close co-operation with national, international and EU training providers
- Provide ESDC input to the EU training programme

Analysis and Evaluation

- Analyse the relevance of evolving civilian and military policies in CSDP/CFSP
- Analyse the relevance of evolutions in the link between external and internal security of the EU
- Analyse the various EU and national level training activities in the field of CFSP/CSDP
- Support to the development of Standardised Curricula
- Contribute to ESDC input to the relevant reports (e.g. GAREA and CART)

Project Management

- Develop a project plan, manage the project stakeholders, project team, project risk, schedule and related budget
- Contribute to the Internet performance and PR activities of the ESDC
- Support to the ENLIST and Schoolmaster/Goalkeeper applications
- Assist in further developing the ILIAS platform of the ESDC
- Develop training material for ESDC courses

Coordination

- Establish close contacts to the Points of Contact of national and international training institutes
- Keep contact and closely co-operate with relevant services in the EU-institutions, the EEAS and EU agencies
- Support meetings and conferences of the ESDC

JOB REQUIREMENTS**Education and experience**

- University diploma
- Ten years work experience out of which five years professional experience in the field of training
- Alumni of at least one ESDC course would be an advantage

Knowledge

- Thorough knowledge EU structures and procedures in CSDP
- Thorough knowledge of the European Qualification Framework and its implementation in higher education
- Sound knowledge of EU history and structures including CFSP/CSDP development
- Sound knowledge of the ESDC, its functioning and its link to the other entities, consortia and EU bodies involved in training relevant to CSDP

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.
- Display a high level of adaptability to the different national and organisational cultures within the EU

Level of autonomy

- Able to work independently and autonomously within the overall guidance of the Head of the ESDC;

Security Status

- EU Security Clearance to the level "SECRET"