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| **SSAP Staff Person Specification Form** |
| Requirement of Applicants: The person appointed must fulfil the following requirements or have the potential to do so quickly through available training |
| **POST: Project Officer Project – Tuwezesha** |
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| **REQUIREMENTS** | **ESSENTIALS** | **DESIRABLE** | **HOW IDENTIFIED** |
| **1. PHYSICAL REQUIREMENTS** | * Low absence rate/Good attendance
 |   | Interview and reference check |
| **2. EDUCATION/ QUALIFICATIONS GENERAL INTELLIGENCE** | * Bachelor’s Degree in social science, public health, or any relevant field - gender and development or other relevant area would be an advantage.
* Able to grasp ideas and concepts easily
 |   | Application Form, Interview and Copy Certificates |
| **3. PREVIOUS EXPERIENCE** | * At least two years’ experience of working in the field of women’s rights and health issues in an NGO sector or working on issues affecting African diaspora communities.
* Previous experience of working in policy and research
* Experience of working with sensitive issues especially with vulnerable young women (essential).
* Thorough understanding of FGM and other issues of gender discrimination and violence
* Experience of working on research on complex and sensitive issues
* Previous experience of working in the international development sector and interest in development work in Africa
* Commitment to enabling and facilitating a wide range of African groups and individuals in Wales to engage in advocacy work on international development
* A minimum of 2 years direct experience (paid or voluntary) of organizing seminars, meetings, training sessions and networking activity.
* Direct experience of carrying out or facilitating advocacy work with decision makers, including at least one of the following sectors: Government (UK, Scotland or Wales), Parliamentarians (Welsh, Scotland or UK), Funders, Consulates/African Government representatives, Private Sector.
* Experience of managing African diaspora (or other community) engagement or stakeholder participatory schemes
* Experience of delivering projects with multiple stakeholders.
 |  | Application Form, Interview and reference check |
| **REQUIREMENTS** | **ESSENTIALS** | **DESIRABLE** | **HOW IDENTIFIED** |
| **3. PREVIOUS EXPERIENCE** | * Experience in fundraising and project management.
* Ability to carry out desk-based research confidently.
* Ability to work on own initiative and plan work within the context of an agreed Tuwezesha strategy and agreed priorities.
* Good communicator in English: in writing, on the phone and in person, with experience of working positively with members of the community, volunteers/staff and Trustees of development organizations or community groups and of writing reports.
* Experience and confidence in the use of ICT, including use of Word, Excel, Outlook, PowerPoint, websites and social media.
* Ability to travel around the UK and in Africa, including some out of hours work.
* Ability to manage budgets and keeping financial records.
 | * Experience of carrying out project review, monitoring and evaluation.
* Recent experience (within the last 3 years) of working in or visiting Africa, particularly in relation to development related work.
 | Application Form, Interview and reference check |
| **4. SKILLS, KNOWLEDGE, ABILITIES** | * Excellent understanding of the socio-cultural context in which FGM occurs among practicing communities
* Good knowledge of the issues faced by affected and practicing communities living in the UK and in Africa
* Good understanding of the importance of women empowerment in international development.
* Commitment and understanding of the importance of diaspora for development.
 | * Good knowledge of the wider international development sector, preferably including the African diaspora sector in Wales and Scotland.
* Excellent administrative skills including maintenance of appropriate and accurate records, analysis and reporting
 | Application Form, Interview and reference check |
| **5. ATTITUDE, APTITUDES, PERSONAL CHARACTERISTICS** | * Flexible and adaptable to change
* Motivated and well organised.
* Good interpersonal skills
* Discreet and able to work alone or with a small team.
 | Awareness of sensitivity to cross cultural and gender needs and differences and ability to manage situations sensitively. | Interview and reference check |
| **6. OTHER REQUIREMENTS** | * Ability to work unsociable hour
* Direct involvement with African diaspora voluntary organizations involved in international development work – either in Wales, UK or in Africa.
 | Ability to speak and write Swahili, French or Somali/Arabic will be an advantage. | Application Form, Interview and reference check |