



## Royal African Society

Job Title	PA to the Director
Contract	Initial contract of 12 months
Position	Part time 21 hours a week, at least 3 days, preferably 4 or 5 days, a week but checking emails and the diary daily
Reporting to	Director
Salary	£28,000 pro rata
Leave allowance	25 days pro rata

### Introduction

As Personal Assistant to the RAS Director, the post-holder will manage the Director's Diary and arrangements for meetings and speaking appointments. S/he will also undertake some limited research on behalf of the Director.

The RAS Director is Richard Dowden. Formerly the Africa Editor for The Independent newspaper and The Economist, Richard became director of the Royal African Society in 2002, following a long career as a journalist with a focus on Africa. His first two years on the continent, as a volunteer teacher in Uganda, coincided with the first two years of Idi Amin's rule. He has visited and written about almost every country on the continent. He is the author of *Africa: Altered States*, *Ordinary Miracles*.

### Job Description

#### Primary responsibilities for PA to Director

- Managing Director's Diary on a day to day basis
- Managing Director's correspondence in relation to speaking appointments and meetings
- Managing and dealing with the Director's incoming emails and telephone calls
- Managing Director's contact lists and network
- Carry out research for Director as and when required
- Managing the Director's travel arrangements
- Engagement with RAS programme and events

## **Person specification**

The successful applicant will be a graduate with the following skills, experience and qualities:

- have excellent time management and organizational skills
- have administrative work and diary management experience
- have good relational and presentation skills
- have a positive and adaptable approach to problem solving and be innovative and creative
- be able to use initiative when prioritizing tasks
- have confidence in managing challenging situations
- be able to work as part of a team
- possess an eye for detail
- be proficient in using MS Office, Gmail and electronic calendar
- have a knowledge of African issues and the international politics of Africa
- have commitment to the values and ethos of the Royal African Society

## **About the Royal African Society**

Now more than 100 years old, the Royal African Society (RAS) is Britain's primary Africa organisation. Through its journal, African Affairs, its website, publications, meetings, discussions and other activities, the Society strengthens links between Africa and Britain and encourages understanding of Africa and its relations with the rest of the world.

The RAS organizes over 70 events and meetings a year to promote discussion about Africa and foster a better understanding of the continent – its history, politics, culture, problems and potential. These meetings cover a wide variety of topics and formats, discussions and presentations by leading Africans and expert Africanists. They include business breakfasts, conferences, meetings, book launches, panel discussions, cultural festivals including Film Africa and Africa Writes.

**If you would like to apply, please email [rm32@soas.ac.uk](mailto:rm32@soas.ac.uk) with your CV and a covering letter explaining why you think you are suitable for the job addressing the points in the person specification above.**

**The closing date for applications is January 4<sup>th</sup> 2015. Interviews will be held in mid-January.**