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**JOB VACANCY FORM**

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

**Job Title:** Technical Field Assistant (TFA)

**Application Deadline:** 10/31/2013

**Reference Number:** 251013-4

**Company Description**

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

**INDUSTRIAL SECTOR:** NGO

**BRIEF FIRM PROFILE/DESCRIPTION**

**Job Description**

**BRIEF JOB DESCRIPTION:**

The TFA is expected to represent our organization in Lebanon in a respectful and professional manner and always act in accordance with our Code of Conduct.

The main purpose of the TFA role is to collect data about housing units needs rehabilitation and the works needed to repair them. Following this, to supervise the reconstruction and ensure that the work meets our standards.

- Carry out technical assessments of houses and collective centers, in line with nrc’s project criteria, in order to aid the assessment of the need (from the technical aspect) for a shelter intervention such as minor rehabilitation works, major construction works and/or any other future shelter intervention
- Produce accurate drawings, reports, measurements (boqs) and/or photographs as evidence of a technical assessment
- Supervise the contractors work in the assigned houses.
- Assist beneficiaries with technical advice on how to complete their works at the expected quality and budget.
- Report daily to the tfo.
- Keep accurate data of all the technical information and ensure that all beneficiary files are complete
- Provide technical assistance to any other nrc staff as required and for the purposes of training and/or writing of project proposals
- Ensure and promote efficient and cost-effective use of nrc’s assets and resources in order to maximise funding to beneficiaries
- Carry out any other duties as requested by management

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

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

MAJOR/ EMPHASIS: any

WORK EXPERIENCE:

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

Computer Skills:
  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: 251013-4

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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.