JOB VACANCY FORM

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

Job Title:  Public/Business Administration

Reference Number:  130514-18

Application Deadline: May 25, 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

An internship usually contains the following elements of tasks:
As an intern with an Economics background you could be exposed to many different projects. You might be involved in research and development work leading to programme development, standard setting, and the promotion of ILO standards and/or programs and areas of activities.

You would be gaining experience in working with specialists who are involved in providing technical seasoned advisory services to member States; synthesizing research and reaching empirically based conclusions on related subjects; formulating new concepts and methodologies; developing training
materials, alternative courses of action, project proposals, policies; providing technical support through training activities; formulating technical cooperation programmes and projects; writing ILO publications and organizing technical meetings and analogous activities.

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


WORK EXPERIENCE: Any relevant work or research experience on subjects such as e.g. gender mainstreaming, social protection, enterprise development, donor relations, external relations would be an advantage.

Quantitative and/or qualitative research skills, including the ability to use of statistical software packages as well as standard MS office products (excel, word, powerpoint) would be 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:

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**

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The job vacancies are for AUB students and alumni ONLY.