

## SECONDED NATIONAL EXPERT- JOB PROFILE

### Training Officer (Training Unit/Capacity Building Division)

Under the supervision of and reporting to the Head of Operational Training Sector, the Training Officer will contribute to the development, implementation and administration of Frontex specialized training courses and products delivered to support capacity and capability development for the European Standing Corps and to foster the implementation of EU IBM. Working closely with the operational stakeholders of Training Unit, the Training Officer will implement onsite and online training activities as planned in the Frontex Single Programming Document and the Annual Programme of Work. He/She will also contribute to the development and implementation of online products and to the creation of a blended learning portfolio in the thematic area assigned.

The post requires a very good command of English, both written and oral, good technical skills, as well as excellent organizational and moderation skills. Work experience in implementing training activities and law enforcement background are necessary.

#### **Tasks and responsibilities:**

- Provide support to the design, development, delivery and evaluation of onsite and online training activities;
- Organize and moderate onsite and online expert meetings and workshops supporting development of specialized learning products for border and coast guarding education;
- Train the trainers, facilitate their work and monitor their performance;
- Liaise with internal and external stakeholders and contributes to the identification of training needs;
- Produce reports and administrative documents.

#### **Selection criteria:**

##### **Professional qualifications, competencies and experience required:**

##### **Essential:**

- Proven experience of at least three years with the design and/or implementation of outcomes-based training content for law enforcement officials gained at national or international level. (Candidates need to provide at least 2 examples, giving details (topic, duration and candidate's role);
- Law enforcement operational experience gained at national or international level;

- Knowledge of international cooperation mechanisms in the area of border management;
- Excellent presentation and drafting skills in English (oral and written);
- Experience with or knowledge of using the Learning Management System(s) and/or software/tools for online content development (e.g. Adobe suite).

**Assets:**

- Operational experience in at least one of the following areas:
  - border management,
  - border security,
  - migration management,
  - large scale IT systems for border security and migration management,
  - health and safety,
  - use of force, firearms and ammunition in a law enforcement context gained at national or international level
  - law enforcement special operations for cross border crime prevention
  - ethics for law enforcement;
- Experience in working in a project based environment;
- Experience in facilitating and moderating (international) events in English.

**Personal skills & competencies required:**

- Good organisation 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 skills (both oral and written) and ability to develop and maintain effective working relationships with a wide range of internal and external stakeholders in a multicultural environment.