

SECONDED NATIONAL EXPERT - JOB PROFILE

Training Seconded National Expert in Education Design Sector

Tasks and responsibilities:

Reporting to the Head of Unit and under the supervision of the respective Head of Sector the main duties related to this position are:

- Contribute to the achievement of goals of EBCG Academy within assigned area of responsibility.
- Draft high-level inputs, statistical overviews, and briefing documents to support Academy reporting and decision-making.
- Analyze training requirements across the EBCG Academy to advise stakeholders on tailored digital learning strategies.
- Design and execute high-impact training initiatives that leverage modern instructional design and digital tools.
- Manage specialized educational technology projects and products dedicated to the training of EBCG Standing Corps officers.
- Refine administration, monitoring, and compliance workflows through innovative educational technology.
- Enhance reporting precision, track training analytics, and continuously improve support systems.

Selection criteria:

Professional qualifications, competencies and experience required:

Essential:

- University degree in education, educational technology, social sciences or related, in a field relevant to the job duties.
- At least four years of proven professional experience in the development and implementation of educational technology projects and products dedicated to the training.
- Proven experience with the design of digital learning solutions blended learning design and methodologies.
- Proven professional experience in process development.
- Proven professional experience in project management following established project management methodologies.
- Experience in drafting high-level inputs, statistical overviews, and briefing documents.
- Experience in quality assurance, business analysis, process improvement and evaluation methods applicable in the context of development and/or training.

Assets:

- Experience in collecting, describing and evaluation of business requirements.
- Proven experience in design and/or implementation of outcomes-based training content for law enforcement/coast guard officials gained at national or international level.

Personal skills & competencies required:

- Clear communicator, comfortable with working with a variety of stakeholders at different levels of seniority and knowledge.
- Problem-solving skills, ability to anticipate problems and to be proactive in solving them.