

**PERSON SPECIFICATION**

Job Title:	Programme Administrator
Programme:	Species and Informatics Programmes
Job Reference No:	AD1103
Grade:	Associate Officer

QUALIFICATIONS / EDUCATION**Essential:**

- Experience in project or financial management, business administration or logistics.

Desirable:

- Qualification in project or financial management, business administration or logistics.

EXPERIENCE**Essential:**

- Experience in administrative support
- Excellent office IT skills, with experience of working with MS Word, Excel and database software
- Experience in working with management systems, such as those for time accounting and project management
- Experience of data entry
- Experience of simple data analysis and production of associated outputs

Desirable:

- Experience with supporting project managers with administration in a project-based or consultancy organisation
- Experience of resource planning and budgeting processes in multiple currencies
- Experience of working with website content management systems

SKILLS

- Excellent organisational skills and attention to detail
- Ability to take initiative to make improvements
- Excellent communication and interpersonal skills
- Demonstrated professional approach to dealing with both internal and external colleagues
- Capable of developing an excellent knowledge of the institution's policies and procedures

- Commitment to meeting deadlines and the ability to respond positively to these even at short notice
- Good time management and ability to prioritise, multitask and deal with diverse requests from multiple colleagues
- Ability to remain calm and focused, even under pressure

TYPE OF PERSON REQUIRED

The successful candidate will be highly motivated with excellent administration, organisation, planning and communication skills. They will be willing to undertake a variety of diverse administrative tasks to support effective project management and delivery. They will be flexible in their approach, enthusiastic and approachable, have a close attention to detail, and be committed to good organisation and the implementation of effective and streamlined administration in support of the project-based teams.

SPECIAL CIRCUMSTANCES

OTHER RELEVANT INFORMATION

This is not a United Nations Post.