



GPG Project Assistant £22,000- £26,000 pa

London, UK with frequent travel (when possible). In light of current working conditions due to Covid-19, we will also consider remote/flexible working for this role.

NB: at present, personnel are working remotely, but the postholder will be expected to travel frequently to project countries as part of teams, once this becomes possible.

Global Partners Governance works with parliaments, governments and political parties around the world to promote representative politics and effective governance. Our work directly supports politicians and staff and has included the delivery of projects in Africa, the Middle East and Central Asia. The postholder will manage specific projects in the MENA or Central Asia region as well as contributing to GPG's wider research, communication and business development activities.

Applicants must have current UK work authorisation that does not require employer sponsorship

Role and tasks

Working closely with the relevant Project Managers, the MENA Projects Assistant will:

- Provide coordination support for project activities between our London-based teams and MENA in-country politicians & local partners
- Plan and organise visits by Global Partners team members to MENA countries and by overseas politicians to the UK and within the MENA region
- Provide administrative assistance, and event organisation as required for project work
- Undertake background research and brief the project team in London on developments in the MENA region, particularly countries of operation
- Support the development of training and other material as required for project support
- Assist with the financial management of projects, under the supervision of the Project Managers
- Assist with regular reporting to funders, under the supervision of the Project Managers
- Support on coordination of new business opportunities with project teams and business development Unit.

Person specification

- Fluent English language skills, with excellent writing skills in both languages.
- Fluent Arabic or other language skills including Uzbek or Russian a significant asset.
- Excellent communication and interpersonal skills: ability to communicate effectively with a diverse range of stakeholders including senior politicians and to work collaboratively as part of a team.
- Knowledge of Middle East politics, previous professional experience in the Middle East and/or North Africa and/or Central Asia desirable.
- Flexibility and ability to adapt to changing work needs and political environment.
- Educated to university level.
- Applicants must be available and willing to travel regularly to the MENA region as part of a project team.
- Previous project experience, preferably in an international and/or political context, including logistical planning, research, programme administration, and dealing with financial processes would be an advantage.

Please note GPG/GPGF reserves the right to appoint two Project Assistants should more than one suitable candidate be found.

How to apply

Please email the following to recruitment@gpggovernance.net

1. CV (max 2-page).

The filename of your CV should be "Projects Assistant 21 YOUR NAME cv"

2. Short cover letter, stating why you feel that you are well suited to this position.

The filename of your cover letter should be "Projects Assistant 21 YOUR NAME cover."

3. Equal Opportunities Monitoring Form (attached and optional)

The subject of your email should be "Application Project Assistant 21 YOUR NAME"

If you have any queries regarding this position, please email recruitment@gpggovernance.net

Deadline for applications: Wednesday 12 January 2022, but interviews will be conducted on a rolling basis as soon as application are received.

Length of contract: 1-year initial contract with scope for extension.

Working hours: full time; 37.5 hours per week

Global Partners Governance/GPG Foundation is committed to improving the diversity of our workforce through the attraction, retention and development of a diverse range of talented people, and particularly welcome applications from underrepresented groups.