

November 2017

ESDC JOB DESCRIPTION

IDENTIFICATION OF THE JOB (14)

Job title:	Training Manager (eLearning)
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 technical aspects of the e-learning efforts of the ESDC
- Lead on the methodological approach to the ESDC e-learning efforts
- Lead the presence of the ESDC in modern communication tools including social media

Planning

- Plan the technical requirements for all ESDC e-learning and internet applications
- Contribute to the training programme and conceptual documents
- Plan and implement e-learning in a blended methodology for all ESDC courses
- Establish e-learning courses for specific audiences and requirements (e.g. missions and operations)
- Contribute to the functioning of the eLCIP Board configuration

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 different pedagogic approaches for new e-learning courses and advice which one is the most appropriate and cost-effective
- 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)
- Analyse risks related to the internet presence of the ESDC and advise the Head on the mitigation of these risks

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
- Support continuous development of e-learning tools in accordance with the training requirements
- Develop new e-learning tools in support of CSDP missions and operations
- Cooperate with other training providers to enhance the performance of e-learning tools, specifically with the ADL community

- Contribute to the development of a dedicated platform for partner countries
- Develop training material for ESDC courses
- In the context of e-learning, develop a project plan, manage the project stakeholders, project team, project risk, schedule and support of the Head ESDC in the management of the related budget
- Identify new options to reduce administrative overhead by using automated systems
- Evaluate, maintain and support
 - ESDC and EMILYO webpage
 - the ENLIST, Survey Monkey, Constant Contact and Schoolmaster/Goalkeeper applications

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
- Coordinate the work related to the LMS and other e-tools in the ESDC Secretariat
- Keep close contact with the hosts of the LMS and the ESDC webpage
- Establish contacts to the AKU content provider

JOB REQUIREMENTS

Education and experience

- University diploma;
- Ten years work experience out of which five years professional experience in blended methodology including e-learning for training;
- Alumni of at least one ESDC course would be an advantage.

Knowledge

- Sound knowledge of computer systems and their application in the field of training

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"