

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

<b>Communication</b>	<ul style="list-style-type: none"> <li>Excellent written and verbal communication skills</li> <li>Ability to communicate with internal colleagues, collaborating institutes and external bodies in verbal and written form</li> </ul>	E E
<b>Teamwork and motivation</b>	<ul style="list-style-type: none"> <li>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</li> <li>Ability to work independently under limited supervision and to prioritise work in response to deadlines</li> </ul>	E E
<b>Planning and organising resources</b>	<ul style="list-style-type: none"> <li>High levels of accuracy and excellent attention to detail in all aspects of work</li> <li>Excellent organisational skills</li> <li>Flexible, adaptable and willing to take on a variety of tasks</li> <li>Ability to process information quickly</li> </ul>	E E E D
<b>Initiative and problem solving</b>	<ul style="list-style-type: none"> <li>Ability to exercise initiative in fulfilling assigned tasks and responsibilities</li> </ul>	E
<b>Liaison and networking</b>	<ul style="list-style-type: none"> <li>Ability to develop good working relationships with internal and external contacts</li> </ul>	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.