Person Specification

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Associate Project Officer – TRADE Hub/DCP, Maternity Cover</th>
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<tbody>
<tr>
<td>Programme:</td>
<td>Science</td>
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<tr>
<td>Job Reference No:</td>
<td>AD1143</td>
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<td>Grade:</td>
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### QUALIFICATIONS / EDUCATION

**Essential:**
- GCSE Maths and English at B grade or above.
- 3 A-Levels grade A-C or equivalent.

**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, citation 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 of resource planning and budgeting processes in multiple currencies
- Experience of working with website content management systems
- Working experience with Universities and other research bodies in the UK and around the world
- Developing countries experience

### 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 from different cultural backgrounds
- Good MS Excel skills
- Project management software
- Good MS Word skills
- Good time management and ability to prioritise, multitask and deal with diverse requests from multiple colleagues and partners
- Excellent written and spoken English
- French, Portuguese, Chinese, Swahili or Indonesian language skills advantageous
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<th>TYPE OF PERSON REQUIRED</th>
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<td>Adaptable and flexible project administrator with strong interest in multidisciplinary working who is able to work collaboratively with others, inside and outside the organisation. Able to balance demands on time and cope with challenges of working in the developing country context. A team player happy to work in open office situation with colleagues from many disciplines.</td>
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<th>OTHER RELEVANT INFORMATION</th>
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<tr>
<td>This is not a United Nations Post.</td>
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