

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

|                                       |  |             |
|---------------------------------------|--|-------------|
| <b>Planning &amp; Organising</b>      | <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>   | E<br>E<br>D |
| <b>Initiative and Problem Solving</b> | <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> | E<br>E<br>E |
| <b>Teamwork and Motivation</b>        | <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>  | E<br>E<br>E |

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

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