Applications are invited for the position of Project Database Officer for the Maldives Heritage Survey based at the Oxford Centre for Islamic Studies (OCIS), a Recognised Independent Centre of the University of Oxford: https://maldivesheritage.oxcis.ac.uk

This is a challenging role in which the post holder will be responsible for data entry and database management using the Arches heritage database platform. The position is offered on a self-employed basis.

This is a fixed-term post starting in November 2019 and lasting for six months. The salary will be set at £25 per hour with up to 160 hours per month. For further details please see http://www.oxcis.ac.uk/vacancies/

Applications should be in the form of a covering letter and a current CV, including the names and full contact details of two referees and should be e-mailed to gordon.brown@oxcis.ac.uk.

The closing date for applications is 8 November 2019.
Further Particulars

**Job title:** Research Assistant on the Project “Maldives Heritage Survey”

**Responsible to:** Dr R. Michael Feener, Project Co-ordinator

**Key Relationships:** The ‘Maldives Heritage Survey Research Team, OCIS

**Contract type:** Fixed term contract from November 2019 for six months

**Hours of Work:** To be agreed with The Project Co-ordinator

**Holiday Entitlement:** 27 days per annum, pro rata, plus public holidays

**Probation Period:** Contracts are offered on an initial 3 month probationary period

**Salary:** £25 per hour to a maximum of 160 hours per month. The candidate will submit invoices on a monthly basis as the role is on a self-employed basis

**Key Responsibilities:**

- Assist with the project, and focus primarily upon the population, and management of the website and online database.
- Complete any other tasks as may be reasonably requested by the Project Co-ordinator.

**Selection Criteria:**

**Essential**

- Familiarity and experience with the digital management of archaeological and heritage data, and preferably also with the Arches database platform.
- Excellent IT skills.
- Familiarity with GIS technology.
- Demonstrate a willingness and ability to contribute to the administration of the project and the management of project data.
- Demonstrate highly effective organisational skills, the ability to prioritise workload, to work to deadlines, to work unsupervised and to show initiative.
- Demonstrate the ability to work accurately and professionally and pay attention to detail.
- Be willing to develop any new skills required to fulfil the role effectively.
- Demonstrate the ability to work both independently and as part of a team, showing initiative and flexibility and the ability to think creatively to resolve problems.
- Be able to communicate speedily and effectively both orally and in writing.
- Understand the need for confidentiality and discretion.
- Be willing to work beyond regular office hours on occasion if required.

**Desirable**

- Experience with archaeological fieldwork.
- Experience with academic publication.
Application Process

Any queries about this post may be addressed to Dr Michael Feener at 01865 618515 or Michael.Feener@oxcis.ac.uk

Applications, which should include a CV and cover letter, should emailed to Mr Gordon Brown, gordon.brown@oxcis.ac.uk. Please ensure that you provide information which demonstrates how your skills and experience match the selection criteria for the post.

The closing date for applications for this post is 8 November 2019