## IDENTIFICATION OF THE JOB  

**Job title:** Cyber Security Training Manager  
**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
- Coordinate the cyber security team of the ESDC  
- Lead on the specific cyber security training programmes (FC 2)  
- Lead on coordination and liaison for EU and member states' cyber security ETEE initiatives

### Planning
- Plan the annual training programme in the field of cyber security  
- Plan and implement e-learning in cyber security courses  
- Contribute to the functioning of the eLCIP Board configuration  
- Plan and contribute to networking events of the ESDC in general or within the cyber security context

### 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 different pedagogic approaches for new courses and advice which one is the most appropriate and cost-effective  
- Analyse the various EU and national level training activities in the field of cyber security in close cooperation with the discipline leaders from EUMTG and EUCTG  
- Support to the development of Standardised Curricula in the field of cyber security  
- Provide ESDC input to the relevant reports (e.g. GAREA)  
- Map and analyse the EU Cyber ETEE landscape in close cooperation with SecPol and EDA

### Project Management
- Facilitate the conduct of ESDC training, education and exercise activities in the field of cyber security  
- Support continuous development and review of training analysis, needs and requirements  
- Develop new training, education and exercise activities in the field of cyber security
• Cooperate with other training providers and research institutes in the field of cyber security, such as ENISA, EUROPOL, CEPOL
• Contribute to the development of a dedicated platform for cyber security, including interested partner countries
• Develop training material for ESDC courses in the field of cyber security

Coordination
• Establish close contacts to the Points of Contact of national and international training and research institutes
• Keep contact and closely co-operate with relevant services in the EU-institutions, the EEAS and EU agencies
• Coordinate the work related to the conduct of the cyber security activities

JOB REQUIREMENTS

Education and experience
• University diploma, preferably in IT (or equivalent through experience);
• Ten years work experience out of which five years in the field of training, exercises and education;
• At least 3 years of experience in a managing position (head of unit or above);
• Alumni of at least one ESDC course would be an advantage.

Knowledge
• Sound knowledge of computer systems and their application in the field of training

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

Skills
• Good computer skills are essential. Holder of the "European Computer Driving Licence" (ECDL) are preferred
• Working in an international team and under time-pressure
• Networking and communication skills
• Management skills

Security Status
• EU Security Clearance to the level "SECRET"