

**ADMINISTRATIVE AND INFORMATION ASSISTANT
20 hours per week (flexible, including 'term-time only')**

The Institute for Conflict Research is seeking to appoint an Administrative and Information Assistant to support the day-to-day running of the Institute's office and library. This permanent, part-time (20 hours per week) post is suitable for persons seeking flexible working arrangements, including 'term-time only'.

Duties will include management of library, maintenance of website, input of research data, transcribing interviews, word processing, filing, reception, and providing administrative support to other members of staff. Training will be given in specific software packages used.

The Administrative and Information Assistant will work under the direction of the Finance and Office Manager and in her/his absence that of the Assistant Director/Director. The successful candidate will be based at the Institute's offices, but may occasionally be required to travel in and outside of Belfast.

Salary scale 2/3 (point 11-17) £14,197 - £16,217 pro rata (under review)

Application forms and further details are available from Sylvia Anderson, ICR, Unit 14 North City Business Centre, 2 Duncairn Gardens, Belfast, BT15 2GG, by telephoning 028 9074 2682, or by email info@conflictresearch.org.uk

Closing date: 9 May 2008

Interviews: 21 May 2008