



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: Research Assistant

Department/Division: Middle East Centre

Accountable to: Projects Coordinator, Middle East Centre

| Competency | Criteria | E/D |
|--------------------------|---|-----|
| Knowledge and Experience | An ability to carry out detailed research in Arabic and English | E |
| | A Bachelor's degree in the social sciences or in Middle East studies | E |
| | Experience of translation from Arabic to English | E |
| | Experience of project administration | E |
| | Professional experience in a relevant organisation | E |
| | Experience of financial administration | E |
| | Knowledge of the field of Middle East studies | E |
| | Experience of working with partners in the Middle East | D |
| | Experience of organising events | D |
| | Experience in communications and web editing | D |
| | Professional experience in UK Higher Education | D |
| | A Master's degree in the social sciences or in Middle East studies | D |
| | An understanding of Iraq's post-2003 politics | D |
| Communication | Proven ability to write, design and edit written communications to very high standards | E |
| | Excellent verbal communication skills (Arabic and English) | E |
| | Ability to convey complex technical information in a clear and accurate manner (oral and written) | E |



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|--|---|---|
| Initiative and Problem Solving | Examples of using own initiative and creativity | E |
| Planning and Organising Resources | Ability to manage own areas of responsibility independently without constant direct supervision | E |
| | Proven ability to manage a heavy and varied workload | E |
| Liaison and Networking | Ability to deal with internal and external contacts to high professional standards | 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.