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**JOB VACANCY FORM**

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

**Job Title:** Human resources

**Reference Number:** 130514-13

**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:**

Would you like to learn about the people and their working conditions at ILO - how people get recruited, under which conditions they are employed and how the career progression is managed in the Human Resources Department? How to create value through Human Resources?

If you are a strong communicator with a client focused mind set and motivated to drive initiatives, the Human Resources Department can offer you an interesting and rewarding internship opportunity.

As an intern in the dynamic Human Resources Development Department, you
Interns will be exposed to a whole range of exciting areas such as recruitment, training & development, job grading, organizational design, entitlements, employee's relations, talent- and performance management.

You will gain experience in working with HR specialists who are: formulating and interpreting human resources policy; planning and administering career development schemes; advertising vacancies, interviewing and testing applicants and selecting the most suitable candidates; ensuring the timely and efficient filling of vacancies; organizing and administering employees consultation and grievance procedures; negotiating settlements of appeals and complaints; carrying out job analysis and evaluation; implementing and administering systems for job grading; determining and administering conditions of service, staff regulations and rules, and eligibility to entitlements; administering the ILO's policies and regulations concerning the payment of salaries and allowances; evaluating and determining the specific training needs of the ILO; developing communication and implementing training programmes to meet identified needs; establishing and maintaining relations between employees and management within the ILO; and advising and representing management in matters involving formal consultation and negotiation with employees associations.

Interns should expect to devote 10% to 20% of their time to administrative tasks.

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

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

**MAJOR/ EMPHASIS:**

**WORK EXPERIENCE:**
Any relevant work experience in Human Resources would be beneficial as well as the ability to use standard MS office products (excel, word, powerpoint)

Good knowledge of Microsoft office programmes, in particular Word, Excel and Powerpoint. Knowledge on statistical data analysis and/or web design would be an advantage. Good drafting, analytical and research skills. Ability to take initiatives.

**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.