AMERICAN UNIVERSITY OF BEIRUT
Career and Placement Services
Student Affairs
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JOB VACANCY FORM

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

Job Title: Aid Project Manager

Application Deadline:

Reference Number: 11113-10

Company Description

TYPE: X Local  □ Regional  Multinational

INDUSTRIAL SECTOR: NGO

BRIEF FIRM PROFILE/DESCRIPTION

Job Description

BRIEF JOB DESCRIPTION:

- Management, support and training
- Expert knowledge of logistics standards
- Project management and charts
- Develop and organize projects budget
- Professional in writing reports
- Valid driver's license
- Charismatic leadership
- Works well with group and has the ability to work under pressure

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

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

MAJOR/ EMPHASIS: any
WORK EXPERIENCE: similar work experience in NGO’s

SKILLS:
Languages Skills:  X English  X Arabic  □ French  Other:

Computer Skills:  Windows, MS office i.e. spreadsheets.

Other Skills:

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: 111113-10

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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.