December 2018

ESDC JOB DESCRIPTION

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| **IDENTIFICATION OF THE JOB (22)**    Job title: **Cyber Security Training Manager (support)**  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 |

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| FUNCTIONS  **Heading**   * Lead on input to cyber exercises * Lead on networking and scholarships * Lead on thought leadership and research   **Planning**   * Plan and coordinate the activities of the cyber security team * Contribute to establishment of the training programme and conceptual documents of the cyber security team * Establish an alumni network in the cyber security domain * Contribute to the functioning of a cyber security network and professional relationship between experts, policymakers, alumni and the training community   **Analysis and Evaluation**   * Contribute to the performance of the ESDC, in particular the cyber security team, in social media * Contribute to the evaluation of relevant training, education and exercise activities and ensure that lessons identified are reflected in next courses * Analyse the outcome of relevant cyber exercises * Analyse the training needs and requirements * Evaluate the ESDC performance in PR activities * Support to the development of Standardised Curricula * Provide input of the cyber security field to the relevant reports (e.g. GAREA and CART)   **Project Management**   * Support continuous development of training requirements and needs * Support other training managers in organising and conducting training, education and exercises events * Cooperate and coordinate with other training providers to enhance the visibility of cyber security and raise awareness * Develop training material for ESDC courses in the field of cyber security * Develop a project plan, manage the project stakeholders, project team, project risk, schedule and support of the Head ESDC in the management of the related budget * Evaluate the possibilities for expert's platform and scholarships * Facilitate the development of a community of practice bringing together alumni and practitioners engaged in the cyber defence ETEE design, delivery and evaluation   **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 * Organise and support meetings and conferences of the ESDC * Keep close contact with the hosts of the ESDC webpage(s) in co-operation with other training managers |

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| **JOB REQUIREMENTS**  **Education and experience**   * University diploma, preferably in IT (or equivalent through experience); * Ten years work experience * Alumni of at least one ESDC course would be an advantage * Experience in the public relations/communications domain would be an advantage   **Knowledge**   * Sound knowledge of computer systems and their application in the field of training * Sound knowledge on organising cyber domain exercises (main incident list, main event list, evaluation etc.)   **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   **Security Status**   * EU Security Clearance to the level "SECRET" |