



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 Coordinator in Women Leadership

Department/Division: LSE Firoz Lalji Institute for Africa
Accountable to: Dr Souad Mohamed, Programme Lead

| Competency | Criteria | E/D |
|---------------------------------|--|-----|
| Knowledge and experience | <ul style="list-style-type: none"> Master's degree (or nearing completion) or equivalent experience in a related discipline (such as Management, Gender Studies, International Development). | E |
| | <ul style="list-style-type: none"> Experience in qualitative research approaches. | E |
| | <ul style="list-style-type: none"> Experience in quantitative and qualitative data collection and analysis (e.g., NVIVO software) | E |
| | <ul style="list-style-type: none"> Strong IT skills including Microsoft Word, Excel and PowerPoint. | E |
| | <ul style="list-style-type: none"> Experience of coordination and communication with partners, either gained through education, training or work – a combination of all three would be desirable. | D |
| | <ul style="list-style-type: none"> Experience in coordinating training programmes and workshops. | D |
| | <ul style="list-style-type: none"> Fluency in Arabic | D |
| | <ul style="list-style-type: none"> Fluency in English | E |
| Academic writing | <ul style="list-style-type: none"> Ability to communicate research findings effectively to a wide-range of audiences in written form | E |
| | <ul style="list-style-type: none"> Ability to author/co-author papers of refereed journal article quality and provide academic feedback to other research team members | E |



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|---|---|-------------------------------------|
| <p>Communication</p> | <ul style="list-style-type: none"> • Excellent written and verbal communication skills • Ability to communicate with internal colleagues, collaborating institutes and external bodies in verbal and written form | <p>E</p> <p>E</p> |
| <p>Teamwork and motivation</p> | <ul style="list-style-type: none"> • Good interpersonal skills and ability to work harmoniously as part of a team with external project partners and across other research programmes in the Centre and wider Institute • Ability to work independently under limited supervision and to prioritise work in response to deadlines | <p>E</p> <p>E</p> |
| <p>Planning and organising resources</p> | <ul style="list-style-type: none"> • High levels of accuracy and excellent attention to detail in all aspects of work • Excellent organisational skills • Flexible, adaptable and willing to take on a variety of tasks • Ability to process information quickly | <p>E</p> <p>E</p> <p>E</p> <p>D</p> |
| <p>Initiative and problem solving</p> | <ul style="list-style-type: none"> • Ability to exercise initiative in fulfilling assigned tasks and responsibilities | <p>E</p> |
| <p>Liaison and networking</p> | <ul style="list-style-type: none"> • Ability to develop good working relationships with internal and external contacts | <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.