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**JOB VACANCY FORM**

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

**Job Title:** HR Officer

**Application Deadline:**

**Reference Number:** 071113-7

**Company Description**

**NAME OF FIRM/INSTITUTION:**

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

**INDUSTRIAL SECTOR:** NGO

**Job Description**

**BRIEF JOB DESCRIPTION:**
- Closely work with Admin-HR Coordinator on Insurance for the staff/beneficiaries (Insurance Focal point)
- Receiving applications / Conduct interviews when needed
- Assist in conducting Exit interviews for the national staff
- Support the HR practicalities of the International staff (leave days, insurance, induction...)
- Issue HR related letters for the Staff (employment letter, GRL, duty transfer, cancellation of contracts, Work Certificates, …)
- Draft and prepare Contracts for National staff along with Admin/HR Coordinator
- Support with Capacity Building assessments and trainings for National staff
- Conduct NRC induction package for Beirut office
- Assist staff in roll-out and clarifying HR policies, procedures and standard NRC practices
- Contribute in the alignment and design of HR policies, processes and procedures
- Provide administrative support for staff welfare programs/activities
- Fulfill any other related tasks that may be assigned by the FAM or the Country Director.
JOB LOCATION(S):
City: Beirut  Country: Lebanon

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

MAJOR/ EMPHASIS: Business Administration

WORK EXPERIENCE: 2 years of Experience

SKILLS:
Languages Skills: English  Arabic □ French  Other:

Computer Skills:

Other Skills:
Academic and Professional Qualifications
• Ordinary National Bachelor in Relevant Field.
• HR certification/diploma is a plus

Relevant Experience
• Minimum of 2 years of relevant work experience

Knowledge, Skills & Personal Attributes
• Good communication and interpersonal skills
• Strong organizational and team working skills
• Good cultural awareness and sensitivity
• Highly approachable, trustworthy and confidential
• Very Good English Language level (Business English is a plus)
• Knowledge of the NGO operations and the dynamics of the humanitarian sector is a plus
• A strong administrative service orientation
• Good individual counseling, conflict resolution and problem solving skills
• Good computer application skills in Microsoft Excel, Word, PowerPoint, database and network communications.
• Ability to work independently whenever required

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:
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:

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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.