

ESDC JOB DESCRIPTION**IDENTIFICATION OF THE JOB (03)**

Job title:	Training Manager (focus on civilian aspects)
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 support of CSDP missions and operations
- Lead on capacity building projects, Security Sector Reform and the work of the SSR Board including cooperation with other training actors and EU structures
- Lead on training in the field of human rights, gender, child protection, building integrity, security-development nexus, conflict analysis and mediation support etc. as part of the EU integrated approach

Planning

- Draft and managing the training programme and conceptual documents
- Develop, keep up-to-date and fine tune training programme in close co-operation with national, international and EU training providers
- Provide ESDC input to the EU training programme development
- Create and up-date ESDC work plan

Analysis and Evaluation

- Contribute to CFSP/CSDP policy developments and implementation relevant for the ESDC drawing on the expertise of the relevant services in the EU institutions and agencies
- Analyse results from the ongoing implementation of the EU Global Strategy relevant for conflict prevention and civilian crisis management training
- 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 input to the relevant reports (e.g. GAREA,CART)
- Follow and contribute to the training requirements analysis coming from CIVCOM/EUCTG relevant for current ESDC training offers
- Advise the Head of ESDC on aspects related to training in the field of conflict prevention and civilian crisis management

Project Management

- Facilitate the conduct of ESDC training activities in general and of specific training

activities and related seminars in support of civilian CSDP, conflict prevention, mediation support and SSR

- Facilitate specific training activities in support of EU partnerships in the field of CSDP, including the EU-UN strategic partnership
- Support the implementation of the EU policy on training for 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 and Schoolmaster/Goalkeeper applications
- Assist in further developing the e-learning platform of the ESDC
- Develop training material for ESDC courses

Coordination

- Co-operate with the Points of Contact of national and international training institutes and other relevant organisations
- Liaise with relevant services in the EU-institutions, the EEAS and EU agencies
- Support and coordinate 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
- Alumni of at least one ESDC course would be an advantage

Knowledge

- Thorough knowledge of conflict prevention, civilian crisis management and CSDP missions and operations
- Sound knowledge on EU structures and CFSP/CSDP development
- Knowledge of the European Qualification Framework and Lifelong learning 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
- Experience of working in an international team and under time-pressure
- Excellent drafting, networking and communication skills

Security Status

- EU Security Clearance to the level "SECRET"