

Environment and Sustainable Development Unit

Terms of Reference

Marketing Assistant

Marketing Assistant Expert

The Environment & Sustainable Development Unit (ESDU) at the Faculty of Agricultural and Food Sciences (FAFS) of the American University of Beirut is an inter-disciplinary research and development center specialized in rural community development, local food systems and sustainable agriculture. For more than 20 years, ESDU has been promoting through large community development projects sustainable rural livelihoods all over Lebanon. The Unit focuses on participatory development and capacity building through knowledge management and sharing, appropriate technologies, and impact analysis with particular attention to smallholder farmers, women and youth in the rural areas. ESDU is currently implementing in partnership with Concern Worldwide and LARI “Value Chains for Improved Socio-Economic Well-Being of Syrian Refugees and Lebanese Host Communities” project in Akkar and Dannieh to promote the capacities of Lebanese and Syrian refugees, enhance their skills and support their access to income generating activities in a protective environment while addressing two main value chains, Herbs and Dairy. The project is funded by The Bureau of Population, Refugees, and Migration (PRM).

ESDU is seeking to recruit one marketing assistant with an extensive experience in logistics operations. He/she shall support in the planification and implementation of the marketing activities within the project. He/she will be based in Beirut, with possible visits to the North, and will directly coordinate with ESDU project coordinator.

Scope of Work

The Marketing assistant consultant will be primarily responsible of the following activities:

- Support in data collection and record keeping of marketing activities
- Support in the logistical operations of the marketing events, ensuring a smooth preparation and a successful implementation
- Conduct onsite assessments during the events
- Follow up and communicate with the producers to assess the impact of the events and to identify success stories and lessons learned
- Participate in weekly team meetings

Essential Minimum Qualifications

- A university degree in food sciences, agriculture or relevant fields
- Experience in managing events and logistics operations
- Excellent communication skills
- Excellent knowledge of Arabic and English languages
- Good reporting skills

Period

- From July 10 2022 till September 29 2022

How to Apply

- Deadline to submit CV: July 5, 2022
- Interested candidates should send their CV to: esdu@aub.edu.lb