



## GPG Project Assistant (with advanced Arabic speaking skills) £22,000- £26,000 pa

**GPG is currently working a hybrid model where colleagues are expected to work one or two days per week in our London office. Applicants must have current UK work authorisation that does not require employer sponsorship.**

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-Eastern Europe.

We are seeking an Arabic-speaking Projects Assistant to contribute to the delivery of our **modern slavery/human trafficking project in the MENA and Horn of Africa regions**. The Assistant will be based in our central London office with travel to the region.

### Role and tasks

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

- Provide coordination support for project activities between our London-based teams and in-country politicians & local partners
- Plan and organise visits by Global Partners team members and by overseas politicians to the UK and within target regions.
- Provide administrative assistance, and event organisation as required for project work
- Provide Arabic <> English translation, editing and interpreting as required
- Undertake background research and brief the project team in London on developments on modern slavery/human trafficking in the region.
- Support the development of training and other material in Arabic as required for project support
- Assist with the financial management of projects, under the supervision of the Project Manager
- Assist with regular reporting to funders, under the supervision of the Project Managers

### Person specification

- Fluent Arabic and English language skills, with excellent writing skills in both languages. **Please note: a translation and interpreting task will be part of the interview process.**
- 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/interest in human rights and modern slavery/human trafficking developments in MENA and/or Horn of Africa region.

- Knowledge of Middle East politics, previous professional experience in the Middle East and/or North Africa 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 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.
- **Applicants must have current UK work authorisation that does not require employer sponsorship.**

### Terms and conditions

**Deadline for applications:** Friday 9th December 2022 at midnight but interviews will be conducted on a rolling basis as soon as application are received

**Start date:** ASAP (negotiable with individual applicants)

**Length of contract:** 1-year contract with possibility to extend to permanent contract

**Salary:** £22,000 - £26,000, depending on qualifications and experience

**Working hours:** Full time; 37.5 hours per week

### How to apply

Please send the following to [recruitment@gpgovernance.net](mailto:recruitment@gpgovernance.net)

1. CV (max 2-page).

The filename of your CV should be "MSHT Project Assistant 22 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 "MSHT Project Assistant 22 YOUR NAME cover."

3. [Equal Opportunities Monitoring Form](#) (optional)

Please email these documents to [recruitment@gpgovernance.net](mailto:recruitment@gpgovernance.net)

The subject of your email should be "MSHT Project Assistant 22 YOUR NAME".

If you have any queries regarding this position, please email [recruitment@gpgovernance.net](mailto:recruitment@gpgovernance.net).

For more information on Global Partners Governance, please visit [www.gpgovernance.net](http://www.gpgovernance.net).

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.