Person Specification

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Associate Project Officer – TRADE Hub/DCP, temporary cover</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme:</td>
<td>Science</td>
</tr>
<tr>
<td>Job Reference No:</td>
<td>AD1183</td>
</tr>
<tr>
<td>Grade:</td>
<td>E</td>
</tr>
</tbody>
</table>

### QUALIFICATIONS / EDUCATION

**Essential:**
- BA/BSc or equivalent in a discipline relevant to the primary work of the Centre, e.g., conservation science, ecology, social science, environmental management

**Desirable:**
- Qualification or training in communications, writing, editing

### EXPERIENCE

**Essential:**
- Experience in event organisation
- Experience learning new software
- Experience of data entry
- Experience of simple data analysis and production of reports
- Experience of working with citation and database software

**Desirable:**
- Experience working on communications campaigns for research or development projects
- Experience of working with website content management systems
- Working experience with Universities and other research bodies in the UK and around the world
- Experience working in or with developing countries, especially Africa

### 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
- 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
- Swahili, Mandarin, French, Portuguese, or Bahasa Indonesia skills advantageous
<table>
<thead>
<tr>
<th>TYPE OF PERSON REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adaptable and flexible person 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 a virtual and possibly also open office situation with colleagues from many disciplines.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER RELEVANT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is not a United Nations Post.</td>
</tr>
</tbody>
</table>