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### JOB VACANCY FORM

<table>
<thead>
<tr>
<th>Full-time</th>
<th>Part-time</th>
<th>Summer-Job</th>
<th>Internship</th>
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</table>

**Job Title:** Senior Internal Auditor

**Application Deadline:** 1 Month

**Reference Number:** 051113-25

### Company Description

**TYPE:** Local  Regional  Multinational

**INDUSTRIAL SECTOR:** Insurance

**BRIEF FIRM PROFILE/DESCRIPTION:** A leading Arab and regional insurance Group providing the retail and institutional markets with comprehensive insurance coverage through its operations in various countries in the region.

### Job Description

**BRIEF JOB DESCRIPTION:** Participating in the planning and execution of audits and appraisals of internal control processes of the business processes, designing and executing audit programs to test key controls so as to evaluate their effectiveness, and ensuring proper formal documentation of all audit work is performed.

To assist the Head of Internal Audit in preparing draft audit reports.

### JOB LOCATION(S):

City: Beirut  Country: Lebanon

**DEGREE:**

<table>
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<tr>
<th>Bachelor</th>
<th>Master Preferable</th>
<th>Doctoral Degree</th>
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<thead>
<tr>
<th>Undergraduate Student/ Degree not Necessary</th>
<th>Teaching Diploma</th>
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<tbody>
<tr>
<td>CPA, CIA Preferable</td>
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</table>
MAJOR/ EMPHASIS: Accounting, Auditing, or Finance

WORK EXPERIENCE: 3-5 years of experience

SKILLS:
Languages Skills: ☒ English   ☒ Arabic   ☐ French   Other:
Computer Skills:
Other Skills:
 Good in written and Spoken Arabic and English (French is a plus)
 Strong interpersonal and communication skills,
 Sound knowledge in Technical audits/ insurance competency
 Good Ability to write reports
 Good ability to work in teams
 Strong analytical, Critical Thinking & Problem Solving skills
 Good attention to details
 Proper Exposure to IFRS (International Financial Reporting Standards) and ISA (International Standards on Auditing)

SALARY
Basic Salary Range: 1200$ -1500 $
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

How to Apply
Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 051113-25

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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

American University of Beirut
Career and Placement Services
The job vacancies are for AUB students and alumni ONLY.