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JOB VACANCY FORM

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

Job Title: Unicef Project Assistant coordinator

Reference Number: 270514-5
Application Deadline: 03/6/2014

Company Description

FIRM/INSTITUTION NAME: LRC

TYPE: □ Local □ Regional X Multinational

INDUSTRIAL SECTOR: NGO

BRIEF FIRM DESCRIPTION:

FIRM WEBSITE:

Job Description

BRIEF JOB DESCRIPTION:

JOB LOCATION(S):
City: Spears Country: Lebanon

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

MAJOR/ EMPHASIS: any
WORK EXPERIENCE: 2 years of experience in volunteer work
SKILLS: fluent in written, reading and speaking English, French and Arabic

Languages Skills:  X English  X Arabic  x French  Other:

Computer Skills: excellent in Microsoft Office Word, Excel, and Power Point

Other Skills:
Leadership skills and ability to work under pressure as well as willing to stay after office hours.
Ability to assist in program preparation, planning strategy and preparing the reports.

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: 08:00 TO 17:00 MON TO FRI
08:00AM-1:00PM ON SAT

How to Apply

Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) or jobfair@aub.edu.lb specifying the reference number: 270514-5

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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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Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx
The job vacancies are for AUB students and alumni ONLY.