



**Training Officer (1 post)
(Training Unit/ Capacity Building Division)**

Description of the role within the Training Unit at Frontex

Reporting to the Head of the Training Unit, the border and coast Guard Training Officer will be in charge of developing projects, coordination and administration of training activities in cooperation with Frontex business units concerned and Member States.

Tasks and responsibilities:

- Managing training projects and training activities in the field of
 1. profile training for members of the European Border and Coast Guard teams and/or
 2. training support for border and coast guard functions
- organizing, coordinating and administrating training activities
- moderating seminars and workshops
- producing reports, administrative documents and training material.

Selection criteria (Professional qualifications and experience required):

Essential:

- professional experience in the tasks and responsibilities described above;
- proven experience in managing the development of training activities e.g. curricula, courses and tools;
- familiarity and knowledge in all the stages of project management including planning, budgeting, implementation, monitoring and evaluation;
- proven writing and reporting skills;
- competent skills in IT applications in general and Microsoft office applications;
- excellent command of English, at least on C1 level.

Assets:

- Border Guard operational experience;
- experience from moderation of international working groups;
- expertise on the Copenhagen and Bologna process principles
- experience with eLearning applications and in eLearning development

Selection criteria (personal skills):

- good organization and co-ordination skills including managing priorities, work under pressure, heavy workload and time pressure;
- ability to prioritize and stick to deadlines under minimal supervision with multiple tasks;
- strong sense of initiative and responsibility;
- excellent communication and interpersonal skills with the ability to work both independently and in a team;
- ability to cooperate smoothly in a multicultural environment.