



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 Officer for the Programme for African Leadership

Department/Division: Firoz Lalji Institute for Africa **Accountable to:** PfAL Senior Programme Manager

| Competency | Criteria | E/D |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Knowledge and Experience | <ul style="list-style-type: none"> Exceptional communication skills, with an excellent command of the English language both orally and in writing | E |
| | <ul style="list-style-type: none"> Educated to degree level (or equivalent) | E |
| | <ul style="list-style-type: none"> Proven experience of producing high quality newsletters and digital content | E |
| | <ul style="list-style-type: none"> Demonstrable experience of producing high quality communications using a range of channels and online tools | E |
| | <ul style="list-style-type: none"> Excellent general IT skills, including MS Office & Outlook | E |
| | <ul style="list-style-type: none"> Experience of living and working in Africa | E |
| | <ul style="list-style-type: none"> Experience with community engagement activities | D |
| | <ul style="list-style-type: none"> Experience of organising conferences and events | D |
| | <ul style="list-style-type: none"> Experience of using web content management systems and using social media to communicate in a professional setting | D |
| | <ul style="list-style-type: none"> Proven experience of producing high quality newsletters and digital content, including experience of producing engaging, high-quality audio-video content | D |
| Communication | <ul style="list-style-type: none"> Ability to adapt writing style to suit different audiences/media channels | E |
| | <ul style="list-style-type: none"> Excellent written communications skills, including the ability to translate complex academic ideas into simple and immediately accessible prose | E |



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| | <ul style="list-style-type: none"> • Excellent proof-reading skills and high attention to detail • Confident communicator, equally comfortable presenting in front of an audience as engaging with senior stakeholders in one-on-one situations | <p>E</p> <p>E</p> |
| Teamwork and Motivation | <ul style="list-style-type: none"> • Strong interpersonal skills and ability to work harmoniously as part of a team, with external partners and internal partners in the Institute and across the School • Collaborative mind-set, effective team player who works well with others and fosters a sense of shared purpose • Proven ability to proactively liaise with a range of internal and external actors and at all levels of seniority (e.g. school division contacts, project funders, journalists, students, alumni) • Ability to work under deadline pressure | <p>E</p> <p>E</p> <p>E</p> <p>E</p> |
| Problem Solving and Initiative | <ul style="list-style-type: none"> • Strong diplomatic skills- capable of responding to situations, evaluating options and taking independent appropriate action (e.g. when managing an event or project) • Proven experience of pro-actively sourcing material for publication and promoting a finished product to a broad range of external audiences • Ability to recognize when a problem should be referred | <p>E</p> <p>E</p> <p>E</p> |
| Decision Making | <ul style="list-style-type: none"> • Ability to take strong and consistent editorial decisions • Ability to delegate responsibilities to an event team | <p>E</p> <p>D</p> |
| Planning and Organising | <ul style="list-style-type: none"> • Ability to carry out planning on a long-term and strategic basis • Ability to work on multiple tasks and to priorities competing deadlines • Budget awareness and ability to monitor expenditure | <p>E</p> <p>E</p> <p>D</p> |
| Pastoral Care and Welfare | <ul style="list-style-type: none"> • Empathy to recognise students experiencing problems and to proactively offer support and advice as well as | <p>E</p> |



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| | access to student support resources <ul style="list-style-type: none">• Ability to offer coaching and mentoring in 1-1 or group settings | D |
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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.