



1 Advertisement

Post Title: Senior Research Coordinator for AISS

School/department: Global Studies

Hours: Part time hours considered up to a maximum of 18.25 hours per week.

Requests for [flexible working](#) options will be considered (subject to business need).

Contract: Fixed term for 12 months

Reference: 8313

Salary: starting at £26,341 to £30,497 per annum, pro rata if part time

Placed on: 12 April 2022

Closing date: 18 May 2022

Expected Interview date: TBC

Expected start date: May 2022

The department of Anthropology is seeking an experienced professional to provide administrative support for the Afghanistan Institute of Strategic Studies (AISS) in the school of Global Studies. The Director of AISS is Dr Davood Moradian. The PI of the project is Professor Magnus Marsden.

AISS is a leading think tank and research institution that was based in Afghanistan until August 2021. As a result of the current political climate in Afghanistan, AISS is temporarily relocating to the UK and has received funding from Research England to facilitate this transition.

Working closely with the Principal Investigator (PI) of the project and the Director General of AISS, the post holder will provide diary management and PA support, as well as maintaining research project records and undertaking adhoc tasks pertaining to the successful delivery of the project as required.

The successful candidate will be highly efficient and well-organised, with excellent communication and problem-solving skills, and be comfortable and confident taking initiative and working proactively to balance a varied and demanding workload. It is anticipated that this challenging post will be extremely rewarding and offer the post holder the opportunity to work within a vibrant and creative institution whose work addresses some of the most pressing issues facing Afghanistan and its wider region today.

Please contact Davood Moradian (moradianaiss@gmail.com) or Magnus Marsden M.Marsden@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)
<http://www.sussex.ac.uk/schoolsandservices/schools/>

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the school/division at <http://www.sussex.ac.uk/global/internal/>

3. Job Description

Job Description for the post of: Senior Research Coordinator, Afghanistan Institute of Strategic Studies

School: Global Studies

Location: Arts C

Grade: 5

Responsible to: Project PI, Professor Magnus Marsden; Director General AISS, Dr Davood Moradian

Responsible for: N/A

Purpose of the post:

To provide administrative support to the Director General of the Afghanistan Institute of Strategic Studies, Dr Davood Moradian. The post holder will be responsible for managing diaries, conference and workshop organisation, organising and maintaining records and documentation relating to travel and research expenses, and undertaking a range of work as required to further the goals of AISS

Key Responsibilities:

1. To act as Administrative Assistant to the Director General of Afghanistan Institute of Strategic Studies

1.1 Manage budgets and financial records, including requisitioning, invoicing and financial claims relating to expenses and travel

1.2 Organise workshops, conferences, and other research/academic events under the supervision of the Director

1.3 Processing paperwork

1.4 Social media activity which included managing communications and marketing, including emails, social media (Twitter and Facebook) and Broadcast items as well as preparing materials for engagement and events - flyers, reports, PowerPoint presentations and posters

1.5. Contribute to the writing of reports and other dissemination activities under the supervision of the Director

1.6. Assist in drafting and editing policy papers relating the project and its outputs

1.7. Act as a liaising point with AISS partner institutions

1.8. Preparing agendas, taking minutes, and following up with action points for meetings

Dimensions

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- The post holder reports to the PI, they are given clearly agreed responsibilities in specific areas. Their line manager would agree weekly tasks and duties in order to achieve their agreed objectives and support the delivery of the University's goals. The post holder may be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

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.

4. Person Specification

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SKILLS/ABILITIES

	Essential	Desirable
Excellent organisational skills	X	
Excellent written and verbal communication skills	X	
Ability to deal with a wide range of people including building rapport	X	
The ability to maintain accuracy and attention to detail	X	
The ability to prioritise work to meet deadlines in a busy work environment	X	
A proactive approach to problem solving	X	
A high degree of IT literacy, with experience of Microsoft Word, Excel, Outlook, and remote working technologies	X	
Ability to engage with anthropological and historical material		X
The ability to work proactively with minimal supervision	X	

KNOWLEDGE

	Essential	Desirable
Knowledge of GDPR and appreciation of the need to maintain confidentiality and keep data secure	X	
Knowledge of UKVI policies as they intersect with employment, or evidence of a willingness to learn		X

QUALIFICATIONS

	Essential	Desirable
Bachelor's degree in a relevant social science discipline	X	

EXPERIENCE

	Essential	Desirable
Experience of providing PA support including diary management and servicing meetings and committees	X	
Experience of working in Higher Education		X
Experience of handling confidential data securely	X	
Experience of developing organisational processes and systems to ensure efficiency		X

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
A commitment to learning, understanding and flexibility in one's work	X	
Flexible team player, with the ability to cooperate with others	X	