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| **JOB TITLE** | **Chevening Support Officer** | | |
| **DEPARTMENT** | **Press and Public Affairs Section** | **GRADE** | **A2 L** |
| **POST** | **Islamabad / Pakistan** | **NO. OF POSITIONS** | **01** |
| **START DATE** | **01 August 2015** | **LENGTH OF CONTRACT** | **One year (renewable contract )** |
| **SLOT CODE** | **4665013** |

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| **MAIN PURPOSE OF JOB** | | |
| To provide administrative support to Chevening team to :   1. Manage Chevening Scholarship programme in Pakistan 2. Enhance Alumni engagement | | |
| **ROLES AND RESPONSIBILITIES** *(What will the jobholder be expected to achieve?)* | | **Approximate % of time** |
| **Support Chevening team in the Chevening recruitment process:**  Provide administrative support to Chevening team in the Chevening recruitment process  Schedule Chevening interviews  Act as main point of contact for Chevening candidate  Coordinate with Chevening secretariat ensuring smooth implementation of recruitment process | | 30% |
| **Develop and Maintain Chevening Alumni Database**  To create an alumni registration form  To keep record of alumni existing data of more than 1300 Chevening scholars across Pakistan  To add data of new Chevening scholars  To develop thematic database of contacts | | 15% |
| **Support Chevening team in Chevening Scholarship Promotion**  To ensure effective Chevening brand promotion throughout the year, work on Chevening marketing strategy.  Organise Alumni events, seminars , meetings and receptions  Liaise with Alumni on regular basis  To keep record of Chevening branding | | 25% |
| **Support Chevening team in the management of Chevening Alumni Projects.**  Ensure all project activities are completed within the given time period and budget  Budget record keeping  Organise events as part of Chevening alumni engagement work. Often in conjunction with the Chevening Alumni Association. | | 30% |
| **WHAT WE DO:** | | |
| **We manage Chevening Scholarship programme in Pakistan. Our work is mainly divided in three strands:**  1-Chevening recruitment ( we manage Chevening scholarship selection process at post)  2-Chevening Promotion (Marketing and Advertising to promote Chevening brand in Pakistan)  3-Chevening alumni engagement (through events, seminars, workshops, receptions and debates) | | |
| **WHAT WE WANT FROM YOU** | | |
| Chevening support officer will provide administrative support to the Chevening team to increase alumni engagement and to raise profile of Chevening brand in Pakistan. | | |
| **RESOURCES MANAGED** *(Staff and Expenditure)* | | |
| Chevening support officer will not get any staff management responsibility but will provide administrative support to the Chevening team in managing two Chevening alumni projects with total budget £67000 | | |
| **KEY COMPETENCES REQUIRED FOR THE JOB** *(Maximum of 6 competences)* | | |
| Competence 1: Leading & Communicating | **Competence 4:** Building Capability for All | |
| **Competence 2:** Managing a Quality Service | **Competence 5:** Changing & Improving | |
| **Competence 3:** Collaborating & Partnering | **Competence 6:** Delivering Value for Money | |

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| **LANGUAGE / COMMUNICATIONS** | | | | | |
| **ENGLISH** | | | **OTHER LANGUAGES** | | |
| **English** | **Spoken** | Fluent | **Urdu** | **Spoken** | Good |
| **Written** | Fluent | **Written** | Good |
| **Other**  **Language Requirements** | | Nil | | | |
| **OTHER SKILLS, EXPERIENCE & QUALIFICATIONS** | | | | | |
| **Essential on Arrival** | | Relationship Management  Networking skills  Database management | | | |
| **Desirable** | | Event Management | | | |

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| **VISA, PASSPORT AND SECURITY CLEARANCE RESTRICTIONS** *(As necessary to perform the role)* | | |
| **Visa/Passport Requirement** | **Holds a local working visa.** | |
| **Specify other Visa / Passport requirements** |  |
| **Security Clearance** | **Official** | |

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| **LEARNING AND DEVELOPMENT OPPORTUNITIES** (and any specific training courses to be completed): | | | |
| All online mandatory courses for LE staff | | | |
| **WORKING PATTERNS** | | | |
| **Employment Type** | **Full-time Employment** | **If Part-time: FTE or Required Hours per Week** |  |
| **Other details of working patterns, and/or options for flexibility (if applicable)** |  | | |

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| **ANY OTHER INFORMATION** |
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| **SALARY PACKAGE** |
| For British High Commission (BHC) candidates, the Local Staff BHC Terms & Conditions will apply.  For other than BHC candidates, salary will be ­­­­­­Rs 58,877 per month.  The BHC is recognised as a good employer, with a robust, fair and transparent performance management & appraisal system linked to increments and staff bonuses. We have a 5-day working week, plus annual leave, public holidays, maternity leave provision, special leave, paid sick leave provision; ample development opportunities, travel opportunities, a good organisational culture, and excellent work/life balance.  Around half of our work force is women. We treat people with respect and equality and have a policy of zero tolerance for any form of discrimination, bullying, or harassment.  This is a good opportunity to be part of a strong, diverse team, working in the biggest network that FCO has anywhere across the globe.  We are aiming to make it the best. |
| **TO APPLY** |
| Please note applications without **(a)**, **(b) and (c)** will not be considered.   1. Completed the Job Application Form 2. Attach Statement of Suitability (no more than 1 page of A4) setting out why you are the suitable person for this role. Your statement should include clear examples of how you meet the key competences. 3. Attach a detailed CV   We will accept only online applications. Please “**Chevening Support Officer”** in the subject line and send to [SAADHub.RecruitIslamabadA2@fco.gov.uk](mailto:SAADHub.RecruitIslamabadA2@fco.gov.uk) by **­­“12th July 2015”** midnight.   * Applicants who do not have the required qualification & experience should kindly abstain from applying, as their applications will not be considered. * Only shortlisted candidates will be contacted and no telephone enquires will be dealt with. * The appointment will be subject to Police Verification and other checks including references, educational and professional.   We welcome all applications irrespective of age, race, colour, gender, disability, sexual orientation, religion, belief or creed. We are also open to applications from people who want to work flexibly. |
| **PLEASE NOTE: JOB OFFERS FROM THE UK GOVERNMENT** |
| The UK Government, including UK Trade and Investment, does not send unsolicited emails with job offers - either direct or through agents. Government vacancies are advertised on official websites in the UK:[www.careers-civilservice.gov.uk](http://www.careers-civilservice.gov.uk) or in Pakistan on the British High Commission’s website.  All British High Commission vacancies are filled through a competitive process managed by our Human Resources Section. You will never be approached directly by the High Commissioner with an offer of a job.  Some job scams falsely use the names and job titles of genuine High Commission staff. A genuine email from an official member of staff will always be sent from our official email address - @fco.gov.uk. It will never be sent from a hotmail or yahoo type email account. |