



## 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:** Programme for African Leadership Intern

**Department/Division:** Firoz Lalji Institute for Africa **Accountable to:** Programme for African Leadership Senior Manager

Competency	Criteria	E/D
Knowledge and Experience	Exceptional communication skills, with an excellent command of the English language both orally and in writing	E
	Proven experience of producing high quality newsletters and digital content, including experience of producing engaging, high-quality audio-video content	D
	Proven experience of producing high quality communications using a range of channels and online tools	E
	Excellent general IT skills, including MS Office & Outlook	D
	Experience of living and working in Africa	D
	Experience of organising conferences and events	E
	Experience of using web content management systems and using social media to communicate in a professional setting	E
	Residents of Africa currently participating in post-graduate programmes at LSE or having completed a post-graduate programme at LSE in the past 2 years	E
Communication	Excellent written communication skills, with the ability to convey complex information and academic ideas to a range of audiences on different platforms	E



	Excellent oral communications skills, equally comfortable presenting in front of an audience as engaging with senior stakeholders in one-on-one situations	E
	Excellent editing and proof-reading skills and high attention to detail	E
<b>Liaison and networking</b>	The ability to liaise effectively and build positive working relationships with people at all levels, including academics and students, both within and outside LSE	E
	The confidence and professionalism to represent the PfAL as an ambassador to external and internal stakeholders	E
<b>Teamwork and motivation</b>	Collaborative mind-set, effective team player who works well with others and fosters a sense of shared purpose	E
	Ability to work under deadline pressure	E
	Strong interpersonal skills and ability to work harmoniously as part of a team	E
<b>Planning and organising resources</b>	Excellent planning and organisational skills with the ability to manage a busy and varied workload and to prioritise effectively	E
	Ability to carry out planning on a long-term and strategic basis	E
<b>Initiative and problem solving</b>	Capable of responding to situations, evaluating options and taking independent appropriate action (e.g. when managing an event or project)	E
	Proven experience of pro-actively sourcing material for publication and promoting a finished product to a broad range of external audiences	D
	Ability to recognize when a problem should be referred	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.**