

Position Name: Capacity Enhancement Coordinator	Employment Regime: Seconded	
Ref. number: GEO OE 02c	Location: Tbilisi	Availability: 03 Sep 2018
Component/Department/Unit: Operations Department / Capacity Enhancement Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Capacity Enhancement Coordinator reports to the Head of Operations (HoOps)

2. Main Tasks and Responsibilities:

- To coordinate the Mission's training planning, curricula development, training provision, data collection etc;
- To coordinate the Section's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To work in close cooperation with the other Mission's Departments, including Field Offices;
- To be the primary point of contact for Mission's Field Offices on training issues;
- To contribute to the Section's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's Departments/ components;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To advise the HoOps on the co-ordination and management of training and capacity enhancement activities and initiatives throughout the Mission in accordance with CPCC guidelines and Mission priorities;
- To conduct regular Training Needs Assessments throughout the Mission;
- To compile and manage the annual EUMM Training Strategy and the supporting Training Plan;
- To design, deliver, implement and coordinate training courses - using international best practices of adult learning didactics and methods - to reinforce and upgrade the knowledge and skills of staff; thereby strengthening the implementation of the Mission Mandate;
- To design, deliver, implement and coordinate the Induction Course to all International and National staff;
- To produce training materials to support in-house training courses and programmes;
- To design feedback forms for all internal and external training courses and programmes;
- To develop the EUMM Training Intranet Modules, and to identify practical and cost-effective relevant learning initiatives including e-learning programmes for National and International staff;
- To draft training documents including policies, guidelines and Standard Operating Procedures (SOPs) as requested by HoOps;
- To manage the EUMM training budget and to provide regular updates on expenditure as required;
- To manage and maintain the Mission Training Database;

- To promote a positive working environment for all staff in the Department, and to treat all staff fairly in accordance with EU values;
- To coordinate, plan and guide the work of the Capacity Enhancement Officer.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in national/international training units/programmes.

5. Essential knowledge, skills and abilities:

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- Very good skills in databases, Microsoft Office, including MS PowerPoint.

6. Desirable Qualifications and Experience:

- Experience in managing operations in a civilian/humanitarian, police or military context;
- International experience, particularly in crisis areas, with multi-national and International Organisations;
- Professional Training Qualification/Certification from recognised Institute/Academy;
- Experience in managing, co-ordinating and conducting training and/or adult learning programmes at the international level, including programme planning, design, implementation, management, monitoring and evaluation;
- Experience in the design and implementation of training materials, including the development of manuals, tools, and conducting capacity building activities. Previous work on the design and development of e-learning programmes an asset;
- Professional experience in the assessment of skills enhancement, and in the design and delivery of appropriate skills development trainings.

7. Desirable knowledge, skills and abilities:

- Demonstrated willingness and confidence to deliver training modules in a wide range of subject areas, and to a wide range of audiences;
- Demonstrated organisational, analytical and administrative skills, as well as resourcefulness, initiative, maturity of judgement and team spirit.