



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: Graduate Intern

Department/Division: Firoz Lalji Centre for Africa **Accountable to:** Centre Manager

| Competency | Criteria | E/D |
|---------------------------------------|---|--|
| Communication | <ul style="list-style-type: none"> Excellent verbal and written communications skills Ability to translate complex information into simple prose Experience of leading training workshops | E E D |
| Knowledge and Experience | <ul style="list-style-type: none"> Knowledge of project cycles and procedures to ensure effective and timely delivery of project milestones Knowledge of project management systems such as Microsoft Teams or Trello Ability to learn and understand software requirements and implementation Knowledge of cost-benefit analysis and user research in relation to project management Educated to degree level Experience or interest in project management and IT programs An interest in the African continent and international development Experience of managing or contributing to projects using a formal methodology such as PRINCE 2 | E E E E E E D D |
| Problem Solving and Initiative | <ul style="list-style-type: none"> Ability to problem solve and identify solutions Ability to recognize when a problem should be referred | E E |



| | | |
|--------------------------------|--|------------------|
| Planning and Organising | <ul style="list-style-type: none">• Strong organisational skills• Ability to work under deadline pressure and prioritise their work• Investigative and diagnostic skills | E E D |
| Teamwork | <ul style="list-style-type: none">• Excellent interpersonal skills• Ability to maintain effective working relationships• Collaborative mind-set• Effective team player who works well with others and fosters a sense of shared purpose | E E E 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.