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### JOB VACANCY FORM

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<th>Full-time</th>
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<th>Summer-Job</th>
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**Job Title:** Project Manager

**Application Deadline:** June 16, 2014

**Reference Number:** 190514-4

### Company Description

**TYPE:** Regional

**INDUSTRIAL SECTOR:** Education

**BRIEF FIRM PROFILE/DESCRIPTION:** The company is the Middle East’s first consultancy focusing on the fields of education and vocational training. It has become a regional leader in offering specialized testing and assessment products and consultancy services for K-12 schools.

### Job Description

**BRIEF JOB DESCRIPTION:**

**Responsibilities**

- Analyzing how the organization works and set the overall direction for project management through strategic planning and evaluation
- Providing leadership, planning and management for all areas of project management strategy, development and implementation including specialized resources hiring and allocation
- Present a strategic plan for HR needs and deployment including but not limited to budget and capital expenditure
- Overseeing the education department and development of projects and programming to advance the group corporate objectives; in this capacity, the responsibility covers recruiting, hiring, developing and supervising staff
- Coordinating with the information technology department on their activities and services and leading the education team
- Establishing and monitoring departmental budgets
- Evaluating overall education operations
Overseeing the design and implementation of new education applications

**Requirements of the role**
Experience as a Senior Consultant, within a consulting firm preferable
Bachelor degree in Business, Education, or any related field. MA/MBA is preferable.
Solid technical background with understanding and/or hands-on experience in software
development and education
Excellent client-facing and internal communication skills
Excellent written and verbal communication skills in Arabic and English. French desirable.
Solid organizational skills including attention to detail and multi-tasking skills
Strong working knowledge of Microsoft Office

**Required competencies**
Strong leadership skills
Good time and organizational management
Excellent analytical skills
Excellent numerate skills
Commercial awareness
Professional communication skills
Able to work with and manage a team
Ability to be diplomatic
Ability to motivate people
Strong management skills

**JOB LOCATION(S):**
City: Achrafieh, Beirut Country: Lebanon

**DEGREE:**
× Bachelor □ Master □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary □ Teaching Diploma

**MAJOR/ EMPHASIS:** Business, Education, or any related field

**WORK EXPERIENCE:** 5 to 7 years

**SKILLS:**
Languages Skills: × English × Arabic □ French Other:
Computer Skills:
Other Skills:

**SALARY**
Basic Salary Range: TBD
Other benefits include:
□ Accommodation × Health Insurance □ Return Ticket × Bonus
× Laptop □ Mobile Phone □ Children’s Education □ Transportation
× Lebanese NSSF □ None

**WORKING DAYS:** MONDAY TO FRIDAY

**WORKING HOURS:** 8:00 A.M. TO 5:00 P.M.
How to Apply

Interested candidates may send your resume by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 190514-4

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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:

Dr. Maryam Ghandour

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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.