

SECONDED NATIONAL EXPERT - JOB PROFILE

Training Officer

(Operational Training Sector/Training Unit/Capacity Building Division)

Tasks and responsibilities:

Reporting to the Head of Training Unit and/or the delegated Head of Sector, the Training Officer will be responsible for developing, coordinating and administering training activities in the area of border and coast guard related advanced specialization training, in cooperation with the Member States and other internal and external Frontex stakeholders.

The tasks of the job holder shall include, inter alia:

- producing training materials, delivering and overseeing the training of border and coast guards in the speciality areas assigned;
- training trainers, overseeing the trainings and monitoring the performance of the trainers;
- moderating seminars and workshops;
- liaising with internal and external stakeholders;
- producing reports and administrative documents;
- attending and contributing to internal and external events to promote the European border guarding training and culture.

Selection criteria:

Professional qualifications and experience required

The applicant will be required to demonstrate that he/she has:

- Professional experience in development and/or delivery of training for law enforcement organisations;
- Strong writing and report drafting skills;
- Very good computer skills in general and in using MS Office applications in particular;
- Excellent command of English, both spoken and written (level C1);

Assets:

- Operational experience gained at a border crossing point, at sea or in a coordination centre;
- Experience in development and delivery of training for border and/or coast guards;

Personal skills:

Essential:

- Good organization and co-ordination skills including managing priorities, work under heavy workload and time pressure;
- Ability to prioritise and keep tough deadlines under minimal supervision;
- Strong sense of initiative and responsibility;
- Excellent communication and interpersonal skills; ability to work effectively both independently as well as part of a team;
- Ability to cooperate smoothly in a diverse multicultural environment.