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**JOB VACANCY FORM**

☐ Full-time ☐ Part-time ☐ Summer-Job ☐ Internship

**Job Title:** Enumerator

**Application Deadline:** Monday 28th of October

**Reference Number:** 231013-25

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**Company Description**

**TYPE:** ☐ Local ☐ Regional ☑ Multinational

**INDUSTRIAL SECTOR:** Humanitarian

**BRIEF FIRM PROFILE/DESCRIPTION:** The firm is a non-profit, non-political and non-religious humanitarian NGO. Its objective is to bring about a global response to the basic needs of populations suffering from acute humanitarian crisis and to allow them to recover their autonomy and dignity. It is currently intervening in 21 countries in Africa, the Near East, Caucasus, Asia and the Caribbean to cover the needs of populations affected by conflict, natural disasters or economic crises.

It has been active in Lebanon since 2001 implementing emergency and recovery projects in Water, Sanitation and Hygiene, Shelter Rehabilitation, Health and Livelihood Recovery sectors. It is currently implementing projects in all these sectors in support of the areas affected by the Syrian refugees’ influx in Lebanon.

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**Job Description**

**BRIEF JOB DESCRIPTION:**
Enumerators will be paired up in teams of 2 people each which are expected to carry out an average of 10 household visits a day. Enumerators are responsible to schedule their household visits with the relevant UNHCR registered families prior to their visit. The household visit will be guided by a questionnaire which needs to be completed by the assessor in two ways:

1. By filling out the questions section of the questionnaire based on the answers given by the beneficiaries.
2. By filling out the observation section in the questionnaire for potential referral to UNCHR or other partners for follow up.

The questionnaire will be made available in electronic format and tablets will be provided to this effect. A 2-day training will take place between 17-21 October in Beirut (exact date to be confirmed) to train enumerators on how to fill out the questionnaire.

Assessor teams will be supported by Field Team Leaders who will plan daily movements, provide assistance as needed and monitor daily activities.

**JOB LOCATION(S):**
City: Different districts across Mount Lebanon  
Country: Lebanon

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

**MAJOR/ EMPHASIS:** Any

**WORK EXPERIENCE:**
Prior community outreach and/or volunteer work experience preferred.  
Willing to travel across all districts in Mount Lebanon.  
Good communication skills and able to respect confidentiality.  
Committed to humanitarian principles.

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

Computer Skills: ITC literate.  

Other Skills:  
Car required.  
Driving license.

**SALARY: COMPETITIVE**
Basic Salary Range:  
Other benefits include:
- □ Accommodation  
- □ Health Insurance  
- □ Return Ticket  
- □ Bonus  
- □ Laptop  
- □ Mobile Phone  
- □ Children’s Education  
- □ Transportation  
- □ Lebanese NSSF  
- □ None

**WORKING DAYS:** MONDAY TO SATURDAY

**WORKING HOURS:** 8AM TO 4 PM
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: 231013-25

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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.