



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Project Manager, Gender, Justice and Security Hub

Department/Division: Centre for Women, Peace and Security in the Firoz Lalji Institute for Africa
Accountable to: Hub International Partnerships and Strategy Manager

| Competency | Criteria | E/D |
|---------------------------------|---|-----|
| Knowledge and Experience | Educated to degree level (or equivalent) | E |
| | Previous relevant administrative experience, preferably within a Higher Education setting | E |
| | Excellent general IT skills, including MS Office, Excel and Outlook | E |
| | Excellent numerical skills | E |
| | Experience of using and working with databases to produce budget reports | E |
| | Experience of managing research projects and research grant reporting | E |
| | Experience of financial administration and decision-making | E |
| | Accountancy training | D |
| Communication | Excellent written and verbal communication skills, including the ability to translate complex budget and policy information into simple prose | E |
| | Excellent attention to detail | E |
| | Ability to provide and communicate information accurately and promptly to internal and external stakeholders at all levels of seniority | E |
| | Excellent interpersonal skills | E |
| | Ability to work with colleagues across time zones and geographies | E |



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|---------------------------------------|--|-------------------------------------|
| Planning & Organising | <p>Excellent record keeping skills with the ability to maintain up-to-date, efficient and accurate electronic records</p> <p>Experience of planning and organising own workloads and consistently meeting deadlines</p> <p>Experience of project closure, especially relating to research grant projects</p> | <p>E</p> <p>E</p> <p>D</p> |
| Initiative and Problem Solving | <p>Capable of responding to situations, evaluating options and taking independent appropriate action (e.g., when organising a meeting with stakeholders)</p> <p>Ability to solve day to day operational issues as they arise</p> <p>Ability to recognise when a problem should be referred</p> <p>Evidence of anticipating problems that may arise and showing initiative and creativity in solving them</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> |
| Teamwork and Motivation | <p>Collaborative mindset, effective team player who works well with others and fosters a sense of shared purpose</p> <p>Experience of working within, and actively contributing to a team</p> <p>Flexible and willing to be involved in a variety of ad-hoc tasks as required to support the Hub and Centre</p> | <p>E</p> <p>E</p> <p>E</p> |

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.