



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: Kuwait Programme Coordinator

Department/Division: Middle East Centre
Accountable to: 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
	Experience of communications and web editing	E
	Experience of organising events	E
	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
	Knowledge of Kuwait	D
	Professional experience in UK Higher Education	D
Communication	Ability to write, design and edit written communications to 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
	Experience of running multiple, varied tasks to time	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

E – Essential: requirements without which the job could not be done.

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