

Person Specification

Essential Requirements:

- Undergraduate degree or equivalent (preferably in a social science related field);
- Commitment to the goals of Coram International;
- Experience of project management and in supporting a team;
- Outstanding organisational skills including the ability to prioritise and multi-task and excellent time management skills;
- Excellent problem-solving skills;
- Proactive and flexible working approach;
- Strong numeracy skills and eye for detail;
- Excellent interpersonal skills including (cultural) sensitivity, adaptability and tact in building professional relationships;
- Excellent computer skills, including MS Word and MS Excel;
- Fluency in English.

Desirable experience, qualifications and skills:

- Experience of working within an international NGO or IGO;
- Experience of dealing with projects based in other countries;
- Experience of updating websites using WordPress; and
- Additional language skills (especially Spanish, French or Arabic).