AMERICAN UNIVERSITY OF BEIRUT
Career and Placement Services
Student Affairs
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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>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Job Title:** Social Field Assistant

**Application Deadline:**

**Reference Number:** 281113-17

**Company Description**

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

**INDUSTRIAL SECTOR:** NGO

**Job Description**

**BRIEF JOB DESCRIPTION:**
Data collection activities
- Collect and report information regarding the overall situation of the family in the community with specific attention paid to those targeted by the project.
- Maintain management files to a high standard complete with up to date information, both hard copies and electronic

**Social activities**
- Explain the project aims and objectives to the beneficiaries through daily contact and the organization of regular meetings and focus group discussions
- Explain to beneficiaries the selection criteria
- Coordinate with local NGOs
- Update and follow up Hotline referral database.

**Facilitation of technical implementation**
- During construction, ensure that issues affecting the beneficiaries are communicated to the PC
• To inform the beneficiaries about the schedule of works and discuss the consequences on their daily lives
• To resolve disputes about the technical work when necessary
• To report to the PC and TFO/TFA the reactions of the beneficiaries to enable the schedule or the technical implementation to be adapted in response

Reporting activities
• Assist in the design, maintenance and use of a data collection system and punctual reporting to enable measurable results to prove the achievement of project objectives
• To report to the PC the social conditions of beneficiaries and any other important matters
• To prepare beneficiary contracts
• Data entry
• To share ideas with the PC to fulfill the beneficiaries’ needs
• To arrange meetings with the beneficiaries and where necessary discuss issues.
• To assist the PC in liaison tasks when asked.
• To perform other related duties as identified by the supervisor when requested
• Support in Administrative work when needed

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

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

MAJOR/ EMPHASIS: Ordinary National Diploma in Social work or other relevant field

WORK EXPERIENCE: Minimum of 1 year of relevant work experience in a busy organization

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

Computer Skills:

Other Skills: Good communication and interpersonal skills, Strong organizational and team working 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: 281113-17

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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:

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The job vacancies are for AUB students and alumni ONLY.