

Oxford Centre for Islamic Studies



*A Recognized Independent
Centre of the University of Oxford*

Financial and Administrative Assistant (part-time)

The Maldives Heritage Survey invites applications for a part-time financial and administrative assistant.

The essential qualifications are experience with managing invoices and purchase orders, excellent organisational and time-management skills, and facility with basic software including Excel and Zotero. Successful candidates must also display a first-class ability to communicate with clarity in written English; an interest in the activities and aims of the project; and those personal qualities required to work as an effective team member.

The project is based at the Oxford Centre for Islamic Studies, a Recognised Independent Centre of the University of Oxford devoted to the study of the Islamic world and of contemporary Muslim societies.

Further details of the Maldives Heritage Survey and its activities, can be found at <https://maldivesheritage.oxcis.ac.uk>

Letters of application and a current CV, including the names and full contact details of two referees should be e-mailed to: michael.feener@oxcis.ac.uk

The closing date for applications is **22 February 2019**.

Only those candidates called for interview will be contacted.