

IDENTIFICATION OF THE JOB (06)

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

- Facilitate the conduct of ESDC training activities in general and of specific training activities in support EU partnership countries in the Neighbourhood
- Lead on the development of ESDC publications and handbooks

Planning

- Contribute to the training programme and conceptual documents
- Plan the development of new and update existing ESDC publications
- Establish courses for EaP, SAP and MENA specific audiences and requirements
- Contribute to the communication plan of the ESDC
- Develop, keep up-to-date and fine tune ESDC curricula in close co-operation with national, international and EU training providers
- Provide ESDC input to the EU training programme

Analysis and Evaluation

- Analyse the impact of evolving civilian and military policies in CSDP/CFSP on ESDC publications
- Evaluate the relevant training activities and ensure that lessons identified are reflected in next courses
- Analyse the various EU and national level training activities in the field of CFSP/CSDP
- 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
- Assist in further developing and management of the e-Learning platform of the ESDC

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
- Ensure funding of ESDC activities with the Eastern and Southern Neighbourhood

JOB REQUIREMENTS

Education and experience

- University diploma;
- Ten years work experience out of which five years professional experience in the field of training;
- Experience with writing and/or editing professional articles
- Alumni of at least one ESDC course would be an advantage.

Knowledge

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

Languages

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

Skills

- Working in an international team and under time-pressure
- Networking and communication skills
- Good computer skills are essential. Holder of the "European Computer Driving Licence" (ECDL) are preferred.
- Display a high level of adaptability to the different national and organisational cultures within the EU
- Excellent drafting skills and editing skills

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"