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**JOB VACANCY FORM**

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

**Job Title:** MENA Economic Analyst

**Application Deadline:** 15 November 2013

**Reference Number:** 061113-7

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**Company Description**

**TYPE:** □ Local  □ Regional  X Multinational

**INDUSTRIAL SECTOR:** Nonprofit policy institute and grant-making organization

**BRIEF FIRM PROFILE/DESCRIPTION:** The institute promotes the responsible management of oil, gas and mineral resources for the public good. With effective revenue management, increased citizen engagement and real government accountability, natural resource wealth can drive development and national growth. It provides the expertise, funding and technical assistance to help countries realize these benefits.

It has launched a comprehensive program to improve management and oversight of natural resource revenues in Libya and Tunisia. The program provides support to governments to manage resource wealth effectively for sustainable development while simultaneously building the capacity of civil society to hold government to account for its management of this sector. Planned outcomes are for target countries to progress towards extractives international transparency norms, particularly revenue and contract disclosure; for accountability actors - media, parliamentarians and civil society – to develop the skills, contacts and support needed for improved oversight of extractive governance; and for increased demand in revenue management transparency and accountability to improve disclosure practice in target countries.

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**Job Description**

**BRIEF JOB DESCRIPTION:**
The economic analyst supports RWI’s economic research, technical assistance and capacity building activities in the Middle East and North Africa (MENA) region. The economic analyst will actively be involved in helping oil-and mineral-rich countries manage their natural resources more effectively and responsibly, with an emphasis on savings-investment decisions, natural resource funds and expenditure policies. The economic analyst will be responsible for producing robust and targeted research, and engaging in related technical assistance, capacity building and advocacy work, in cooperation with other staff. The economic analyst will build a network of contacts among economic, academic and other professionals, as well as policymakers, parliamentarians and civil society related to their areas of focus. The economic analyst will bring interesting developments and opportunities to the attention of RWI’s regional coordinator and senior management for discussion and possibly more in-depth exploration. The economic analyst will also liaise with the regional teams to explore demands from the field and common questions for analysis.

The MENA Economic Analyst key responsibilities are as follows:

- Generate policy-focused regional and country-level research on the management of oil, gas and mineral revenues in the MENA region, including on:
  - Macroeconomic frameworks;
  - Revenue collection including Extractive Industries Transparency Initiative (EITI) implementation;
  - The governance of natural resource funds;
  - Revenue distribution;
  - Economic diversification;
  - Regulation of the hydrocarbons sector;
  - Budget processes
- Advise government officials and parliamentarians on policy decisions related to the effective management of oil, gas and mineral revenues
- Support our partners in the MENA region in the development of research and advocacy projects
- Help organize and facilitate trainings on related topics for government officials, parliamentarians, media and civil society groups
- Help coordinate regional activities with technical and capacity building staff
- Disseminate research and materials in the MENA region

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

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

**MAJOR/ EMPHASIS:** Graduate degree in economics, finance, public administration or political economy

**WORK EXPERIENCE:**

- At least three years work experience related to public finance, institutional governance, macroeconomics and/or the economics of petroleum and minerals;
- Professional or academic familiarity with the special challenges that petroleum and mineral rich countries face in insulating their economies from risks associated with finite and volatile natural resource revenue flows;
• Ability to conduct policy analysis and make specific recommendations to public officials and civil society advocates about policies for extractive sector management;
• Excellent quantitative skills (experience in econometrics and statistics will be favorably considered);
• Strong ability to communicate technical details to non-expert audiences and the media as well as technical audiences;
• International experience required;

SKILLS:
Languages Skills: X English  X Arabic  □ French is a plus  Other:
Computer Skills: Excellent computer skills in Microsoft Office and experience with internet research and database management; proficient knowledge of statistical analysis package (R, Stata, etc…) is an advantage

Other Skills:
• Effectively manage to work efficiently in a fast-paced environment, troubleshoot and follow projects through to completion, with strict deadlines and without loss of attention to detail, budget and reporting;
• Excellent written, verbal, organizational, analytical and interpersonal skills;
• Good listening and communication skills with sensitivity to cultural communication differences;
• Effectively work as a team member and independently, with a high-level of self-motivation and ability to set and meet goals;
• Discretion and ability to handle confidential issues;
• Knowledge of key organizations and networks active in the field;
• Pleasant, diplomatic manner and disposition in interacting with colleagues and the general public.

SALARY
Basic Salary Range: Commensurate with experience.
Other benefits include:
□ Accommodation  X Health Insurance  □ Return Ticket  □ Bonus
X Laptop  □ Mobile Phone  □ Children’s Education  □ Transportation
□ Lebanese NSSF  □ None

WORKING DAYS: MONDAY TO FRIDAY
WORKING HOURS: 09:00 AM TO 05:30 PM

How to Apply
Interested candidates may send their resume, Cover letter, writing sample, and references by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 061113-7

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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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The job vacancies are for AUB students and alumni ONLY.