

November 2017

ESDC JOB DESCRIPTION

**IDENTIFICATION OF THE JOB (13)**

Job title:	<b>Training Manager (focus on civilian 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**

- Develop and manage training in the field of conflict prevention and civilian crisis management, in particular for experts to be deployed in CSDP missions and operations
- Lead on CSDP mission and operations support in cooperation with (other) civilian stakeholders
- Lead on civilian capacity building projects, including cooperation with other training actors
- Lead on capturing the training requirements analysis coming from CIVCOM/EUCTG and evaluating their impact on existing ESDC courses and identifying gaps in the current training offer
- Lead on the management of the Goalkeeper/Schoolmaster platform

**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, including with EU funded projects such as ENTRi, EUPST and others
- Provide ESDC input to the EU training programme
- Contribute to 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)
- Advise the Head of ESDC on aspects related to training in the field of civilian crisis management

### **Project Management**

- Facilitate the conduct of ESDC training activities in general and of specific training activities in support of CSDP missions and operations and civilian capacity building
- Support the preparation and conduct of regular pre-deployment training
- 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, Constant Contact and Schoolmaster/Goalkeeper applications
- Assist in further developing the e-learning 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 and other relevant organisations
- Keep contact and closely co-operate with relevant services in the EU-institutions, the EEAS and EU agencies, in particular in support of the EU integrated approach
- Support meetings and conferences of the ESDC

## **JOB REQUIREMENTS**

### **Education and experience**

- University diploma
- Ten years work experience out of which 5 years professional experience in the field of training
- Experience from at least one CSDP mission would be an advantage
- Alumni of at least one ESDC course would be an advantage

### **Knowledge**

- Thorough knowledge of civilian 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. Holders 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"

