



## 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:** Programme Coordinator, PeaceRep Iraq

**Department/Division:** Middle East Centre

**Accountable to:** Research Officer and Projects Coordinator, 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
	Experience of organising events	E
	Experience of research assistance	D
	Knowledge of Iraqi politics	D
	Awareness of the research community working on Iraqi politics	D
	Involvement in management and editing of publications	D
	Degree in a subject relevant to the work of the MEC	D
	Experience of working with partners in the Middle East	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 and written skills and the ability to communicate effectively and confidently to a variety of audience	E
	Ability to understand and convey complex information in a clear and accurate manner	E
	Working knowledge of Arabic	D
	Ability to write reports and summarise appropriate information	D
Initiative and Problem Solving	Ability to work with limited supervision and to use own initiative especially when organising the collection of information from various sources to meet deadlines	E
	Ability to anticipate problems and propose solutions	E



Planning and Organising Resources	Proven ability to manage own areas of responsibility independently without constant direct supervision	E
	Ability to manage a heavy and varied workload and prioritise tasks to meet deadlines	E
	Ability to coordinate others' workloads and timelines in order to collectively meet a specified deadline.	E
Liaison and Networking	Experience of forming networks within a professional field	E
	Ability to deal with internal and external contact to high professional standards	E
Teamwork and Motivation	Willingness to provide cover and/or assistance to other team members and work collaboratively in instances of high workload	E
	Ability to work autonomously and manage own workload	E
	An understanding of collaborative team working, and an ability to help facilitate it	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.**