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## Consultancies Administrator

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<b>Job purpose summary:</b>	To provide administration and assistance in support of Mokoro's consultancy portfolio and office operations.
<b>Salary:</b>	£19,000-24,000 (dependent upon qualifications and experience)
<b>Location:</b>	Oxford, UK
<b>Contract:</b>	Full-time, fixed term for one year (with potential for renewal subject to funding); commencing May 2018.
<b>Reporting to:</b>	Managing Director (initially)
<b>Working internally with:</b>	Programme Coordinator, Projects Officer, Finance Manager, Researchers, Research and Consultancies Assistant, Principal Consultants and Associates.

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### A. About Mokoro

Established in 1982, Mokoro is a UK-based not-for-profit consultancy firm providing technical expertise in economic and social development. Mokoro has undertaken more than 700 consultancy assignments in 80 countries worldwide, for national governments, multilateral and bilateral aid agencies, and NGOs. Mokoro's core areas of expertise are: Aid Effectiveness; Land, Livelihoods and Natural Resources; Public Policy and Management; Reviews and Evaluations. More details about us, our current workstreams and consultancy portfolio can be found [here](#).

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### B. Role description and responsibilities

Working closely with other members of staff and consultants, the Consultancies Administrator provides administration across Mokoro's business development and assignment portfolio, and provides various assistance to contribute to the smooth running of the company's office in Oxford. This includes:

#### Proposal and contract administration

- Prepare and edit consultant profiles, CVs, company track records and other administrative data/documents for proposals
- Maintain and update project records, inputting into Mokoro's assignment and consultant record files and systems
- Handle assignment logistics, including travel, visas and travel insurance
- Prepare and update travel and other mission-related records
- Support to financial administration, including assisting with purchase invoices and expenses claims
- Draft consultant contracts
- Formatting and presentation of company documentation

#### Office administration and support

- Provide a range of general office support (mail, couriers, printing, filing, ordering office supplies)
- Take notes of meetings, interviews and workshops
- Assist in relation to administration and logistics for external and internal events, including Mokoro Seminars and Quarterly Meetings
- Liaise with Mokoro's outsourced IT provider on any issues arising

#### General/ other

- Assist with a range of organisation-wide projects
  - Prepare written/ verbal inputs into team meetings
  - Contribute to knowledge management and learning at Mokoro
  - Contribute to internal meetings, planning and monitoring processes
  - Any other reasonable task as assigned by line manager or to assist with the smooth running of Mokoro's office
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## C. Person specification

### Knowledge, skills and experience (E=essential and D=desirable)

- Degree or equivalent qualification in a relevant discipline, or equivalent professional experience (E).
- At least two years' proven project support/ assistance or administration experience (E).
- Demonstrated ability to prioritise effectively, and deal efficiently with a wide and varied workload (E)
- Good verbal and written communication skills, with experience of working effectively with a diverse and geographically dispersed team (E).
- Willingness and ability to work proactively and flexibly both independently and as part of a team (E).
- Excellent attention to detail (E).
- Strong IT competency in all standard MS packages: Word, Excel, PPT (E) and Access/ other programmes (D).
- Experience in financial administration (D).
- Knowledge of the aid and development sector, and the particular role of consultancies (D).
- Commitment to Mokoro's approach to collaborative working and high quality consultancy work (E).

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## D. General terms and conditions

<b>Hours:</b>	This is a full-time position, based on a 37.5 hour week. Office hours are 9am to 5.30pm Monday to Friday.
<b>Leave:</b>	Annual leave entitlement is 25 days, plus an additional 2 days to be taken in the period between Christmas and New Year (as well as all English public holidays).
<b>Salary:</b>	Salary is paid monthly in arrears by credit transfer. Mokoro operates a contributory pension scheme.
<b>Probationary period:</b>	There will be a two month probationary period for this post, with a review carried out after four weeks and again after two months.
<b>Notice:</b>	Two weeks' notice during the probationary period; two months' notice upon satisfactory completion of probationary period and confirmation into post.

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## E. How to apply

Please submit your CV and a covering letter outlining why you feel you are a suitable fit for this role at Mokoro, including specific examples of how your skills and experience meet the person specification requirements outlined above. Your cover letter should also confirm that you would be available to attend an interview on Oxford on Thursday 26 April and, if selected, what your available start date would be.

Applications should be emailed to [mokoro@mokoro.co.uk](mailto:mokoro@mokoro.co.uk), indicating 'Consultancies Administrator' in the subject field, by **09.00am on Wednesday 18 April**. (Shortlisted candidates will be notified by Friday 20 April with an invitation to interview to be held on Thursday 26 April.)

*Please note that applicants must have the legal right to live and work in the UK.*