

June 2017

ESDC JOB DESCRIPTION

IDENTIFICATION OF THE JOB (12)

Job title:	Training Manager (military)
Entity:	European Security and Defence College (ESDC)
Function group and grade bracket:	co-financed SNE
Overall purpose:	assist the Head of the ESDC in fulfilling his/her task, in particular in the field of military training and education

FUNCTIONS

Leading

- Lead in the development of a Sectoral Qualification Framework for the military profession, in particular for officers advanced careers;
- Lead on the development of the curriculum and the organisation of an Advanced Modular Training (AMT) Course for military and civilian personnel working in the EU crisis management structures, missions and operations as requested by the CEUMC and in close cooperation with the EUMS and EUMTG;
- Lead on ESDC's contribution to EU-NATO cooperation in the field of Education, Training and Exercises and in particular also in support of DEEP projects;
- Evaluate stakeholder requirements in order to ensure a needs-driven course offer
- Assist in military aspects of training, in particular the "European Initiative for the Exchange of Young Officers inspired by Erasmus" (also known as "Military Erasmus") and the work of the Implementation Group;
- Assist in the contribution of the ESDC to the EU Military Training Group;

Planning

- Draft and manage the training programme and conceptual documents;
- Develop, keep up-to-date and fine tune programme in close co-operation with national, international and EU training providers;
- Provide ESDC input to the EU training programme;
- Create and up-date ESDC work plan;
- Contribute to the planning of ESDC activities to ensure maximum de-confliction;
- Support the management of the Schoolmaster/Goalkeeper platform.

Analysis and Evaluation

- Analyse input from Member States to identify the shared Knowledge, Skills and Competences at the different steps of the military officer's career;
- Evaluate the requirement for an Advanced Modular Training for military and civilian personnel in order to develop a curriculum replying to the needs of the course participants and of the different stakeholders;
- 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).

Project Management

- Facilitate the conduct of ESDC training activities in general and of specific training activities in support of CSDP 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 co-operate 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 +) desired;
- University diploma desired;
- ten years work experience out of which five years professional experience in the field of training;
- Alumni of at least one ESDC course would be an advantage;
- Experience working with the ESDC would be an advantage;
- Practical experiences in organising training and or competence-based Human Resources management desired.

Knowledge

- Thorough knowledge of military crisis management and of planning processes in the field of CSDP training;
- Sound knowledge of the Bologna process and/or the EQF;
- Sound knowledge of EU history and structure including CFSP/CSDP development.

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".