

November 2017

ESDC JOB DESCRIPTION

**IDENTIFICATION OF THE JOB (05)**

Job title:	<b>Training Manager (focus on police aspects)</b>
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 police aspects in general, in particular on ESDC activities related to the strengthening of ties between CSDP and FSJ
- Lead on cooperation with CEPOL, EUROPOL, EUROJUST, FRONTEX and DG Home
- Support the planning of the training programme of the ESDC

**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, especially in the field of FSJ (CEPOL, EUROPOL, FRONTEX,...)
- Analyse potential overlap and coordinate with EU financed projects (e.g. EUPST) and assist the Head of the ESDC in providing input to the Steering Board of these projects
- 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)
- Follow and contribute to the Training Requirements Analysis of CIVCOM/EUCTG, especially related to police

**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 in particular in relation to ESDC courses with regional security providers such as UNASUR, ASEAN and with specific Third Countries

- Contribute to the Internet performance and PR activities of the ESDC
- Support to
  - the ENLIST, Constant Contact and Schoolmaster/Goalkeeper applications
  - the FSJ training matrix
- 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**

- Police rank desired;
- University diploma desired;
- ten years work experience out of which five years professional experience in the field of training;
- Alumni of at least one ESDC course would be an advantage.

#### **Knowledge**

- thorough knowledge of police aspects in crisis management and of planning processes in the field of CSDP training
- Sound knowledge of EU history and structure including CFSP/CSDP development
- Sound knowledge of the European Qualification Framework and its implementation

#### **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"