

September 2019

ESDC JOB DESCRIPTION

IDENTIFICATION OF THE JOB (04)

Job title:	Training Manager (military)
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 military aspects, in particular the 'European Initiative for the Exchange of Young Officers inspired by Erasmus' (also known as 'Military Erasmus'), the work of the Implementation Group, international Military Academic Forum (iMAF), European Union Military Academies Commandants' Seminars (EUMACS) and the EU Military Secondary Schools forum
- Contribute to the Maritime Security and Hybrid relevant training activities of the ESDC

Planning

- Contribute to drafting and managing the training programme and conceptual documents
- Develop, keep up-to-date and fine tune programme in close cooperation with national, international and EU training providers
- Provide ESDC input to the EU training programme
- Follow-up and update the 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)
- Follow and contribute to the training requirements analysis of the EU Military Training Group (EUMTG)

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
- 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 and Schoolmaster/Goalkeeper applications
- Assist in further developing the ILIAS 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
- Keep contact and closely cooperate with relevant services in the EU institutions, the EEAS and EU agencies
- Support meetings and conferences of the ESDC

JOB REQUIREMENTS

Education and experience

- Military rank (OF3 or higher) desired;
- University diploma desired;
- Ten years work experience out of which five years professional experience in the field of training;
- Active engagement with the work of the 'Military Erasmus' Implementation Group would be an advantage;
- Alumni of at least one ESDC course would be an advantage;

Knowledge

- Sound knowledge of military crisis management and of planning processes in the field of CSDP;
- Sound knowledge of EU history and structure including CFSP/CSDP development;
- Sound Knowledge of the 'Military Erasmus' Initiative and the work of the Implementation Group

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
- Good organisational skills
- Working in an international team and under time-pressure
- Very good networking and communication skills

Security Status

- EU Security Clearance to the level 'SECRET'