FRONTEX

SECONDED NATIONAL EXPERT- JOB PROFILE

Training Officer in Training Unit (Capacity Building Division)

Tasks and responsibilities:

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

1. Developing projects and carrying out activities, especially in the field of:

    - Educational standards and Curricula development (Sectoral Qualifications Framework, CCC-Basic, mid-level, high-level),
    - EBGT profile training (incl. border surveillance officer training (land/sea), training for screening, debriefing, second-line interview experts/airport officers),
    - Training in complementary specialised areas: air crew, false documents, canine team, return operations, risk analysis, NCC operators, stolen vehicles, Schengen Borders Code, Integrated Border Management, English language, Anti-Trafficking in Human Beings, Fundamental Rights and EBGT profile training, Training for Schengen Evaluators.
    - Training infrastructures (eLearning, networks, trainer certification, training needs assessment, mobility and exchange programmes);

2. Organizing, coordinating and administrating training activities;
3. Moderating seminars/workshops;
4. Producing reports and administrative documents, training material, e-learning etc.

Qualifications and experience required:

1) Professional:

The candidate will be required to demonstrate that he/she possess:

Essential:

- professional experience in at least one of the 4 fields of specialization mentioned above
- proven experience in education and/or professional training; 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, 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 at level B2.

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 eLearning development

2) Personal

Attributes especially important to this post include:

- good organization and co-ordination skills including managing priorities, work under pressure, heavy workload and time pressure;
- prioritize and work to deadlines under minimal supervision on 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.