



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: African Engagement Programme Manager

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

Competency	Criteria	E/D
Knowledge and Experience	Experience of managing networks with multiple stakeholders across diverse locations	E
	Educated to degree level or equivalent in International Development, Education, International Relations, Communications or similar	E
	Experience of working with senior institutional management as part of the cultivation of sponsorships and business partnerships	E
	Strong IT skills including Microsoft Office suite (Word, Outlook, Excel and Powerpoint)	E
	Proven experience of relationship building internationally in both private and public sectors	E
	Experience in overseeing contractual agreements or contracts and ensuring compliance	E
	Experience of working with partners and building relationships with prospective partners in Africa	E
	Experience of working in a team and individually in order to successfully implement and/or lead a programme	E
	Experience of working in Higher Education and understanding the higher education landscape	E



	Experience of working in Africa, ideally within the Higher Education Sector	D
	Knowledge of the African job market and what the current opportunities and constraints are	D
Communication	Excellent written and verbal communication skills and command of English	E
	Ability to proof-read and format documents to a high standard within style and brand guidelines	E
	A high level of discretion in dealing with personal records and confidential and sensitive information	E
	Experience in presenting proposals, ideas and opportunities to potential sponsors, business partners and funders across different sectors, including public and private, and different levels of seniority	E
	Effective influencing skills and have the ability to cultivate strong relationships	E
	Ability to work remotely and report to senior management regularly during remote working periods	E
	Experience of drafting programme procedures and producing high level materials such as legal or compliance documents, board papers, and agendas	E
	Fluency in a second language spoken on the African continent such as French, Portuguese or a African Language	D
Planning and organising resources	Ability to manage a diverse workload, working to tight and often competing deadlines	E
	Strong organisational skills with excellent attention to detail and ability to take projects to completion within a programme	E
	Ability to maintain records effectively and accurately, in a manner that can be used by others	E
	Ability to recognise gaps and needs within a programme and identify creative solutions for programme development	E



Initiative and Problem Solving	Good risk-management capabilities, with the capacity to anticipate and respond to emerging issues	E
	Ability to work with a high level of independence and good judgement	E
	Proven ability to think creatively and purpose new strategies and ideas to advance the objectives of multiple projects within a programme	E
	Ability to think calmly and creatively to generate possible solutions to problems	E
	Ability to adapt to changing circumstances and deadlines	E
Teamwork and motivation	Experience of networking and managing constructive relations with professionals in the academic, governmental, private and NGO sectors	E
	Commitment to developing constructive working relationships with colleagues at the Centre and across the School	E
	Experience of working with collaborators or partners based in other locations and awareness of issues which may arise	E
	Possess strong political awareness and sensitivity when working in different contexts	E
Service Delivery	Exceptional attention to detail with the ability to spot errors, inconsistencies and ambiguities in all aspects of work	E
	Ability to provide a high standard of service in a timely manner in response to internal and external requests	E
	Experience of reviewing processes and procedures and leading change to improve outcomes, reduce costs or improve efficiency	E
Liaison and Networking	Ability to form external relationships and collaborations on behalf of the Centre	E
	Ability to work with and have an interest in working with academic faculty to develop collaborations between institutions	E



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	and projects to present to partners and sponsors	
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E – Essential: requirements without which the job could not be done.

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