



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the post holder.

Job title: Project Management Assistant

Ref no.:

Department/Division: Centre for Women, Peace and Security in the Firoz Lalji Institute for Africa

Job Summary:

The Firoz Lalji Institute for Africa (FLIA) promotes independent academic research and teaching; open and issue-oriented debate; and evidence-based policy making across LSE. The Institute accomplishes this by connecting different social science disciplines and working with African and international partners bringing the African perspective to global debates. Based within the institute, the Centre for Women, Peace and Security is a leading academic space for scholars, practitioners, activists, policy-makers and students to develop strategies to promote justice, human rights and participation of women in conflict-affected situations around the world. The Centre for Women, Peace and Security is hiring a Project Management Assistant to provide administrative and organisational Project Management support to Dr Giulia Ferrari, Assistant Professorial Research Fellow at the London School of Economics and Political Science (LSE). This role will support Dr Ferrari with project planning, coordination, and organisation. The post holder will work closely with Dr Ferrari on a range of directed tasks to support her in her role and her research grants held at the Centre.

Key tasks:

- To assist with synchronising electronic and hard copy diary systems and scheduling meetings.
- To carry out routine administrative tasks such as travel bookings for conferences, teaching or fieldwork and related administrative paperwork.
- Interacting with the LSE Finance system to process expense claims and reimbursements.
- To keep abreast with meeting outcomes and managing meetings-related communication with internal and external collaborators.
- To assist with responding to requests for information to ensure a timely response.
- To be up to date with planning and preparation towards project milestones and objectives.
- To be actively monitoring progress towards project milestones and new grants applications.
- To assist with problem solving and find creative solutions to logistical issues.
- To assist with meeting deadlines internally and to grant funders.

Flexibility

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.



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**Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.