

Position Name: Head of ISF Training and Capacity Development Unit	Employment Regime: Seconded	
Ref. Number: LEOT 01*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Operations Department	Security Clearance Level: NOT REQUIRED	Open to contributing Third States: No

1. Reporting Line:

The Head of ISF Training and Capacity Development Unit reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To identify systemic gaps and reform priorities in ISF (Internal Security Forces) training systems, proposing evidence-based solutions (e.g., curriculum redesign, institutional restructuring, or policy adjustments) to enhance long-term capacity.
- To oversee the design, delivery, and evaluation of direct training activities, ensuring alignment with the Mission Implementation Plan (MIP), EU guidelines, and international best practices.
- To provide strategic advice to Mission Management on all training-related matters, including resource allocation, risk management, and compliance with CivOpsHQ standards.
- To develop and update training materials, including manuals, tools, and interactive modules, in collaboration with subject-matter experts and host-state counterparts.
- To establish monitoring and evaluation mechanisms to assess the effectiveness, sustainability, and impact of training programmes, providing data-driven recommendations for continuous improvement.
- To lead internal and external reporting on training progress, challenges, and lessons learned, ensuring alignment with mission KPIs and donor requirements.
- To identify, assess, and mitigate risks associated with training implementation, including operational, political, or security-related challenges.
- To facilitate knowledge transfer and mentoring to host-state institutions, ensuring local ownership and sustainable capacity development.
- To represent the mission in high-level forums, working groups, and coordination meetings with EU, UN, and bilateral partners on security sector reform (SSR) and capacity-building initiatives.
- To ensure all training activities integrate gender mainstreaming, human rights, and ethical standards, in line with EU policies.
- To supervise and mentor training advisers and support staff, fostering a cohesive, high-performing team.
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

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 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Presentation skills and experience drafting materials used for training;
- Ability to draft policies, guidelines, and communicate to a broad audience;
- Experience in managing, coordinating and conducting interactive training and/or adult learning programmes including programme planning, design, implementation, management, monitoring and evaluation;
- Ability to plan, multitask and manage time effectively.

6. Desirable Qualifications and Experience:

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Excellent interpersonal and teamwork skills;
- Organisational, analytical and administrative skills;
- Knowledge of Arabic and/or French Language.