**AMERICAN UNIVERSITY OF BEIRUT**  
Career and Placement Services  
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<th>JOB VACANCY FORM</th>
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<td>□ Full-time</td>
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**Job Title:**  
Financial Cooperation

**Reference Number:** 130514-42  
Application Deadline: 25 May 2014

**Company Description**

**FIRM/INSTITUTION NAME:** ILO

**TYPE:** □ Local  | □ Regional | ✗ 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](#)  
This will be a joint internship with the Social Finance Programme (SFP) and the Cooperatives Unit (COOP) of the Enterprises Department which contribute to the overarching goal of sustainable enterprises that create more and better jobs.  
The SFP is the ILO's focal point for financial inclusion and has two substantive priorities: creating jobs through enterprise development and reducing vulnerability by increasing access to risk management tools. To do so, the programme is looking at how to use financial instruments to promote Decent Work. This means finance - sustainable finance - with a social goal:  
* Social Finance is about credit, savings, insurance and other products that help to cope better with risk, take advantage of income-generating
opportunities, organize and have a voice.

* Social Finance is also about promoting and encouraging those institutions that cater to the financial needs of the working poor, including women groups and small and medium enterprises that create jobs.

* Social Finance is about financial sector policies that set incentives to open up financial services to the working majority and create an enabling environment in which financial institutions can operate.

The Cooperatives Unit contributes to the overall ILO mission of creating decent work for all through the promotion of sustainable enterprises of all types and sizes. Within this broad mandate, it is responsible for ILO’s work on job creation and growth through cooperative enterprise development including applied research, policy advocacy and advisory services, technical cooperation and partnerships. ILO COOP raises public awareness on cooperatives through evidence based advocacy, sensitization on cooperative values and principle, and provides advice on cooperative policy and the impact of cooperatives.

The Unit stresses the importance and expansion of capacity building of cooperatives and other social and solidarity economy organizations in achieving economies of scale and providing services to excluded groups. Of particular importance is the implementation of the ILO Recommendation concerning Promotion of Cooperatives (R193) through advisory services on legal provisions and policies at the national and international levels.

Learning area:
As an intern in SFP / COOP, you will be exposed to technical ILO areas of work, particularly social finance and cooperative development. This internship provides a particular training opportunity to someone interested in training tool development and strong interest in social finance.

You would be gaining experience in working with specialists who are involved in the development of the My.Financial.Coop training package for financial cooperatives. You would be specifically working on the mapping and adaptation of existing training materials for financial cooperatives. This will be an integral part of the first phase of the My.Finance.Coop tool development. The mapping will include:

- Development of an Excel database to capture detailed mapping results;
- Identification of organizations (international & national) that work in the area of financial cooperatives (offering a range of financial services including insurance) for partnership;
- Identification of existing training and training materials of these organizations and their main contents;
- Identification of specific training needs of managers of financial cooperatives;
- Review of relevant existing ILO material (e.g. MATCOM, Making Microfinance Work etc.); and
- Providing progressive reporting on the mapping and preparing a report on the results of the mapping.

In addition, you would be actively taking part in other relevant activities related to financial cooperatives of the two Units.

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:** Area of studies:
development economics, finance, enterprise / cooperative development, agriculture and rural development, business management or development studies
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:** Some exposure to financial inclusion and / or cooperative development; good IT skills, including use of Excel.

Experience in research and sound drafting and analytical skills;

**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:**

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**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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