The Climate Change and Environment program aims to initiate develop and harness research, from both applied and social sciences fields, to define the most appropriate policy recommendations on issues related to climate change and environment in Lebanon and the Arab world. The program further aspires to activate the link between research and policy making with the objective of improving policy development and the production of scientific discourse in response to policy needs. The program also intends to influence national and regional debates in international negotiations on climate change and sustainable development.

Basic Function:

The Research Assistant supports the overall functions of the Climate Change and Environment program including research, coordinating events and other administrative duties.

Responsibilities:

1. Assist in the program’s ongoing activities and research projects
2. Assist in organizing activities such as lectures, panel discussions, workshops, and conferences
3. Conduct research under the direction of the Senior Program Coordinator and/or Program Faculty Director
4. Conduct field work and assist in data entry as needed in a timely manner
5. Conduct desktop research and literature review
6. Assist in writing papers, reports, policy briefs, event summaries, etc.
7. Assist in writing grant proposals and progress reports on grants
8. Assist Senior Program Coordinator in all administrative, logistical and financial matters relevant to the program

Eligibility and Qualifications:

1. MSc./MA in environmental studies, economics (development or resource preferable), agriculture or any related field or BA/BSc. with a minimum of 3 years relevant work experience
2. Research experience in a relevant field
3. Good administrative and organizational skills
4. Ability to be pro-active, independent and efficient
5. Excellent communication skills English and Arabic
Application Procedure: Applications should be sent to Ms. Rana El Hajj; Senior Program Coordinator for Climate Change and Environment, at re15@aub.edu.lb with the subject “Research Assistant Position” and must contain a cover letter, a CV and names of two references and their full contact information, no later than April 5, 2016. Please note that only shortlisted applicants will be contacted.

Applicants must be eligible to work in Lebanon.