JOB VACANCY FORM

□ Full-time  □ Part-time  □ Summer-Job  X Internship

Job Title: Development Coordination

Reference Number: 150314-10

Application Deadline: 25 May 2014

Company Description

FIRM/INSTITUTION NAME: ILO

TYPE: □ Local  □ Regional  X Multinational

INDUSTRIAL SECTOR: NGO

BRIEF FIRM DESCRIPTION: The ILO is the only "tripartite" United Nations agency in that it brings together representatives of governments, employers and workers to jointly shape policies and programmes. The ILO is the global body responsible for drawing up and overseeing international labour standards. Working with its 184 member States, the ILO seeks to ensure that labour standards are respected in practice as well as principle

FIRM WEBSITE:

Job Description

BRIEF JOB DESCRIPTION:

Description of Duties

You should be interested in a specific technical area of the ILO and clearly state your interest in the cover letter (e.g. Gender, Migration, Child Labour, Aids etc)

The specific expertise should be in a field related to the ILO's mandate and activities. As an intern, you would be exposed to e.g. departments specializing in research, development work leading to programme development, standard setting, and the promotion of ILO standards in the related technical field of specialization.

You would be gaining experience in working with specialists who are involved
Interns should expect to devote 10% to 20% of their time to administrative tasks.

JOB LOCATION(S):
City: Geneva  Country: Switzerland

DEGREE:
X Bachelor  x Master is a plus  □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary  □ Teaching Diploma

MAJOR/ EMPHASIS: Area of studies: Labour law, labour economics, Statistics, Occupational safety and health, Micro- or Macroeconomics, Development Studies, International Relations, Social Science

Applicant should currently follow a course of study (last year of Master degree or above), or have completed studies within 12 months prior to this application.

WORK EXPERIENCE: Any relevant work experience and ability to use standard MS office products (excel, word, powerpoint) would be an advantage as well as quantitative and/or qualitative research skills, knowledge in the technical area (e.g. gender equality issues or gender mainstreaming for an internship in the GENDER department etc.)

Knowledge of migration policy, public health policies, (with a focus on HIV/AIDS) and experience in statistical software, research, data analysis would be an advantage.

SKILLS:

Languages Skills:  X English  □ Arabic  X French  Other: Spanish

Computer Skills:
Other Skills:
Adaptable to an international, multicultural and multilingual environment, good communication skills and be able to work in a team.

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 apply online on the following hyperlink:  

If you wish to be removed from the mailing list of Career and Placement Service, Student Affairs, click on the following hyperlink: http://tinyurl.com/CPSunsubscribe and fill the necessary information.

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

American University of Beirut  
Career and Placement Services  
West Hall, Room 112 E  
P.O. Box 11-0236 Riad El Solh  
Beirut 1107 2020, Lebanon  
Tel: +961 1 350000 Ext: 3172  
Tel/Fax: +961 1 744 488  
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.