



Job Description – Projects Associate

Equidem Research and Consulting's office in London, United Kingdom is looking for an energetic, organised and collegiate professional to assist with daily and long-term project management and other tasks.

Reports to:

- Executive Director

Other key relationships:

- Equidem's Country/regional offices
- Donors and Partners in several countries

Overall purpose of the job:

Assist in the organization and coordination of office operations and procedures in order to ensure effectiveness and efficiency of the Equidem Research and Consulting.

KEY RESPONSIBILITIES:

1. **Manage Office Services:** which includes organizing office operations, monitoring and recording office communications, overseeing correspondence, liaising with other agencies and organizations, and maintaining office equipment.
2. **Human Resources Management:** assist the Executive Director and other staff to developing HR policies, guidelines, and protocols as required by Equidem in its UK office and in the country offices, developing job descriptions and person specification for various positions and revise when necessary, assisting in the conduct of Periodic Staff Appraisals, conducting recruitment and placement of new staffs and interns and providing orientation and training to new staffs.
3. **Maintain office records:** which include designing documentation systems, ensuring maintained and up-to-date filing systems, defining procedures for record retention, ensuring protection and security of files and records.
4. **Maintain office efficiency:** which includes planning and implementing office systems, layout and equipment procurement, maintain and replenish inventory, and anticipating needed supplies.
5. **Event and Travel management** including logistic arrangement of the event and travels that Equidem organizes.
6. **Financial management:** which includes developing the budget for Equidem's head office in London and working with other staff to develop budgets for the country/regional offices, line managing the accounting staff/s, ensuring the best practices in financing system, and ensuring proper financial reporting.
7. **Report writing:** assist in the drafting of reports and other written outputs of any kind including financial, research or organizational.

8. Perform other related duties as required.

REQUIREMENTS

1. Previous administrative experience in a fast-paced, dynamic environment.
2. High school diploma required. Bachelor's degree preferred.
3. Outstanding organizational and time management skills; ability to handle several projects at different stages simultaneously and a strong capacity to track details are required.
4. Excellent verbal and written communication skills in English (including proofreading) and the ability to express oneself concisely and clearly. Excellent listening skills. Other languages, particularly Hindi, Nepali, Arabic and Tagalog strongly desired.
5. Attention to detail without losing sight of the bigger picture, conscientious approach to work and ability to anticipate needs and be proactive. Monitors and double-checks work and information for accuracy and quality.
6. Sound judgment and discretion in handling confidential information, as well as the ability to conduct oneself in a courteous and highly professional manner. Makes decisions or choices wisely, after adequately contemplating various courses of action and their potential repercussions.
7. Ability to understand organizational structure and work through administrative systems and processes. Asks appropriate questions to facilitate work being completed.
8. Flexibility to work as part of a team or independently to meet goals. Ability to work independently with minimal supervision.
9. Strong interpersonal skills.
10. Knowledge of and demonstrated proficiency in the use of the Microsoft Office suite of products and electronic calendar systems is required. Ability to quickly learn software.

Where to apply:

Please send a covering letter explaining your suitability for the role along with a copy of your resume to info@equidemresearch.org.

ABOUT THE ORGANISATION

Equidem Research and Consulting is a specialist human rights and labour rights consultancy carrying out research, advisory and training projects for business, government, international-non-government organisations and civil society worldwide. Our team of experts have a proven track record in carrying out solutions-oriented human rights research, analysis and advice to achieve the best possible outcomes for people at risk of human rights abuse. Unlike others

working on business and human rights, Equidem takes a “bottom up” approach to establish the situation for the most vulnerable individuals and identify gaps in the protection frameworks. It can do this because Equidem’s team has unrivalled access to affected communities, such as migrant workers, internally displaced persons and persecuted groups. Our experts collectively have decades of experience carrying out human rights investigations in the field, analysing findings against international human rights and labour rights standards, and developing concrete, practical recommendations on how to address identified problems.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.