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**JOB VACANCY FORM**

<table>
<thead>
<tr>
<th>□ Full-time</th>
<th>□ Part-time</th>
<th>□ Summer-Job</th>
<th>□ Internship</th>
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**Job Title:** Human Resources Officer

**Reference Number:** 070514-8

**Company Description**

**FIRM/INSTITUTION NAME:** NRC

**TYPE:** □ Local □ Regional X Multinational

**INDUSTRIAL SECTOR:** NGO

**BRIEF FIRM DESCRIPTION:**

**FIRM WEBSITE:**

**Job Description**

**BRIEF JOB DESCRIPTION:**

- Prepare and update the monthly Payroll for NRC Lebanon while managing staff benefit schemes. Liaise with Field HR focal points.
- Ensure that NRC Lebanon disciplinary measures procedures are in place and well communicated. Follow up incidents reports, decisions and file necessary documents.
- Support in developing and implementing the Capacity building approach and training plans in NRC Lebanon.
- Deliver HR trainings for staff when needed on different topics
- Secure that the NRC Performance Management Cycle is being implemented. Assist in delivering related trainings, give guidance and follow up meetings with staff.
- Ensure that Induction packages are delivered to staff.
- Prepare and send periodic HR reports according to NRC procedures.
- Support HR staff in the main office when needed
- Assist staff in roll-out and clarifying HR policies, procedures and standard NRC practices
- Contribute in the alignment and design of HR policies, processes and procedures
• Provide administrative support for staff welfare programs/activities
• Fulfill any other related tasks that may be assigned by the FAM or the Country Director.

**JOB LOCATION(S):**
City: Beirut Country: Lebanon

**DEGREE:**
- Bachelor
- Master is a plus
- Doctoral Degree
- Undergraduate Student/Degree not Necessary
- Teaching Diploma

**MAJOR/ EMPHASIS:**
- Ordinary National Diploma in Relevant field, preferably in Human Resources field
- MBA/diploma is a plus

**WORK EXPERIENCE:**
- Minimum of 3 years of relevant work experience in a busy organization.

**SKILLS:**
- Good communication and interpersonal skills
- Strong organizational and team working skills
- Good cultural awareness and sensitivity
- Highly approachable, trustworthy and confidential
- Knowledge of the NGO operations and the dynamics of the humanitarian sector is a plus
- A strong administrative service orientation
- Good individual counseling, conflict resolution and problem solving skills
- Ability to work independently whenever required
- Very good knowledge of the Lebanese Labor law
- Training skills

**Languages Skills:**
- English
- Arabic
- French
- Other:

**Computer Skills:**
- Good computer application skills in Microsoft Excel, Word, PowerPoint, database and network communications.

**Other Skills:**

**SALARY**
Basic Salary Range:
Other benefits include:
- Accommodation
- Health Insurance
- Return Ticket
- Bonus
- Laptop
- Mobile Phone
- Children’s Education
- Transportation
- Lebanese NSSF
- None

**WORKING DAYS:**

**WORKING HOURS:**
How to Apply

Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 070514-8

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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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E-mail: mg03@aub.edu.lb
Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.