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## JOB VACANCY FORM

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

**Job Title:** D-RASATI II: Data Analyst

**Application Deadline:** N/A

**Reference Number:** 071013-20

## Company Description

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

**INDUSTRIAL SECTOR:** Educational

## Job Description

**BRIEF JOB DESCRIPTION:**
Developing Assistance to Schools and Teacher Improvement II (D-RASATI II) is a project that aims at enhancing student achievement in Lebanese public schools by training English teachers, developing extra-curricular activities, providing schools with ICT equipment and training, developing school leadership and building the capacity and tools necessary to support school improvement planning.

D-RASATI II is a 2-year project funded by the United States Agency for International Development (USAID).

The Program Assistant will work with the three component directors for School Improvement Planning, Leadership Development and Extracurricular Activities to ensure the effective implementation of the project activities. Specific responsibilities that the Data Analyst will be responsible for include, but are not limited to:

- Collecting, entering and organizing large amounts of data related to project activities
- Analyzing and interpreting the data
- Working closely with the component directors and other project team members to manage data, generate data needed for diverse component activities, and report on results
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:  BA degree in Management, Business Administration, Statistics, Mathematics, Social Sciences or other relevant field is required

WORK EXPERIENCE: Minimum of 2 years of work experience in drafting reports, analyzing data and reporting on progress

SKILLS:
Languages Skills:  x English  XArabic  x French is a plus  Other:
Computer Skills: Excellent computer skills (MS Office, internet research, etc.)

Other Skills:
- Excellent organizational, interpersonal, time management and communication skills
- Excellent computer skills (MS Office, internet research, etc.), ability to type in Arabic and English is required
- Ability to multi-task with high attention to detail
- Ability to take initiative and work with minimal supervision
- Willingness to travel to different program locations across Lebanon when need arises
- Lebanese citizen

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: 071013-20 with “D-RASATI II Data Analyst” in the subject line. Please include the names and contact information of 3 references; references will not be contacted without the prior consent of the applicant.
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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.