

December 2018

ESDC JOB DESCRIPTION

IDENTIFICATION OF THE JOB (22)

Job title:	Cyber Security Training Manager (support)
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 input to cyber exercises
- Lead on networking and scholarships
- Lead on thought leadership and research

Planning

- Plan and coordinate the activities of the cyber security team
- Contribute to establishment of the training programme and conceptual documents of the cyber security team
- Establish an alumni network in the cyber security domain
- Contribute to the functioning of a cyber security network and professional relationship between experts, policymakers, alumni and the training community

Analysis and Evaluation

- Contribute to the performance of the ESDC, in particular the cyber security team, in social media
- Contribute to the evaluation of relevant training, education and exercise activities and ensure that lessons identified are reflected in next courses
- Analyse the outcome of relevant cyber exercises
- Analyse the training needs and requirements
- Evaluate the ESDC performance in PR activities
- Support to the development of Standardised Curricula
- Provide input of the cyber security field to the relevant reports (e.g. GAREA and CART)

Project Management

- Support continuous development of training requirements and needs
- Support other training managers in organising and conducting training, education and exercises events
- Cooperate and coordinate with other training providers to enhance the visibility of cyber security and raise awareness
- Develop training material for ESDC courses in the field of cyber security
- 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

- Evaluate the possibilities for expert's platform and scholarships
- Facilitate the development of a community of practice bringing together alumni and practitioners engaged in the cyber defence ETEE design, delivery and evaluation

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
- Organise and support meetings and conferences of the ESDC
- Keep close contact with the hosts of the ESDC webpage(s) in co-operation with other training managers

JOB REQUIREMENTS

Education and experience

- University diploma, preferably in IT (or equivalent through experience);
- Ten years work experience
- Alumni of at least one ESDC course would be an advantage
- Experience in the public relations/communications domain would be an advantage

Knowledge

- Sound knowledge of computer systems and their application in the field of training
- Sound knowledge on organising cyber domain exercises (main incident list, main event list, evaluation etc.)

Languages

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

Skills

- Working in an international team and under time-pressure
- Networking and communication skills

Security Status

- EU Security Clearance to the level "SECRET"