



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: Project Management Assistant
Ref no.:

Department/Division: Centre for Women, Peace and Security in the Firoz Lalji Institute for Africa
Accountable to: Dr Giulia Ferrari

| Competency | Evidence | E/D |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Knowledge and experience | Educated to at least A-level standard or equivalent | E |
| | Strong IT skills in a variety of software packages, particularly Microsoft Windows environment (Word, Outlook, Excel, PowerPoint and Explorer) | E |
| | Experience with Microsoft suite | E |
| | Previous experience in a HE setting or similar | D |
| Communication | Excellent written and verbal communication skills | E |
| | Able to handle correspondence as appropriate | E |
| Teamwork and motivation | To be able to work with and proactively contribute to a team | E |
| Service delivery | Ability to provide a high level of service | E |
| | Ability to provide information accurately and promptly to internal and external customers | E |
| | Ability to handle confidential information with high levels of professionalism | E |



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| Planning and organising resources | <p>High levels of accuracy and excellent attention to detail in all aspects of work</p> <p>Excellent organisational skills</p> <p>Required to be pro-active and take responsibility for own workload</p> <p>Flexible, adaptable and willing to take on a variety of tasks</p> <p>Ability to absorb information quickly and understand a wide range of information.</p> <p>Able to manage financial processes such as reimbursements and expense claims</p> <p>Ability to work to deadlines</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> |
| Initiative and problem solving | <p>Ability to exercise initiative in fulfilling assigned tasks and responsibilities</p> | <p>E</p> |
| Liaison and networking | <p>Ability to develop good working relationships with internal and external contacts</p> | <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.