JOB VACANCY FORM

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

Job Title: Donor relations

Reference Number: 130514-41
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 Department of Partnerships and Field Support (PARDEV) establishes and develops strategic partnerships in close interaction with other portfolios and the regions. It is responsible for developing the ILO’s strategy for technical cooperation as well as public-private partnership (PPPs) initiatives and South-South and Triangular Cooperation activities. PARDEV leads consultations and negotiations with development cooperation partners and is responsible for mobilizing voluntary contributions for the ILO’s programme, as well as coordinating technical and financial reporting to donors. In close collaboration with the other portfolios, PARDEV facilitates streamlining of work processes and procedures and provides assistance to enhance service delivery in the
field. In addition PARDEV is responsible for providing field operation support.

PARDEV comprises three units: The Development Partner and Donor Relations Unit (DPRU), the Development Cooperation Support Unit (DCSU) and the Emerging and Special Partnerships Unit (ESPU). The position is located in DPRU.

DPRU is responsible coordinating the mobilization of voluntary resources for technical cooperation, including through the Regular Budget Supplementary Account (RBSA). The unit is charged with establishing, developing and maintaining relations with voluntary contributors to the ILO, including government donors, UN agencies and other development partners such as the European Union, International Financial Institutions and Development Banks, as well as the private sector.

DPRU monitors implementation of the ILO's technical cooperation programme, ensuring full compliance with contractual obligations. The unit follows closely programme delivery, supports units and offices and ensures portfolio. The unit also endeavours to provide quality control in terms of reporting.

Learning area:

As an intern in DPRU, you will be exposed to ILO's technical cooperation programmes, development partners, technical units and field offices. You would be gaining experience in working with specialists who are involved in development partner relations with selected governments and associated portfolio management; assisting in the preparation of a fact sheets on ILO cooperation and liaising with technical units, country offices and communications department and supporting the organization of development partner meetings and drafting reports.

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

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

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

**MAJOR/ EMPHASIS:** Masters in Business Administration, Economics, Law, Politics or International Relations

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:** Relevant experience in a customer-focused area of work would be an advantage

Proficient in the use of Word, Excel and PowerPoint

**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

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.