

SECONDED NATIONAL EXPERT- JOB PROFILE

Training Officer

(European Border and Coast Guard Academy/ Human Capital Division)

Tasks and responsibilities:

Reporting to the Head of EBCG Academy and under the supervision of the respective Head of Sector the main duties related to this position are:

- Contribute to the achievement of goals of EBCG Academy within assigned area of responsibility;
- Design and deliver operational training activities related to professional development of EBCG in line with Agency training quality assurance procedures and standards;
- Facilitate the organization and implementation of EBCG related courses and training;
- In cooperation with relevant stakeholders develop training activities and courses;
- Support Head of Sector in developing and implementing documents related to selected thematic areas of training;
- To contribute to preparation of inputs, statistics, and documents with respect to Sector/Academy activity;
- To promote best practices and knowledge-sharing in the field of training;
- To support training activities under responsibility of the Agency with the tasks and role assigned;
- To support development, implementation, evaluation, and planning training activities run by the EBCG Academy.

Selection criteria:

Professional qualifications, competencies and experience required:

Essential:

- At least three (3) years of work experience related to the aforementioned tasks and responsibilities within national and/or EU public administration
- Experience in organising/ participating in the organisation of (international) events in English, including moderation of contributions
- Proven experience with the design and/or implementation of outcomes-based training content for law enforcement/coast guard officials gained at national or international level
- Law enforcement/coast guard operational experience gained at national or international level
- Experience with working with an e-learning environment

Assets:

- Operational work experience with EU Member States migration or law enforcement or coast guard authorities

- Experience with applying course design methodology in line with the Sectoral Qualifications Framework in Border Guarding (SQF for BG)
- Train the trainer course
- Involvement in Frontex training activities as a trainer including canine, EUROSUR, and /or coast guard functions

Personal skills & competencies required:

- Good organization and co-ordination skills including managing priorities, work under heavy workload and time pressure
- Ability to prioritize and keep tough deadlines under minimal supervision
- Strong sense of initiative and responsibility
- Excellent communication skills (both oral and written) and ability to develop and maintain effective working relationships with a wide range of internal and external stakeholders in a multicultural environment