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"
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