

### Job Title

IMMANA Project assistant.

### Reports To

The IMMANA project assistant will report to the Research Uptake and Communications Managers.

### Duration

5 months (expected start date: 26<sup>th</sup> February – July 31<sup>st</sup> 2018)

### Hours

3 hours a day (9.30-12.30 or 14.00-17.00), Mondays – Fridays (please note that some degree of flexibility is required)

### Location

The role is based at the London International Development Centre, 36 Gordon square, WC1H 0PD

### Remuneration

£15/hour

### Job Overview

The project assistant will contribute towards the organisation and development of the 2018 Agriculture, Nutrition and Health (ANH) Academy Week, to be held in Accra, Ghana from 25-29 June. They will also provide some administrative support to the IMMANA Programme Manager.

### Responsibilities

- Coordinate the ANH Academy week bursary application process
- Arrange logistics (flights, visas, accommodation) for successful bursary applicants.
- Process staff and non-staff travel expenses
- Assemble 'useful information' documents and FAQs for participants
- Liaise with Logistics team to coordinate online payments
- Manage ANH Academy inbox and respond to participant queries
- Take notes in key meetings
- Undertake other tasks related to the IMMANA programme as required

### Qualifications/ person specifications

- Bachelor's degree (minimum)
- Excellent written English and communication skills (essential)
- Outstanding people skills and a friendly outgoing personality (essential)
- Good organisational skills and the ability to multitask (essential)
- The ability to work to strict deadlines (essential)
- Experience in event coordination (essential)

- Experience providing administrative support in a project environment (desirable)

### To apply

Email your CV and a brief cover letter (up to 1 page) to [anh-academy@lshtm.ac.uk](mailto:anh-academy@lshtm.ac.uk) .

Closing date: 6<sup>th</sup> February 2018

Interview date: 13<sup>th</sup> February 2018

The School will comply with the Immigration, Asylum and Nationality Act 2006, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to bring their passport (and visa if applicable) to interview so that it can be copied and verified.

This role does not meet the minimum requirements set by UK Visas and Immigration to enable sponsorship of migrant workers. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK

Further information about Certificate of Sponsorship and eligibility to work in the UK, can be found at: [www.ukba.homeoffice.gov.uk/employers/points](http://www.ukba.homeoffice.gov.uk/employers/points)