

Person Specification – Project Coordinator, Science Diplomacy for Research Publishing Reform

Requirement	Essential	Desirable
Qualifications	Undergraduate degree	Post-graduate degree or equivalent in international development, public policy or other relevant discipline
Knowledge	<p>An understanding of research and higher education environments in the Global South, particularly Africa</p> <p>Knowledge of project and financial coordination</p> <p>Familiar with contemporary thinking and issues in international development, international relations, and diplomacy</p>	
Skills	<p>Ability to prioritise work across projects and to manage work on projects with different timelines</p> <p>Ability to foster strong working relationships with partners</p> <p>Excellent project coordination skills, including budget management, administration and data collection.</p> <p>Proficiency with Excel to manage budgets and data</p>	<p>Good writing ability with the ability to adapt writing styles for different audiences</p> <p>Fluent in one or more UN or African languages</p>
Experience	<p>Experience working in and with the Global South, especially in Africa and with African organisations</p> <p>Experience commissioning and coordinating the work of remote consultants and advisors.</p> <p>Experience of supporting project management including managing budgets and financial reporting to funders</p> <p>Experience of convening and organising meetings with partners and stakeholders, in-person and online</p>	

	<p>Experience of monitoring, evaluation and learning or of collecting, managing and analysing data</p> <p>Experience of producing communications pieces and managing social media</p>	
Attributes	<p>Ability to work independently and as part of a team, often without direct supervision</p> <p>A proactive, positive and flexible attitude and approach to work</p> <p>Self-reliance and resilience</p> <p>Sensitivity to the perspectives and experiences of individuals from other countries and cultures</p> <p>Attention to detail and a commitment to the quality of outputs.</p> <p>Commitment to learning, reflection and flexibility in work</p> <p>Commitment to INASP's values: In it together; Making change last; Every voice counts; Doing things right.</p>	
Other	<p>This post will involve some travel, of up to 30 days per year</p>	