AMERICAN UNIVERSITY OF BEIRUT  
Career and Placement Services  
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### JOB VACANCY FORM

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

**Job Title:** Research

**Reference Number:** 130514-28  
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]

The Research, Knowledge Resource centre is an autonomous facility of the International Labour Organization (ILO). The mandate of the the Knowledge Resource Centre is to promote research, public debate and knowledge sharing on emerging issues of concern to the ILO and its constituents - government, business and labour. The outcomes of the IILS programmes are published in the form annual flagship publications such as the World of Work Report and Studies on Growth with Equity, which have a wide circulation both within and outside the ILO. Their aim is to promote international research among academics and practitioners; to assist in the identification of new areas of activity; and to provide a basis for future policy dialogue.
The intern will be involved in research work relevant to the ILO’s mandate of Decent Work. This may consist of research on labour market issues, editing draft reports, providing literature review on selected topics, gathering data, data analysis, and other administrative tasks as required by the supervisor.
- Collecting economic and labour market data.
- Constructing labour market and economic indicators and analysing trends
- Developing statistical databases, preparing instruments for data-collection and presenting data in user-friendly tables and charts.
- Doing bibliographic and background research on topics related to labour economics and macroeconomics
- Drafting parts of reports and papers describing the outcomes of the analysis

The intern will work with economists who focus on a wide range of topics such as labour market and social policies, income inequality, investment decisions of SMEs, poverty and rural development, financialization, macroeconomic policies, well-being and happiness etc.

The intern is expected to devote 80 per cent of his/her time on substantive research, while the rest will be spent on administrative tasks.

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

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

**MAJOR/ EMPHASIS:** Economics or related field

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:** Experience working in research and data analysis is required. Knowledge on the analysis of labour market data 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 □ French □ Other: Spanish

**Computer 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.