

<b>Position Name:</b> Training Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO AT 05	<b>Location:</b> Tbilisi	<b>Availability:</b> 05 December 2022
<b>Component/Department/Unit:</b> Chief Staff Office/Human Resources	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Training Officer reports to the Head of Human Resources.

### 2. Main Tasks and Responsibilities:

- To develop the Mission in-house training strategies and policies including cooperation with European Security and Defence College and training centres etc.;
- To develop, coordinate and conduct interactive training workshops and capacity building activities, including programme planning, design, implementation, management, monitoring and evaluation;
- To manage and implement the e-Learning platform;
- To design and update manuals, training materials and modules both didactically and by e-Learning;
- To coordinate/organise training activities provided by external training providers;
- To monitor the training plans implementation;
- To provide periodic training reports;
- To monitor the training budget and provide a periodic financial overview;
- To contribute to internal reporting against benchmarking and assess the consistency and sustainability of training activities;
- To work closely with the Human Resources Office on all related human resources matters.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 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 OR equivalent and attested police or/military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

### 5. Essential knowledge, skills and abilities:

- Experience in design and delivering of trainings to diverse audiences;
- Presentation skills and experience with drafting training materials;
- Excellent English language skills.

### 6. Desirable Qualifications and Experience:

- Professional Training Qualification/Certification from recognised Institute/Academy;
- Experience with Management/Leadership training design, methods and delivery;
- International experience, particularly in crisis areas, with multinational and international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of Russian and/or Georgian language(s).