

AMERICAN UNIVERSITY OF BEIRUT
Career and Placement Services
Student Affairs

<http://www.aub.edu.lb/sao/cps/Pages/index.aspx>

JOB VACANCY FORM

Full-time Part-time Summer-Job Internship

Job Title: Performance Improvement Staff consultant –
People & Organization

Application Deadline:

Reference Number: **OSD - 6**

Company Description

NAME OF FIRM/INSTITUTION: Earnst & Young

TYPE: Local Regional Multinational

INDUSTRIAL SECTOR: Consulting and Accounting

BRIEF FIRM PROFILE/ DESCRIPTION: www.ey.com/me/careers

Job Description

BRIEF JOB DESCRIPTION:

Client Responsibilities:

- Participate in People and Organization engagements
- Work effectively as a team member, sharing responsibility, providing support, maintaining communication, and updating senior team members on progress
- Help prepare reports and schedules that will be delivered to clients and other parties
- Develop and maintain productive working relationships with client personnel
- Build strong internal relationships within Ernst and Young Advisory Services and with other services across the organization

People Responsibilities:

- Conduct performance reviews and contribute to performance feedback for staff
- Contribute to people related initiatives including recruiting and retaining People & Organization professionals
- Maintain an educational program to continually develop personal skills of staff
- Understand and follow workplace policies and procedures

Technical Skills Requirement:

- Demonstate an appreciation of key concepts and principles related to organization design, manpower planning and optimization, performance management systems, rewards and recognition frameworks, people capability assessment and development, change management. Show an ability to apply theoretical concepts in engagement settings.

Additional Requirements:

- Professional qualification in Human Resources or Equivalent will be preferred
- Strong academic record
- Proficiency in Arabic language skills are highly desirable

JOB LOCATION(S):

City: Doha Country: Qatar

DEGREE:

- Bachelor Master Doctoral Degree
 Undergraduate Student/ Degree not Necessary Teaching Diploma

MAJOR/ EMPHASIS: Business

WORK EXPERIENCE: Any

SKILLS:

Languages Skills: English Arabic French Other:

Computer Skills

Other Skills:

SALARY

Basic Salary Range:

Other benefits include:

- Accommodation Health Insurance Return Ticket Bonus
 Laptop Mobile Phone Children's Education Transportation
Lebanese NSSF
Life Insurance

WORKING DAYS: SUNDAY TO THURSDAY

WORKING HOURS: 8:00 AM – 5:30 PM WITH HOUR LUNCH BREAK

How to Apply

Interested candidates may send their resume by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the job vacancy reference number: **OSD - 6**

ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:

Dr. Maryam Ghandour

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The job vacancies are for AUB students and alumni ONLY.