



Person specification: Assistant Director

Qualifications and experience

- Between 30-40 years of age
- Minimum Bachelor's Degree or Equivalent
- Atleast 5 years work experience in a similar field
- Experience of working at management level
- Tibetan Green Book

Skills

- Ability to lead and manage a small team
- Excellent written and verbal communication skills with the ability to communicate to stakeholders of various levels
- Ability to find creative solutions and to think outside the box
- Report writing skills
- Confident IT user; must have experience working with Microsoft Word, Excel and Power Point. Previous experience working with databases would be an advantage.
- Good networking skills

Person

- Strong sense of responsibility and commitment
- Fast learner with a willingness to develop skills further
- Independent and proactive
- Committed to deadlines
- Attention to details