



## 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: Office Administrator Zambia Evidence Lab**

**Department/Division: IGC Country Programme      Accountable to: Head of Zambia Evidence Lab**

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

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

Competency	Criteria	E/D
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Proven ability to plan and manage complex administrative activities and processes; demonstrated initiative and sound judgment;</li> </ul>	E
	<ul style="list-style-type: none"> <li>Educated to university level or equivalent.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Previous administrative experience with an international organization would be an advantage.</li> </ul>	E
<b>Communication</b>	<ul style="list-style-type: none"> <li>A very high level of proficiency in both English and the main local language.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Strong oral and written communication skills.</li> </ul>	E
<b>IT skills</b>	<ul style="list-style-type: none"> <li>Robust command of the Microsoft Office Suite, in particular Word, Access, and Excel.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Aptitude for and interest in learning and adopting new technologies for programme management.</li> </ul>	D
<b>Planning and organising resources</b>	<ul style="list-style-type: none"> <li>Past experience with conference and events planning.</li> </ul>	D
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>A proven ability to respond quickly, independently, and appropriately to competing priorities under tight deadlines. The ability to multi-task is essential.</li> </ul>	E
<b>Teamwork and Networking</b>	<ul style="list-style-type: none"> <li>Excellent interpersonal skills and the ability to establish effective working relationships with people of various backgrounds and cultures.</li> </ul>	E



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