

Person Specification

Dóchas Project Coordinator for European Year for Development

The purpose of the post and its main responsibilities are set out in the Job Description.

Person Specification

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| Essential Experience | <ul style="list-style-type: none">• Academic qualification in a relevant field (social/political sciences, economics, ...)• At least three years work experience in a relevant setting• Project management experience• Experience of planning and managing events and meetings, keeping accurate records of discussions and decisions• Experience in delivering communication initiatives |
| Essential Skills and Aptitudes | <ul style="list-style-type: none">• Excellent oral and written communication skills• Good people skills• Strong facilitation, presentation, negotiation and coordination skills• Analytical and research skills• Administrative skills• Demonstrable knowledge of the NGO sector and Global development issues• Capacity to quickly master a wide range of documentation and information and to prepare analyses and responses• Ability to write briefing material on a wide range of subjects for diverse audiences• Ability to understand financial data and manage budgets |
| Desirable Skills | <ul style="list-style-type: none">• Experience of EU decision-making processes• Familiarity with EU-level policy processes• Experience of monitoring and evaluation of communication initiatives• Experience of getting diverse organisations to coalesce, develop joint strategies and deliver on them |
| Other Requirements | <ul style="list-style-type: none">• Willingness to work as part of a small team• Flexibility and very good time management skills, to work with frequently changing workload and priorities and to tight deadlines• Political acumen, sound judgement and a strategic mindset• High motivation, positive disposition and flexible attitude in response to rapidly changing contexts, tactics and priorities• Ability to work on own initiative to achieve set goals• Availability to start in January 2015 |