Job Announcement

Program Coordinator - Refugee Research and Policy in the Arab World
Issam Fares Institute for Public Policy and International Affairs

The Refugee Research and Policy in the Arab World Program at IFI bridges existing knowledge gaps about refugee issues in the Arab world by disseminating the regional experiences of Middle Eastern governments and addressing policy problems within their regional and global context. Thus, the objective of this program is to strengthen research, analysis and information sharing from a local, regional and global perspective, particularly with respect to issues surrounding refugees and internally displaced persons.

Basic Function

The Program Coordinator manages the activities of the program and ensures it fulfills IFI’s basic goal of using AUB and other research to generate analyses and recommendations that can enrich and inform public policy and decision-making.

Principal Responsibilities

The Program Coordinator works under the direction of IFI’s Director and Director of Research and is responsible for the following duties:

- Coordinate with the program’s Faculty Research Director to set the direction of the program and decide on research projects to be undertaken.
- Oversee the program’s ongoing projects; coordinate with the lead researchers and research assistants to follow up on and facilitate projects’ operation.
- Conduct research related to refugee issues as needed in timely manner, under the direction of the Faculty Director/Adviser.
- Analyze and write results of research in publishable format.
- Review and edit written documents to be produced by the program.
- Propose and organize activities such as lectures, panel discussions, workshops, and conferences etc., based on work by AUB professors and others elsewhere.
- Solicit working papers, research reports, policy briefs and memos based on the above activities, or based on the professors’ published work.
- Coordinate with the Communications team and IFI management to disseminate the knowledge produced by the above activities/published texts; oversee the website as the primary source of interface with the public.
• Make contact with like-minded institutions and researchers around the region and the world to explore joint collaborations; act as the program’s focal person with respect to partners working in the field, namely universities and research institutions.
• Identify potential funding sources in the region and the world; write grant proposals and progress reports on grants.
• Coordinate with IFI’s administrative team to process all administrative, logistical and financial procedures relevant to the program.
• Manage interns as needed.
  Undertake and oversee the compiling and updating of the program database, which includes rosters of (a) AUB professors and researchers, (b) other scholars in the regions and the world working in the field, (c) NGOs, research centers and other public or private institutions doing research in the field, (d) published research and other texts (journal articles, books, conference papers, special reports, etc.).
• Update program profile on internal Sharepoint system.

**Qualifications**

• MA and three years’ work/research experience
• Research experience, preferably related to subject
• Administrative skills
• Good organizational skills
• Ability to be pro-active, independent and efficient
• Languages: Fluency in English and Arabic, additional languages would be preferable

Applications should be sent to Mr. Rayan El Amine, Assistant Director, on re49@aub.edu.lb and must contain a cover letter, a CV and names of three references and their full contact information, no later than **June 15, 2015**. Please note that only shortlisted applicants will be contacted.

Applicants must be eligible to work in Lebanon.