

ESDC JOB DESCRIPTION**IDENTIFICATION OF THE JOB (02)**

<b>Job title:</b>	<b>Training Manager</b>
<b>Entity:</b>	European Security and Defence College (ESDC)
<b>Function group and grade bracket:</b>	corresponding AD (seconded by a EU Member State)
<b>Overall purpose:</b>	assist the Head of the ESDC in fulfilling his/her task

**FUNCTIONS****Heading**

- Lead on the work of the Executive Academic Board, its meetings and conferences and coordination with other Board configurations
- As regards the training activities, lead on the CSDP High Level Course

**Planning**

- Draft and manage the training programme and conceptual documents
- Develop, keep up-to-date and fine tune programme in close co-operation with national, international and EU training providers
- Provide ESDC input to the EU training programme
- Create and up-date ESDC work plan

**Analysis and Evaluation**

- Contribute to the Lessons Identified Process of the ESDC drawing on the expertise of the relevant services in the EU institutions and agencies
- 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
- Support to the development of Standardised Curricula
- Provide ESDC input to the relevant reports (e.g. GAREA and CART)

**Project Management**

- Facilitate the conduct of ESDC training activities in general and of specific training activities in support of CSDP missions and operations and capacity building
- Facilitate specific training activities in support of EU partnerships in the field of CSDP
- 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
- Support to
  - the ENLIST and Schoolmaster/Goalkeeper applications
  - the initiative for the exchange of young officers known as "Military Erasmus"
- Assist in further developing the ILIAS platform of the ESDC
- Develop training material for ESDC courses

### **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
- Support meetings and conferences of the ESDC

## **JOB REQUIREMENTS**

### **Education and experience**

- university diploma
- ten years work experience out of which five years professional experience in the field of training
- Relevant experience with the European Qualification Framework (EQF) will be considered an advantage
- Alumni of at least one ESDC course would be an advantage in particular if Alumni of a CSDP High level Course

### **Knowledge**

- thorough knowledge of planning processes in the field of CSDP training
- Sound knowledge of EU history and structure including CFSP/CSDP development

### **Languages**

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

### **Skills**

- Good computer skills are essential. Holder of the "European Computer Driving Licence" (ECDL) are preferred.
- Working in an international team and under time-pressure.
- Networking and communication skills.

### **Security Status**

- EU Security Clearance to the level "SECRET"