

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.

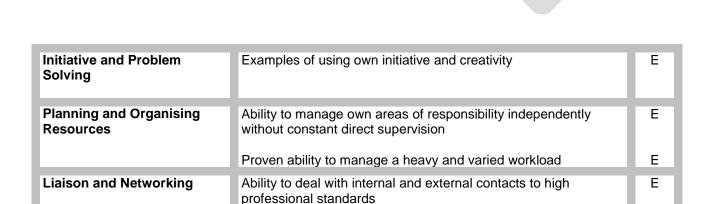
Job title: Research Assistant

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





E - Essential: Requirements without which the job could not be done.

D - Desirable: Requirements that would enable the candidate to perform the job well.