AMERICAN UNIVERSITY OF BEIRUT
Career and Placement Services
Student Affairs
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JOB VACANCY FORM

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

Job Title: Statistics

Reference Number: 150414-11

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

In support of its mandate to promote decent work world wide, the ILO is planning and developing methods to collect information and to develop appropriate data-gathering instruments.

In that context an intern with background in Statistics might assist in evaluating the reliability of information sources; conducting surveys; developing and maintaining databases for the storage, retrieval and dissemination of statistical data; presenting information in graphs, charts, tables or written reports, describing sources of information and assessing the reliability and usability of data. As an intern you might also assist professionals who are carrying out methodological research and developing recommendations, guidelines,
manuals and technical reports; and providing advice and technical assistance on methodological questions, statistical development, statistical capabilities and international comparability.

As an intern you would also be gaining experience in working with specialists who are involved in: collecting, analyzing and interpreting data obtained from studies, surveys and other sources, and applying statistical methodology to provide information for research, planning and monitoring programmes and services, and for evaluating trends.

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:** Statistics, Actuarial Studies, Mathematics, Econometrics

**WORK EXPERIENCE:** Any relevant work experience and ability to use standard MS office products (excel, word, powerpoint) would be an advantage

Knowledge of statistical software, experience in research, data analysis is an advantage.

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

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

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  
- □ None

**WORKING DAYS:**

**WORKING HOURS:**

**How to Apply**

Interested candidates may apply online on the following hyperlink:

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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:

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The job vacancies are for AUB students and alumni ONLY.