



## 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 Manager

**Department/Division:** International Growth Centre

**Accountable to:** Head of Firms, Trade, and Productivity Initiative with a dotted reporting line to the Associate Professor in Management

Competency	Criteria	E/D
Knowledge and Experience	A completed Master or Bachelor's degree (or equivalent) in economics or other closely related discipline	E
	Strong quantitative and data analysis skills	E
	Proficient in the use of STATA	E
	Experience using R and/or Python and/or MATLAB	D
	Strong organisational and planning skills, and high attention to detail	E
	A long-term interest in progression to a doctoral program and conducting research in economics.	E
Communication	Ability to communicate effectively and confidently at all levels and to different audiences, including funders and/or partner organisations	E
	Ability to convey complex technical information in a clear and accurate manner (oral and written)	E
	Excellent written and verbal communication skills	E
	Fluency in written and spoken English	E



<b>Planning and Organisation</b>	Ability to manage own areas of responsibility independently without constant direct supervision	E
	Ability to work under pressure and to multiple deadlines, and to prioritise time effectively	E
<b>Initiative and Problem Solving</b>	A high level of initiative and self-motivation as well as a proactive and flexible approach to work	E

**E – Essential:** requirements without which the job could not be done.

**D – Desirable:** requirements that would enable the candidate to perform the job well.