



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: Turkish Studies Administrator and Research Assistant

Department/Division:
European Institute

Accountable to:
Chair in Contemporary Turkish Studies

Competency	Criteria	E/D
Knowledge and Experience	A completed MA degree (or equivalent) in any field of the social sciences, with a preference for politics, international relations or economics, by the post start date.	E
	Strong research and data analysis skills.	E
	Excellent organisational and planning skills.	E
	Excellent IT skills – including Microsoft Office applications and website editing software.	E
	A completed MPhil/PhD degree in the social sciences, with a preference for politics, international relations or economics, by the post start date.	D
Communication	Fluent in both Turkish and English languages.	E
	Strong interpersonal skills with the ability to use both tact and diplomacy in sensitive situations.	E
	Ability to convey complex technical information in a clear and accurate manner.	E
	An ability to write concise and informative committee minutes.	E
Teamwork and Motivation	Ability to manage own areas of responsibility independently without direct supervision.	E
	A high level of initiative and self-motivation as well as a pro-active and flexible approach to work.	E
Planning and Organisation	Ability to work under pressure and to multiple deadlines, and to prioritise time effectively.	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.