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: Research Programme Support Intern

Department/Division: Firoz Lalji Institute for Africa **Accountable to:** Research Programme Manager

Competency	Criteria	E/D
Knowledge and experience	Educated to degree level	E
	Excellent general IT skills, including the effective use of Microsoft Office (Outlook, Word, and Excel in particular)	E
	Excellent numerical skills.	E
	Experience of organising travel logistics, meetings and events.	E
	Knowledge of using and working with databases to produce reports and budget profiles and forecasts.	E
	Experience of project management, preferably within the Higher Education sector.	D
	Interest in research focused on the African continent.	D
Communication	Excellent written and oral communication skills	E
	Excellent attention to detail.	E
	Ability to communicate in a diplomatic and tactful manner with people at all levels and from a wide variety of backgrounds.	E
	Excellent interpersonal skills.	E
Liaison and Networking		

	The ability to proactively liaise with a range of internal and external stakeholders and at all levels of seniority (e.g. research funders, research partners, academics).	E
Service Delivery	Ability to ensure that information is disseminated promptly and accurately across different communication channels such as MS Teams and Outlook.	E
Planning and Organising Resources	Ability to be self-directed and organised own work and meet deadlines.	E
	Experience in supporting financial management.	E
	Ability to adapt to changing demands and circumstances.	E
	Ability to maintain up-to-date, efficient, and accurate electronic records.	E
Teamwork and Motivation	Collaborative mindset, effective team player who works well with others.	E
	Experience of working within and contributing to a team.	D
	Flexible and willing to be involved in a variety of ad-hoc projects and tasks as required to support the institute.	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.