

Projects Assistant

Job purpose summary:	To provide administration and assistance in support of Mokoro's assignment portfolio and company operations more broadly.
Salary:	£19,000-24,000 (dependent upon qualifications and experience)
Location:	Oxford, UK
Contract:	Full-time, fixed term for one year (with potential for renewal subject to organisational needs)
Reporting to:	Consultancies and Programme Manager
Working internally with:	Programme Coordinator, Projects Officer, Managing Director, Finance Manager, Researchers, Research Officer, Principal Consultants and Associates.

A. About Mokoro

Established in 1982, [Mokoro](http://www.mokoro.co.uk) is a UK-based research and consultancy organisation providing technical expertise in economic and social development globally. We have undertaken more than 750 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; Public Policy and Management; Land, Livelihoods and Natural Resources; Reviews and Evaluations. The company draws its consulting capacity from its Principal Consultants, the technical staff team, and its wider network of associates. Further information on Mokoro's background and current portfolio is at www.mokoro.co.uk.

B. Role description and responsibilities

The Projects Assistant is a member of Mokoro's small, busy Oxford-based team, and provides administration and assistance in support of our consultancy and research portfolio. He/she works across all Mokoro assignments, from prospect to completion stage, dealing with administrative and support tasks related to each assignment, as well as contributing to the smooth running of the office. The main dimensions of the position are:

Support to business development, including:

- Support the identification, tracking and response to new business opportunities.
- Prepare track records and other company information, tailored to specific work.
- Prepare and edit consultant profiles, CVs, and other data/ documents and communications materials for proposals.
- Assist in the drafting and finalisation of proposals, including proofreading, formatting and presentation.

Consultancy assistance and administration, including:

- Handle assignment logistics, including travel, visas and travel insurance; prepare and update travel and other mission-related records.
- Draft consultant contracts and support assignment budget tracking and invoicing as required.
- Maintain and update project records, inputting into Mokoro's assignment and consultant record files and systems.
- Assignment assistance, including setting up and maintaining e-libraries, data entry/ cleaning, preparing bibliographies and interview compendia, support on presentation of data for reports, etc
- Proofread, format, and provide other support to high-quality presentation of assignment outputs.
- Provide support to financial administration, including purchase invoices and expenses claims.

General office administration and support, including:

- Take notes of meetings, interviews and workshops.
- Provide a range of general office support (e.g. mail/couriers, IT issues, supplies)
- Assist in relation to administration and logistics for Mokoro external and internal events.

General/ other

- Assist with a range of organisation-wide projects.
- Prepare written/ oral inputs to 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 operations.

C. Person specification

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

- Degree or equivalent qualification in a relevant discipline (e.g. social sciences, economics, international development), or comparable relevant professional experience (E).
- Proven project support/ assistance or administration experience (E).
- Excellent verbal and written communication skills, with sound ability to work effectively with a diverse and geographically dispersed team (E).
- First-class organisational, multitasking and prioritisation skills, and ability to manage a wide and varied workload whilst maintaining quality (E).
- Willingness and ability to work proactively and flexibly, both independently and as part of a team (E).
- Excellent attention to detail (E).
- Previous experience of coordinating travel and logistical arrangements for others (D).
- Advanced level of competency in all standard MS packages including Word, Excel, and PowerPoint (E), and experience of data entry and database management (D).
- Experience in financial administration (D).
- Knowledge of the aid and development sector, including good awareness of key issues relating to one or more of Mokoro's thematic areas of work (D).
- Additional language skills relevant to Mokoro's work (D).
- Some research experience/ skills relevant to the dimensions of the post (D).
- Commitment to Mokoro's approach to collaborative working and high quality consultancy work (E).

D. General terms and conditions

Hours:	This is a full-time position, based on a 37.5 hour week. Office hours are 9am to 5.30pm Monday to Friday.
Leave:	Annual leave entitlement is 25 days, plus an additional 3 days to be taken in the period between Christmas and New Year (as well as all English public holidays).
Salary:	Salary is paid monthly in arrears by credit transfer. Mokoro operates a contributory pension scheme.
Probationary period:	There will be a six week probationary period for this post, with a review carried out after four weeks and again after six weeks.
Notice:	Two weeks' notice during the probationary period; two months' notice upon satisfactory completion of probationary period and confirmation into post.

E. How to apply

Please submit your CV and a covering letter outlining why you are a suitable fit for this role at Mokoro, including specific examples of how your skills and experience meet the person specification outlined above. Your cover letter should also confirm that you would be available to attend an interview in Oxford on Thursday 11 October and say what your available start date would be.

Applications should be emailed to mokoro@mokoro.co.uk, indicating 'Projects Assistant' in the subject field, by **09.00 on Monday 24 September**.

Shortlisted candidates will be notified by Wednesday 26 September with an invitation to interviews to be held on Thursday 11 October.

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