

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

Job title:	Training Manager
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

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"