

SECONDED NATIONAL EXPERT - JOB PROFILE

Training Officer/SNE

in the Training Unit within Capacity Building Division

Secondment tasks and responsibilities

Reporting to the Head of the Training Unit, the Training Officer/SNE shall be responsible for:

- developing projects and carrying out activities together with representatives from the Member States, especially in the field of
 - Training for Schengen Evaluators and
 - Profile training for border surveillance officers (sea)
- moderating seminars/workshops ;
- producing documents, training material etc.

Selection criteria

Professional requirements

The candidate will be required to demonstrate that he/she has:

- professional experience in the field of Schengen evaluations as well as maritime border surveillance and safety and
- proven experience in education and/or professional training; proven experience in managing the development of training activities e.g. curricula and training plans;
- familiarity and knowledge in all the stages of project management including planning, budgeting, implementation, monitoring and evaluation;
- proven writing and reporting skills;
- competent skills in IT applications in general and Microsoft office applications;
- excellent command of English, at least on C1 level.

Besides, the following attributes would be an asset:

- Border Guard operational experience;
- experience from moderation of international working groups;
- expertise on the Copenhagen and Bologna process principles
- experience with eLearning applications and eLearning development

Personal attributes especially important to this post include:

- good organization and co-ordination skills including managing priorities, work under pressure, heavy workload and time pressure;
- prioritize and work to deadlines under minimal supervision on multiple tasks;
- strong sense of initiative and responsibility;
- excellent communication and interpersonal skills with the ability to work both independently and in a team;
- ability to cooperate smoothly in a multicultural environment.