UNIVERSITY OF SUSSEX

1 Advertisement
Ref: 1397

School of Global Studies
Administrative Assistant - Capitalizing Human Mobility for Poverty Alleviation and Inclusive Development for Myanmar (CHIME)
Part Time 0.2FTE (7.3 hours), Fixed Term for 13 months
Salary range: starting at £17,898 and rising to £20,046 per annum, pro rata
Expected start date as soon as possible

CHIME is a research project on migration and development implemented by a consortium of agencies, consisting of the International Organization for Migration (IOM), the University of Sussex and Metta Development Foundation, funded by the Livelihood and Food Security Trust Fund (LIFT), a multi-donor trust fund to improve the lives and prospects of smallholder farmers and landless people in rural Myanmar. The project started in May 2016 and is now looking for an Administrative Assistant to work closely with the PI, Postdoc Research Fellow and the Quantitative Lead researcher. The position is located at the Department of Geography at the University of Sussex. The requirements for the position are:

- Ability to distinguish between conflicting demands, scheduling and planning work in order to meet priorities and deadlines
- Fast accurate word processing
- Ability to ensure effective, professional standards of presentation
- Ability to work as part of a flexible team
- Ability to liaise with international research teams and administrators

For further details please email p.deshingkar@sussex.ac.uk

Closing date for applications: 1 November 2016

For full details and how to apply see www.sussex.ac.uk/jobs

The University of Sussex is committed to equality of opportunity

2. Senior leadership and management

The Vice-Chancellor (Professor Adam Tickell) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Registrar and Secretary, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Registrar and Secretary heads the Professional Services of the University. In addition, under the University Statutes, the Registrar and Secretary is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Registrar and Secretary, and the Librarian reports to one of the Pro-Vice-Chancellors.
3. The CHIME research project

As Myanmar proceeds with the paths of economic and political reforms, Myanmar will experience escalated mobility of their population in the next couple of decades. To manage the impacts and consequences of such flows, there is a need for stakeholders at local, regional and national levels to have evidence-based knowledge and strategies to deal with such unprecedented flow of people in a way that minimise the risks and maximise the benefits for those who migrate as well as for those who are affected by migration.

In recognizing such reality, Livelihood and Food Security Trust Fund (LIFT), a multi-donor trust fund to improve the lives and prospects of smallholder farmers and landless people in rural Myanmar, established a funding window dedicated to support efforts that increase the developmental impact of labour migration. The project entitled “Capitalising Human Mobility for Poverty Alleviation and Inclusive Development for Myanmar” (CHIME) – is funded by LIFT’s Migration Programme, and is developed to achieve two objectives: 1) to create a common, evidence-based narratives on migration with national and local stakeholders in Myanmar, and 2) to provide technical backstopping to LIFT’s Migration Programme.

CHIME is implemented by a consortium of agencies, consisting of IOM, University of Sussex and Metta Development Foundation, each offering its unique expertise to maximize this rare opportunity to demonstrate concrete whole-of-society discussions, reflections, learning and actions to capitalize human mobility for poverty reduction and inclusive development in this extremely timely environment of Myanmar’s economic transformation. The post doc fellow will be expected to work with the Principal Investigator and Qualitative Research Leader (Dr Priya Deshingkar), and the Quantitative Research Leader (Dr Julie Litchfield) as well as the administrative support staff on the project. The project’s overall budget is £252,000 over 18 months.

The School of Global Studies

The School of Global Studies, in which CHIME is based, was established in 2009, and is one of the UK’s leading centres of excellence for teaching, research and debate on major global issues. With around 60 members of academic faculty, an annual intake of 280 students taking undergraduate degrees in Anthropology, Geography, International Relations and International Development, and over 300 specialised Masters and research students each year, the School is large enough to create a diverse interdisciplinary learning environment, whilst maintaining a close and supportive environment for its staff and students.

The School’s undergraduate programmes seek to prepare students with the skills and knowledge necessary for success in an increasingly global labour market. For many years, Sussex has provided the public and non-governmental sectors in particular with high quality graduates who are internationally-orientated, capable of critical thinking and analysis, and grounded in real-world contexts. We aim to
continue to do this, broadening our remit to produce tomorrow’s leaders of global industry, commerce as well as government. In particular, the School is pioneering an international curriculum in which around one in five of our students currently take the opportunity to study abroad, with new opportunities to undertake international work placements.

The School’s range of high-quality specialised Masters and research training programmes offer both disciplinary and interdisciplinary perspectives on global social, political, economic and cultural transformations. They include a new suite of Masters programmes in international security and climate change, as well as long-running Masters and research programmes on human rights, migration and international development. These programmes draw on the School’s areas of research excellence – including work on the anthropology of development and social transformation; the anthropology of science, technology and policy; global political economy; historical and cultural geography; and migration and transnationalism; all of which were highlighted as ‘world-leading’ in the UK’s 2008 Research Assessment Exercise.

The School places particular emphasis on fostering the global engagement of students and staff, based on a strong network of partnerships with international centres of excellence in research and teaching, public bodies and the private sector. It also seeks to engage locally with schools, local authorities and community organisations interested in applying global insights to local-level problems.

4. Job Description for the post of: Administrative Assistant

School: Global Studies

Grade: 3

Responsible to: School Manager

**Purpose of the post:**
To provide administrative support for a range of school functions

**Key Responsibilities:**

1. **Provide a friendly and professional reception and general enquiries service to students, faculty and visitors**
   1.1 Deal with post, telephone and in-person queries
   1.2 To deal with, or refer, basic queries and correspondence
   1.3 To provide prompt, accurate and effective email and phone advice
   1.4 Distribution of post and documentation, and maintenance of pigeon holes, and notice boards
   1.5 Preparation and updating of documentation
   1.6 Deal effectively and efficiently with enquires from staff, students and visitors

2. **Provide administrative support to school staff and officers**
2.1 To support meetings, copying papers and reports
2.2 To maintain records, including paper based and data systems
2.3 To enter data into systems as required

3. Specific Duties

3.1 To liaise with international partners in Myanmar as required
3.2 To organise travel and accommodation for the team members and liaise with travel agencies and accommodation providers
3.3 To liaise with IT over any technical problems related to computers, software or communications
3.4 To undertake other secretarial duties as needed by the PI and Co-I.

4. Within clear parameters to take responsibility for specific projects or areas of work.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

5. Person Specification for the post of Administrative Assistant

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<tr>
<th>SKILLS / ABILITIES</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Ability to distinguish between conflicting demands, scheduling and planning work in order to meet priorities and deadlines</td>
<td>X</td>
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<td>Fast accurate word processing</td>
<td>X</td>
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<tr>
<td>Ability to ensure effective, professional standards of presentation</td>
<td>X</td>
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<tr>
<td>Ability to work as part of a flexible team</td>
<td>X</td>
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<td>Ability to liaise with international research teams and administrators</td>
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<tr>
<th>KNOWLEDGE</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Sussex Direct and CMS</td>
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<td>X</td>
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<td>University systems and structures</td>
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<tr>
<th>EXPERIENCE</th>
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<tr>
<td>Customer service</td>
<td>X</td>
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<td>Accurate data entry</td>
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<td>Working on projects</td>
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<td>Providing reception service</td>
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**PERSONAL ATTRIBUTES AND CIRCUMSTANCES**

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<tr>
<th></th>
<th>Essential</th>
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<tr>
<td>Helpful, cooperative and sensitive to the needs and feelings of others</td>
<td>X</td>
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<td>Approachability and flexibility in responding to emergencies and unforeseen events</td>
<td>X</td>
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<td>Reliable, honest and committed to maintaining confidentiality and sensitivity</td>
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<td>Willingness to do routine work</td>
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