

Job description: South Asia Programme Assistant

1. General

Job Title:	South Asia Programme Assistant
Location:	London
Reporting to:	South Asia Programme and Finance Officer
Duration:	Fixed term contract until 9 July 2018 – Start ASAP
Hours:	Full time – 37.5 hours

2. Programme overview

Conciliation Resources has engaged in peacebuilding across the Line of Control (LoC) in Kashmir since 2008. Working with partners in all constituent parts of Kashmir we have accompanied a loose network of civic actors on both sides of the LoC in their efforts to promote sharper thinking and action in support of conflict transformation.

Our goal is to enhance prospects for a non-violent transformation of the long-standing conflict over the disputed territories of Jammu and Kashmir. This goal informs our strategic objectives, which include to:

- Enhance capacity through mentoring and professional support of partner organisations and activists, who have a strategic role in promoting conflict transformation.
- Provide opportunities for cross-LoC dialogue and for structured and shared analysis on topical issues, to promote peacebuilding: two specific areas of engagement are cross-LoC trade and higher education.
- Support women’s groups on either side of the LoC to better articulate their perspectives on peacebuilding and enable their participation.
- Support journalists from across the LoC to work collaboratively.
- Explore meaningful ways to engage with youth and the diaspora to fill gaps in communication and understanding.
- Support key Kashmiri civic actors to promote a shared peacebuilding vision and generate Kashmir-specific policy recommendations and feed these into the India-Pakistan peace process.

Partnership support for these initiatives takes the form of providing advice as required, project management and reporting oversight, engaging with partners and governmental and diplomatic interlocutors, keeping independently informed of unfolding events and providing training and facilitation as required. Our ambition is to make a meaningful impact on policy and practice in the region and to increase prospects for peaceful conflict transformation.

Job purpose

To provide financial, administration and logistical support necessary for the implementation of the South Asia Programme.

Scope and accountability

To support the Conciliation Resources' South Asia team to implement peacebuilding programmes in the South Asia region. Particular emphasis in this post is on programme and project administrative, financial and logistic support.

3. Key tasks and responsibilities

a. Programme support

- Develop and maintain a programme-wide calendar of reporting deadlines; log, file and acknowledge receipt of partner financial and narrative reports and follow up with requests for additional information.
- Ensure the South Asia Programme hard and soft files are in order and maintained.
- In conjunction with South Asia Programme team members, input and update contacts on the shared database and produce contact lists for specific events.
- In conjunction with the South Asia Programme team, collate data for monitoring and evaluation (M&E) and donor reporting purposes, entering data into Conciliation Resources' Monitoring and Reporting System (MaRS) as required.
- Compile and keep up to date, an inventory of South Asia Programme publications, replenish display shelves; flag any reprint needs.

b. Financial administration

- In conjunction with the South Asia Programme and Finance Officer, support the process of partner and project financial reports ensuring they are finalised in an accurate and timely manner with the correct and necessary documentation.
- Ensure that partner financial reports are up to date and have all of the correct supporting documents inline with the donor and Conciliation Resources policies.
- Ensure all transactions are properly coded and recorded, file all paperwork in appropriate files whether electronic and/or hard copy.
- Process invoices and expense claims from project staff, consultants and service providers, following Conciliation Resources' financial management procedures.
- Process programme staff's financial trip reports, travel advance requests and other programme expenditures, file all paperwork in appropriate files whether electronic and/or hard copy.
- Support the preparation of accounts for internal and external audit processes.

c. Logistical support and event management

- Support logistical arrangements for specific events / trips / meetings, and negotiate with service providers for accommodation, facilities, food and equipment needs, ensuring that Conciliation Resources' policy on the Procurement of Goods and Services is followed.
- Arrange travel, visas, accommodation and per diems for event participants, staff and consultants, ensuring that Conciliation Resources' financial policies are followed.
- When required, participate in events / meetings organised by the South Asia team in the United Kingdom, oversee logistical arrangements and/or take minutes that should be appropriately shared.

d. Other

- Participate in line management, annual appraisals and keeping the BreatheHR Information System up to date.
- Participate in team and organisation-wide meetings and annual planning processes.
- Perform other duties and tasks, consistent with the skills and expertise of the postholder.

4. Person Specification

Knowledge

- Educated to minimum A-level (or local equivalent, or equivalent by experience) with relevant experience.
- Knowledge of and interest in South Asia, preferably India-Pakistan (Kashmir).
- Excellent written and spoken English.
- Demonstrable knowledge and use of administrative, financial and information management systems.
- Knowledge of standard Microsoft Office packages (advanced Word and Excel essential), databases, email and internet, preferably in a Macintosh environment.

Experience

- Experience of undertaking a range of financial administrative duties including data input and retrieval.
- Experience of working in a team in an administrative and support position with colleagues who travel frequently.
- Experience of working at a distance supporting the successful joint delivery of a project with partner organisations.
- Logistical support and event management experience - desirable

- Experience of handling diverse sources of information, and maintaining accessible filing systems that can be easily used by others.

Skills/attributes

- Strong organisational skills including planning, developing, implementing and maintaining administrative systems.
- Excellent verbal and written communication skills.
- Good numeracy skills and the ability to work with accuracy and attention to detail.
- Ability to meet deadlines, prioritise and re-prioritise tasks and work accurately under pressure.
- Able to work on one's own initiative and manage competing demands.
- Strong commitment to, and experience of, team and cross organisational working.
- Appreciation of issues of confidentiality and cultural and political sensitivity.
- Initiative, enthusiasm and a problem-solving approach to new challenges.
- Willingness to be self-servicing, with proven ability to work as part of a team as well as independently.
- Ability and willingness to work flexible hours around team members travel arrangements.

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