



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: Projects Assistant

Department/Division: Middle East Centre

Accountable to: Research Officer & Deputy Director, Middle East Centre

Competency	Criteria	E/D
Knowledge and Experience	Experience of project administration	E
	Professional experience in a relevant organisation	E
	Experience of financial administration	E
	Interest in the field of Middle East studies	E
	Degree in a subject relevant to the work of the Centre	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
Communication	Proven ability to write, design and edit written communications to very high standards	E
	Excellent verbal communication skills	E
	Knowledge of Arabic	D
Initiative and Problem Solving	Examples of using own initiative and creativity	E
Planning and Organising Resources	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



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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.