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**JOB VACANCY FORM**

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

**Job Title:** Administrative Associate  
**Application Deadline:** ASAP  
**Reference Number:** 261113-12

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**Company Description**

**TYPE:** □ Local □ Regional □ Multinational  
**INDUSTRIAL SECTOR:** Non-profit

**BRIEF FIRM PROFILE/DESCRIPTION:**

Our company is a nonprofit policy institute and grant-making organization that 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. We provide the expertise, funding and technical assistance to help countries realize these benefits.

Our company is launching a comprehensive program to improve management and oversight of natural resource revenues in Libya and Tunisia. The program will provide 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 Administrative Associate provides general administrative support to our company’s MENA Regional Coordinator (RC) and facilitates the smooth operations of the MENA regional office in Beirut. The Administrative Associate acts as liaison between the regional and New York office, prepares payments for processing, arranges travel and visas for consultants, compiles materials for our company meetings and events and handles logistics as necessary. The Administrative Associate, based in Beirut, Lebanon.

RESPONSIBILITIES

Operations/Budget support
- Assist with general operational issues, including registration of the Beirut and other regional offices, legal compliance, facilities management and improving the efficiency and effectiveness of operations;
- Assist with regional office budget preparation, liaison on service agreements.

Direct administrative support:
- Support RC with scheduling, correspondence, expense payments, and travel (including scoping trip planning and visa applications); meeting planning and preparation (including conference registration, communications, etc.); some correspondence and personnel support (including receipt/organization of CVs and applications as requested); and note-taking and note-typing.
- Provide limited travel support to regional staff, including the drafting of visa invitation letters and supporting documents, handling and emergency travel issues, requesting general travel advance payments and reconciling office advances.

General meeting/office/staff support:
- Manage and process payments the RC’s expense reports;
- Handle logistics of sponsored events. Conduct research on venues and service companies, submit applications for use of space, draft budgets, negotiate venue and vendor contracts, liaise with project managers on planning and agenda issues, handle all travel, hotel and other logistical issues related to meetings. Receive related invoices and transmit them to NYC;
- Support weekly regional staff meetings (writing up minutes, calling in staff, etc) and provide general support (including room reservation, facilitation of teleconferencing) for other staff discussions, retreats, etc;
- Serve as staff point person for all general administrative and office support issues;
- Keep our company calendar up to date, order office supplies, keep track of our staff and partner contact lists and listservs, handle issues with space, equipment, etc.

Contracts Management:
- With inputs from relevant staff, fill out contract questionnaires and serve as liaison with the NY office on contract, drafting process and oversight of individual consulting relationships, vendor agreements, honorarium letters and expense payment agreements;
- Track our company’s total contract spending;
- Develop and maintain a system for tracking all contract materials and budgets;

REQUIREMENTS
- Degree in a related field and at least 1-3 years of relevant professional experience;
- Ability to manage numerous simultaneous projects in a fast-paced environment;
- Ability to work independently and as part of a team;
- Integrity and professional discretion;
- Strong communication and interpersonal skills;
• Fluency in the complete Microsoft Office Suite, including strong Word, Excel and PowerPoint skills;
• Fluency in English and Arabic. French a plus.
• Extensive computer and organizational skills, including close attention to detail.

**SALARY**: Commensurate with experience.

**START DATE**: As soon as possible

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

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

**MAJOR/ EMPHASIS**: any relevant field

**WORK EXPERIENCE**: 1-3 years of relevant professional experience

**SKILLS**:
**Languages Skills**:
- x English
- x Arabic
- x French is a plus

**Computer Skills**:

**Other Skills**:

**SALARY**
Basic Salary Range: commensurate with experience

**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**: 9:00 TO 17:30

**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: 261113-12

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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*
The job vacancies are for AUB students and alumni ONLY.