

Job Description – Project Coordinator, Science Diplomacy for Research Publishing Reform

Job Title: Project Coordinator
Job Level: Programme Coordinator
Line manager: Research Lead – Science Diplomacy for Research Publishing Reform
Location: Remote
Duration: Fixed Term, 12 months with potential to renew.
Salary: £32,000-£42,000 (as a UK employee and depending on skills and experience; rates for postholders in other countries will need to fit within approved FCDO rates)

This role is contingent upon contract award by UK FCDO.

Overall Purpose

The G20 in South Africa in 2025 is a unique opportunity to ensure that research is recognised as a global public good, by elevating the discourse on research publishing reform and ensuring it is recognised an important global challenge that underpins human progress. By advocating for effective policy change vehicles, championing equitable funding mechanisms, and driving policy harmonisation, the G20 can help to dismantle the barriers to research access created by the current publishing system. South Africa, long a champion of Open Access to research, is well placed to provide the leadership needed and a targeted science diplomacy effort could kick-start fresh action to reform our global systems for publishing research and sharing knowledge.

Role Description

The Project Coordinator will play a key role in INASP's programme team, to ensure the efficient and effective delivery of the project. This will include supporting the production of a range of written outputs and the organisation of policy engagement events. The postholder will support collaborations with partner organisations and individual consultants. Under the oversight of the Research Lead, they will undertake day-to-day project and financial management and reporting. They will also coordinate project communications and monitoring, evaluation and learning (MEL) activities. It is anticipated that the role may evolve to provide support to other INASP projects.

Key Responsibilities

Applicable to all INASP Project Coordinator roles

Programme management & delivery

- Take day-to-day responsibility for managing the project budget, under the oversight of the Project Manager, and work with the Project Manager and Finance Manager to ensure timely internal financial reporting and external reporting to the funder
- Manage relationships with consultants and suppliers, ensuring that they have the necessary access to INASP systems, prepare contracts and manage all invoicing and payments
- Support the planning and convening of in-person and digital events to engage stakeholders and senior officials. Coordinate travel and related logistics for in-person meetings.
- Undertake data collection and analysis, ensuring that systems for monitoring, learning and evaluation (MEL) are maintained, and that data is provided to other team members as required
- Produce communications content, including drafting blogs and social media posts to ensure visibility and external engagement
- Provide administrative support to the project team

Business development & fundraising

- Contribute to the development of concept notes, proposals and budgets for new projects or to extend the funding of the current project
- Support convening and organisation of events (digital and in-person) to engage stakeholders, including partners and funders

Staff and consultant management

- Manage the project work of associates and consultants, managing relationships and performance to ensure timely, high-quality and good value delivery.
- Ensure you understand roles, responsibilities and line of accountability and are supported to work within a matrix management model.

General

- Work closely with INASP staff and other partners to ensure learning is captured and shared internally and externally
- Build INASP's and your individual profile by contributing to think pieces, participating in public events, and through other means of external communications
- Ensure INASP's values (in it together; making change last; every voice counts; doing things right) are reflected in all work
- Respect INASP's commitment to promoting equality and diversity and address the needs of both men and women across all our work
- Any other responsibilities as may reasonably be required from time to time

This post may require travel of up to 30 days per year.

NOTE: The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.