

SECONDED NATIONAL EXPERT- JOB PROFILE**Training Officer****Thematic Training Sector, Training Unit, Capacity Building Division****Tasks and responsibilities:**

Reporting to the Head of the Thematic Training Sector the Training Officer will be in charge of developing, coordinating and administering training activities in cooperation with the Member States and other stakeholders. The job holder shall be responsible, inter alia, for:

- Managing training projects and activities in the field of e.g.
 - situational awareness and monitoring
 - preventive profiling
 - detection of falsified documents
 - coast guard functions
- Moderating seminars and workshops;
- Producing reports, administrative documents and training material.

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

- Professional experience in the tasks and responsibilities related to the post as described above;
- Strong writing and report drafting skills;
- Very good computer skills in general and in using MS Office applications in particular;
- Excellent command of English, both spoken and written (level C1);

Assets:

- Operational experience gained at a border crossing point, at sea or in a coordination centre;
- Experience in development and delivery of training for border and/or coast guards;
- Certification as CIRAM analyst/trainer;
- Certification as NCC Operator/trainer;
- Experience in border related risk analysis;

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 and interpersonal skills; ability to work effectively both independently as well as part of a team;
- Ability to cooperate smoothly in a diverse multicultural environment.