

BULLETIN EMPLOI

Septembre 2012

PROCEDURE DE DEPOT DE CANDIDATURE

✉ Envoyer votre CV par mail à emploi@esa.edu.lb en précisant dans le sujet de votre message votre nom et la référence du poste souhaité.
Exemple : Candidature Sandrine ACAR - réf 12BE-0918

✉ Une lettre de motivation est vivement recommandée.

Dépôt des candidatures avant le 27 septembre dernier délai

20 septembre 2012



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EMPLOIS PROPOSES AU LIBAN

01. FAWAZ HOLDING

Position

☞ HR ASSISTANT - RÉF. 12BE-0901A
Reports to: the HR Manager

Mission

To perform a variety of human resource support duties and provide assistance to the HR Manager in fulfilling the HR Department targets :

- Assumes responsibility for recording, updating and maintaining the human resources database and all employee records and files, thus respecting all regulations and legal requirements accurately.
- Provides assistance in reviewing and updating all policies and procedures.
- Prepares mission statements and job postings.
- Participates in the recruitment process that includes screening, interviewing junior positions and preparing candidates' tests.
- Conducts the payroll processing by preparing all related input and finalizing its issuance.
- Handles the attendance reporting function which links the Back Office with the Front Office that includes different Points of Sales.
- Provides data and assists the HR Manager in conducting job analysis, updating mission statements and adjusting the workflow / workload by employee as per business optimization processes.
- Conducts new employees' on-boarding programs, assists in training new employees, and provides guidance for policies and procedures as applied in the group.
- Communicates and coordinates effectively with all employees and provides HR assistance for all departments in a timely manner.
- Suggests and implements continuous training and development programs.
- Ensures confidentiality of all HR data.

Profil recherché / Requirements

- Bachelor of Human Resources from a reputable university + 3 to 5 years of experience.
 - Familiar with the HRIS logic.
 - Good knowledge of NSSF, Tax calculations and Lebanese Labor Law.
 - Well organized, accurate and attentive to detail.
 - Strong communication and writing skills (Arabic, French & English).
 - Ability to assist and support others while staying objective.
 - Ability to work under pressure and respect deadlines.
-



Position

☞ SALES ON TRADE SUPERVISOR - RÉF. 12BE-0901B
Reports to: Sales Manager.

Mission

Promotes and sells products (spirits) in hotels, restaurants, night clubs, pubs and caterers and provides support for sales team :

- Ensures the sales policy application as set by the Sales Manager (discounts, invoices, contracts...etc)
- Supervises the on-trade sales team.
- Assesses the market needs and provides them to the SM.
- Follows on a daily basis all forecasts preset at the beginning of the year.
- Liaises with the Marketing team events related to the on-trade environment.
- Collects data from customers in order to issue the related agreement to be approved and signed by the SM.
- Tracks on a monthly basis the budget limitations set by the SM.
- Prepares on a weekly basis a presentation to the sales team to set the objective for the upcoming period.

Profil recherché / Requirements

- BA in business or equivalent.
- Fluent in Arabic, French and English.
- Negotiation and interpersonal skills.
- Well versed in Power point and Microsoft Office.
- 5+ years of experience
- Age between 28 – 35 years.
- Outgoing personality and well involved in the night life.
- Continuously updated with new comers in the market.
- Builds good clients relations.

02. FOR A MAJOR MULTINATIONAL FMCG COMPANY

Position

☞ CORPORATE RELATIONS DIRECTOR – MENA - RÉF. 12BE-0902A

Mission

- Will build a corporate relation strategy to positively influence business outcomes that takes into consideration the risks and opportunities of the internal, socio and political environments of global travel and North Africa and Middle East
- Will enhance the company's relationships and influence among regulators and decision makers in North Africa and the Middle East in support of establishing a competitive advantage on route to market



- Will ensure that the company leads in MENA in formulating strategies and engagement with a broad range of stakeholders the products' policy and regulatory issues to secure and enhance the trading environment
- Will maintain and grow the corporate brand and reputation through proactive external activities, will bring alive an ambitious customer service relationship program in the region to promote the corporate reputation and the positive role the organization can play in society.
- Will ensure that all the activities of the business are undertaken with full adherence to the company's compliance framework and practice
- Will lobby with concerned governmental agencies, NGOs, media, press... and other institutions and third parties towards building or maintaining a positive image about the company in the community whether in current or new tapped markets, especially in North Africa.

Profil recherché / Requirements

- University degree, preferably in Business Administration or Public Relations or Communication from well-reputed universities. MBA or Masters Degree is a plus.
- 10-15 years of corporate relations experience as Corporate Relations Manager or Regulatory Affairs Manager or Corporate Social Responsibility Manager, within well reputed ideally FMCG companies (Alcoholic Beverages or Pharmaceutical or Tobacco...) in Lebanon or abroad.
- Previous experience of working across the Corporate Relations agenda is a major plus
- Previous experience within a multinational and multicultural environment is a must
- Experience of operating as part of a leadership team is preferred
- Previous working experience across the region is essential; exposure to Egypt is a plus
- Strong leadership skills
- Self-motivated and disciplined to regularly set and achieve work goals
- High level of business acumen to interact with senior management.
- Proven ability to build effective internal and external relationships.
- Able to maintain a high level of poise and professionalism in all circumstances
- Excellent public speaking skills with demonstrated ability to interact effectively
- Strong negotiation and project management skills.
- Strong communication and influencing skills
- Excellent organizational, interpersonal and networking skills
- Willing to travel occasionally
- Bilingual: English/Arabic. French is a plus
- Computer literate

Position

☞ CUSTOMER SUPPORT EXECUTIVE - RÉF. 12BE-0902B

Mission

- Will be responsible for following up on customers' orders, queries, pro-forma invoices control, shipments and deliveries, advertising and promotion expenditures versus budgets ...
- Will optimize the commercial performance of the North African operation by:



- Providing timely and insightful analysis of current performance: sales analysis, depletion reports, stock levels
- Submitting the forecasts of all brands liaising with supply & the customers
- Continuous cleansing and optimization of handled portfolio
- Supporting the GM in driving the Annual Operating Plan
- Will be responsible for the financial follow-up & control: customers credit terms, payments due dates & due amounts, actual payments in cooperation with Singapore and Dubai teams
- Will stay informed about current sales performance through sales analysis, depletion reports, stock levels controls...
- Will liaise with the marketing department to ensure that markets are up-to speed with the brand developments, with the key account managers and with the supply chain on any price changes or new product entry and updating database accordingly as well
- Will maintain good relations with internal colleagues and external partners, mainly customers and distributors
- Will ensure that local activities are aligned with global strategies
- In addition to other related commercial tasks

Profil recherché / Requirements

- Preferably female
- University degree; preferably in Business Administration from well reputed universities
- 2–4 years of logistics experience as Logistics Officer or Customer Support Executive or Commercial Assistant or Customer Relationship Executive or related within a commercial environment of a reputed FMCG companies in Lebanon or abroad
- Experience within an FMCG multinational is a plus
- Exposure to sales and marketing analysis is a must
- Strong experience in logistics with a commercial background and financial knowledge
- Willing to travel occasionally to North Africa, Singapore, Scotland and Amsterdam.
- Team player, meticulous and organized
- Dynamic, serious and hard worker
- Analytical mind. At ease with numbers.
- Inquisitive, self-motivated, strong sense of follow-up
- Eager to succeed, honest and people oriented
- Strong interpersonal, communication and negotiation skills
- Patient; problem solver
- Trilingual with French as a must. Computer literate; good knowledge in Excel



03. ONLINE MONEY TRANSFER OMT SAL

Position

- ☞ SENIOR COMPLIANCE & AML SPECIALIST - RÉF. 12BE-0903
Report to: Works under the general supervision of the CFO
Responsible for: Compliance Representatives

Mission

The Senior Compliance & AML Specialist will be responsible of developing, supervising and controlling the Compliance & AML unit workflow and will ensure that OMT is adhering with all governmental rules, regulations and laws. He/she is responsible for monitoring all OMT services and products as regards Compliance /AML, and will also be responsible for spreading risk management culture awareness :

- Regulatory Compliance and AML Monitoring
 - Monitor and control daily operational activities (customer to customer international money transfers, domestic money transfers, business to business money transfers) through the Compliance manual
 - Assess customers and monitor transactions on a Risk Based Approach
 - Monitor transactions of high risk countries in addition to high volume and high frequency customers
 - Control all reports and communicate fraud cases and suspicious activities
 - Monitor the follow up conducted by the Compliance team on reports' findings
 - Investigate independently and act on matters related to Compliance requirements and take corrective actions if needed
 - Control & investigate data entry performed by OMT agents and report discrepancies
 - Assess Western Union Business Solutions "WUBS" potential customers based on WUBS Compliance manual
 - Develop, initiate, maintain, and revise policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct. Manage day-to-day operation of the program
- Communication, Analysis and Reporting
 - Communicate and coordinate continuously on Western Union "WU" transactions with WU Regional Offices in Dubai
 - Provide reports on a periodic basis, and as directed or requested, to keep the Board and senior management informed of the operation and progress of Compliance efforts
 - Ensure proper reporting of suspicious transactions and customers to the central bank and the Special Investigation Commission "SIC"
 - Respond & communicate with local authorities (Central Bank, SIC, Internal Security forces, legal entities) on government investigations and queries.
 - Provide recommendations to improve Compliance controls, conduct analysis and create reports to help improve the Compliance of the business
 - Collaborate with other departments & units (Legal, Finance, CRM, Sales, Limits Administration, Back Office and Stand-Alone locations) to direct Compliance issues to appropriate existing channels for investigation and resolution.
 - Consult with the Legal Advisor as needed to resolve legal Compliance issues



- Training and Awareness:
 - Ensure that all OMT agents and WUBS customers are being aware of Compliance requirements through: training, memos, oral communication, auditing, etc...
 - Work with the Human Resources & Administration Department to develop an effective Compliance training program for all employees, managers and OMT agents
 - Establish new methods to improve efficiency and quality of OMT services to reduce the vulnerability to fraud and abuse
 - Stay abreast of industry and Compliance trends; recommend and implement changes when needed
- Document Management
 - Responsible for the management of the Compliance documents and records
 - Knowledgeable of current regulations and legal requirements relating to records retention
 - Work with Information Technology to develop programs for enhancing the record keeping
- Supervisory Responsibility:
 - Manage and supervise the Compliance & AML Unit team members through regular meetings and enhancements where needed
 - Meet with Compliance & AML team frequently to review projects deliverables and deadlines
 - Balance Compliance & AML needs with business and company strategies and create a unit culture that inspires team values and emphasizes empowerment of individuals
- Project Management:
 - Manage and supervise the implementation of present and future AML/Compliance Solution
 - Create and manage the screening and reporting framework related to Intra transactions
 - Create and update Intra-Departmental work flow
 - Work directly with concerned departments to understand current & future OMT projects objectives, approach and set Compliance requirements
 - Create and maintain project schedules by developing project plans and specifications, estimating time requirements, establishing deadlines, monitoring milestone completion, tracking all phases of the project product/service lifecycle

Profil recherché / Requirements

- Education: Bachelor's degree in business, law, finance, audit or any related field
CAMS Certification and/or MBA Degree will be considered as a plus
- Experience: A minimum of 2-4 prior supervisory role experience in Compliance & AML field
- Languages: English and Arabic (excellent), French (Preferable)
- Computer skills: Advanced skills in Microsoft office applications specially in Excel
- Other skills:
 - Working knowledge of basic regulatory frameworks
 - Industry knowledge in all aspects of Compliance and AML
 - Familiarity with operational, financial and legal regulations
 - Experience in analysis and reporting
 - Ability to engage, motivate and influence people
 - Ability to manage ambiguity, risk and changing direction of projects and strategies
 - Having analytical thinking, investigation skills and judgmental approach
 - Integrity and being highly organized and focused on delivering results



- Good project management skills, particularly with respect to organization, prioritization and time management
 - Capacity to understand problems and issues in the context of the bigger picture and understand relationships among different business units
 - Ability to identify new ways to support the business strategy
 - Ability to work in high-pressure situations that require sound decision making and may involve confidential or sensitive matters
- Job Elements:
 - Employment status: Full Time
 - Employment type: Employee
 - Unit: Compliance & AML
 - Gender: Unspecified
 - Working hours: Mon. till Fri.: from 8:30 a.m. till 5:00 p.m. Sat.: from 8:30 a.m. till 1:00 p.m. With 1 Sat. off per month [after 5 months of joining]
 - Job location: Head Office - Badaro, Beirut

04. HOLDAL ABOU ADAL GROUP

Position

☞ EXECUTIVE PERSONAL ASSISTANT - REF. 12BE-0904

Mission

This is an exciting position within an established Lebanese Group that is implementing an ambitious 10-year transformation program in the Levant following a period of consistent growth.

The Executive PA role sits within HOLDAL Holding, reporting directly to the CEO and interfaces closely with him on a day-to-day basis. The Executive PA's role is to support current and future HOLDAL Group business activities, while also providing administrative and operational services that will release the CEO from day to day time consuming tasks and allow him to focus on key strategic decisions.

- Pro-actively manage the CEO diary and schedule meetings, appointments and public speaking engagements. Ensure efficient management of appointments diary and meeting schedule, including timing, priority setting, agenda preparation and document preparation – this involves suppliers, clients, employees, partners, and financial institutions.
- Assist the CEO in managing strategic relationships with the above stakeholders ensuring that a detailed relationship management strategy is created and executed effectively.
- Ensure that the CEO is always in the correct place on time with all relevant papers and information required. Prepare a briefing schedule (booking preparatory meetings and briefings).
- Attend ALL meetings with the CEO, take minutes, record agreements and important actions, and follow up with concerned parties to ensure their completion.
- Respond to and resolve a wide range of queries, allowing the CEO to focus only on important matters.
- Manage the incoming mail, overseeing the received correspondence and allocating items. Filter mail on behalf of the CEO and present relevant items for his perusal – Screen large number of telephone calls, e-mails, and letters.



- Draft correspondence (emails & letters) to partners, and relevant internal stakeholders and share with the CEO for his final approval prior to sending.
- Create and maintain personal records and filing (archiving) systems for optimum ease of access (Hard copies, soft copies, and e-mails)
- Maintain contact with all of the CEO's internal & external contacts and set up all meetings.
- Liaise with senior management team (SMT) and Business Units (BU) managers.
- Organize and liaise with agencies for all of the CEO's travelling, accommodation, and events attendance.
- Greet guests and assist the CEO in all Public Relations activities.
- Manage the CEO's office during his absence.

Profil recherché / Requirements

- Bachelor degree – preferably in Business Administration, Communications or similar fields, MBA is a plus.
- Experience in a multinational is a plus
- Excellent communication skills (verbal and writing) in French, English and Arabic.
- Excellent presentation skills and very well versed in all aspects of Microsoft Office (PowerPoint, Word, Excel, Visio...)
- Strong IT knowledge and computer skills
- Ambitious, self motivated, determined, perfectionist and proactive. Enjoys taking initiatives.
- Fast learner with a strong business acumen
- Organised, disciplined, with excellent ability to plan, deliver & measure progress
- Ability to identify and set priorities
- A completer/finisher - gets things done effectively
- Resilient, patient, flexible (adapts style to suit the situation)
- Ability to respect the environment around the CEO
- A people person who builds and maintains relationships effectively
- Extremely discrete to ensure that confidential information is protected at all times
- A very positive person with a light sense of humour and a big smile

05. FOR A LEADING INSURANCE COMPANY

Position

☞ SALES MANAGER - REF. 12BE-0905A

Mission

Recruiting, training , developing and coaching sales people.

Delivering the budgeted results through:

- Monitoring and performance management
- Meetings and joint field work with agents



Profil recherché / Requirements

- Sales management experience of at least 2 years including recruiting sales advisors.
 - Good communication skills and social networking abilities.
 - Previous financial/sales experience with a proven success record.
 - Minimum age 28.
 - Residing in or relocating to Lebanon.
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Position

☞ AGENCY EXECUTIVE - REF. 12BE-0905B

Mission

To provide all necessary directions, management and support to achieve the required and expected results, by ensuring that everyone in the area of responsibility, is doing their job on a daily basis in accordance with the company standards and expectations.

- Ensures as a minimum the attainment of production, manpower and quality, budgeted objectives, for the entities under his responsibility.
- Supports field managers to recruit and build a professional sales force, demonstrating best practices in the daily implementation of their skills, knowledge and attitude.

Profil recherché / Requirements

- MBA
- Successful track record in managing sales force, giving emphasis to coaching and development.
- Decisive, able to resolve business and people issues, with "business logic".
- Open to new initiatives, innovative thinking.
- Systematic and process oriented
- Minimum age 28.

06. ADMIC

Position

☞ FASHION SENIOR BUYERS: MEN'S WEAR & WOMEN'S WEAR - 12BE-0906

Mission

To be successful in this position, you will have strong international buying experience. You will also have the ability to:

- Select, Buy, Order and Promote products.
- Set or recommend mark-up rates, mark-down rates, and selling prices for merchandise.



- Prepare yearly budgets and monitor sales turnover needs.
- Confer with sales personnel to obtain information about customer needs and preferences.
- Conduct meetings with sales personnel to introduce new merchandise.
- Elaborate promotions, events and merchandising strategies.
- Monitor and react to competitor activity.
- Negotiate with local and international suppliers.
- Control and follow-up on invoicing and marketing budgets.
- Issue periodic analytical reports & manage brand portfolios.
- Be fully available and ready to travel.

Profil recherché / Requirements

- University graduate in Business or Marketing Studies. MBA is a plus.
- Minimum 6 years' experience in a buying project role in the retail industry.
- Excellent interpersonal and negotiation skills.
- Fluency in English & French - Computer literacy is a must.
- To be consistently up to date with fashion trends.

07. MEDICAL TRAINING PRODUCTS COMPANY SEEKING

Position

- REGISTERED NURSE - REF. 12BE-0907A
(interested in sales)

Profil recherché / Requirements

- Fluent in English.
 - With basic computer skills
-

Position

- SALES REPRESENTATIVE - REF. 12BE-0907B

Profil recherché / Requirements

- 2 years experience minimum required.
- Basic Medical knowledge appreciated.
- Fluent in English.
- Expertise in computer software.



08. MAJID AL FUTTAIM PROPERTIES

Position

☞ SENIOR PROJECT MANAGER COMMERCIAL - REF. 12BE-0908A
Reports to Project Director/Senior Director-PM

Mission

Job Purpose

The Senior Project Manager (SPM-Commercial) is a valuable part of the Project Management team and will report to the Project Director/Senior Director-PM. The SPM-Commercial will take a leadership role in the delivery of a number of developments or large and complex developments, through Commercial key gateways in accordance with the development brief and within agreed cost/time/quality parameters. In addition the SPM Commercial is expected to contribute to the development of the department's portfolio wide strategic initiatives.

Key Tasks

In addition to the project specific work the SPM-Commercial will be expected to generally act in the best interests of the company, advance the companies knowledge, understanding and experience of all construction related matters and contribute to the development of the department's portfolio wide strategic initiatives.

The role of a SPM-Commercial may vary from project to project, and it will be the SPM-Commercial responsibility to form a strong relationship with the wider project team and ensure his role complements this team. The SPM Commercial is expected to take a leadership role and follow the companies Policies and Procedures, however typical Tasks include:

- Responsible for supporting Delivery Team on all Commercial aspects of Projects
- Responsible for the development of project(s) through the direction of control documents and instruction from the senior management team and Senior Project Managers.
- Assists with the preparation of Development feasibility studies, concept master planning etc. to develop the initial briefing requirements for Consultants.
- Assists with the development of the strategies and initiatives to enhance the successful delivery of projects or specified components, both in terms of design, construction and where applicable, operation and maintenance companies.
- Assisting in establishing best practice procedures on cost management within the Project Delivery Department. Including delivery of initiatives on Benchmarking, Risk management. Assist with the auditing of projects ensuring the processes and procedures adopted by projects.
- Responsible for Cost Management of the respective project(s) with respect to Cost Planning, cost reporting, change management and Contract Close out in liaison with the Delivery Team.
- Form and support the Project Manager to engender a cohesive project team. Both internally and external to MAF properties liaising with other departments particularly Finance and Development Management.
- Assist with the procurement of all services as per the approved processes and procedures manual
- Manage the procurement of Consultant and Contract services
- Manage the compilation of the commercial assessment of all tender submissions (either internally or using a Third Party)



- Manage the compilation of the Contract Document, and execution with the respective Contractual parties.
- Assist with the management of Third Party cost consultants for the provision of cost plans, estimates and reports.
- Issue a monthly commercial report on project(s) following project finance meetings incorporating an up to date cash flow and analysis of costs to date and projected final account figures.
- Assist with the contract administration, of construction and contracts and consultant appointments including the payment process thereof.
- Contract Strategy Development with the respective Project Managers
 - Final account close out
 - Claim management – logging, review, respond, close out.

Profil recherché / Requirements

Financial

- International work experience
- Experience of leading, managing and motivating a team (both internally and external consultants etc.) on multi projects or large and complex projects
- Experience of managing budgets and forecasting expenditure
- Experience of key project processes such as design principals and management, construction processes, procurement and tendering
- Sound Knowledge of health and safety, contract law, environment and building regulations
- Excellent IT skills
- Effective communicator with excellent influencing and negotiating skills
- Ability to work in a pressurized environment
- Results and focused individual
- Excellent analytical and problem solving skills using a flexible pragmatic approach
- Enthusiastic and able to inspire others
- Ability to adapt to and manage change
- Knowledge and understanding of Industry best practice.
- Relevant professional qualifications

Complexity

- Bachelor of civil Engineering or Architecture. MBA is a plus
 - 10 years in the Building construction industry
 - Good Command of FIDIC
 - PMP is highly recommended
 - Please attach the relevant organization chart showing hierarchy of the job within the department
-



Position

☞ SENIOR PROJECT MANAGER - MEP - REF. 12BE-0908B
Reports to Project Director/Senior Director-PM

Mission

Job Purpose

The Senior Project Manager (SPM-MEP) is a valuable part of the Project Management team and will report to the Project Director/Senior Director-PM. The SPM-MEP will take a leadership role in the delivery of a number of developments or large and complex developments, through MEP key gateways in accordance with the development brief and within agreed cost/time/quality parameters. In addition the SPM-MEP is expected to contribute to the development of the department's portfolio wide strategic initiatives.

Key Tasks

In addition to the project specific work the SPM-MEP will be expected to generally act in the best interests of the company, advance the companies knowledge, understanding and experience of all construction related matters and contribute to the development of the department's portfolio wide strategic initiatives. The role of a SPM-MEP may vary from project to project, and it will be the SPM's responsibility to form a strong relationship with the wider project team and ensure his role complements this team. The SPM is expected to take a leadership role and follow the companies Policies and Procedures, however typical Tasks include:-

a) Departmental Strategic Activities

- Contribute to the development of the department by championing strategic initiatives to develop best practice processes, procedures, controls and systems.
- Manage individual MEP team member's personal corporate and project objectives, monitoring progress and mentoring more junior team members.
- Assist and advise on the annual list of MEP consultants and contractors for approval.
- Assist with the delivery of the approved Business Plan.
- Identify and manage key department, project development and construction risks.
- Maintain good relationships with all major consultant and contracting groups, project managers and key design firms.
- Advance the department and company's knowledge, understanding and experience of all construction related matters.
- Maintain awareness of regional industry, legislative and professional changes and ensure best practice is embedded within project delivery.
- Acts as an ambassador for the department and MAFP.

b) Pre-Development Activities

- Assist in Appointing a consultant team to assist with the development as necessary and develop the Scheme Design through staged gateway sign offs.
- Assist the development team with the planning, consents, permits and other regulatory applications for consent
- Assist -within his specialty; the development team with discussions with appropriate outside groups who may influence the development or construction including any Tenant, Purchaser or Fund, JV Partner,



Development partner, adjoining owner, environmental group, archaeological department, statutory undertaker

- Arrange, delegate, attend the design policy, progress and other appropriate liaison meetings.

c) Development Feasibility and Cost Control

- Assist the Development team in establishing MEP budgets for the development. In particular establish, own and manage MEP budgets for any account in connection with the construction of the development, appointment of the professional MEP design team and any other relevant accounts as agreed with the Project Owner
- Assist in Managing feasibility design options in line with scheme development
- Assist the development team in the preparation of any financial appraisal and feasibility studies relating to the development including MEP budget estimating, cost planning, cash flow forecasting and advice on procurement
- Assist the development team with the assembly and maintenance of a project Risk register on the MEP level

d) Procurement

- Recommend the most suitable method of procurement of MEP services
- Instruct in coordination with the PD, manage and ensure that appropriate MEP procurement and tendering documentation is prepared appropriately detailing the design and the requirements of the employer in respect of the construction of the development in accordance with the agreed development programme and the agreed procurement strategy
- Prepare appropriate tender analysis and recommendations for the MEP section
- Ensure appropriate internal and external approvals are in place prior to Contractor appointment
- Recommend suitable MEP Contractor(s) to carry out the construction

e) Detailed Design, Construction and Development Delivery

- Ensure the issue of construction and production information and the release of other information is issued in accordance with development, construction, design and procurement programmes.
- Ensure that the Contractor builds in accordance with the requirements of the Employer.
- Monitor MEP activities progress on site and minimize actual and potential delays to the construction programme
- Manage, monitor, co-ordinate and control the MEP aspects of the project including but not limited to time, quality, cost, value, risk logistics, neighbor relations, safety, quality, M&E, design and environment
- Identify & manage key construction risks and oversee the resolution of disputes with contractors.
- Take responsibility for ensuring safe working practices are adhered to for all site MEP personnel

f) Handover, Post Construction and Project Close

- Ensure all appropriate testing and regulatory building consent certificates, operation and maintenance manuals and record drawings pertaining to MEP activities are produced
- Ensure remedial works and resolution of MEP defects are completed timely and that appropriate making goods defects certificates are issued
- Ensure lessons learnt workshops and documentation is prepared and made available for the benefit of future projects



g) Generally

- Generally be aware of and ensure the Project Design and Delivery respects the Companies Sustainable development aspirations.
- Generally ensure the project Design & Delivery respects the company's aspirations on Health and Safety.

Profil recherché / Requirements

Financial

- International work experience
- Experience of leading, managing and motivating a team (both internally and external consultants etc.) on multi projects or large and complex projects
- Experience of managing budgets and forecasting expenditure
- Experience of key project processes such as design principals and management, construction processes, procurement and tendering
- Sound Knowledge of health and safety, contract law, environment and building regulations
- Excellent IT skills
- Effective communicator with excellent influencing and negotiating skills
- Ability to work in a pressurized environment
- Results and focused individual
- Excellent analytical and problem solving skills using a flexible pragmatic approach
- Enthusiastic and able to inspire others
- Ability to adapt to and manage change
- Knowledge and understanding of Industry best practice.
- Relevant professional qualifications

Complexity

- Bachelor of Electrical/Mechanical Engineering. MBA is a plus
- 10 years in the MEP Industry. Experience in building construction is a plus
- Good knowledge of FIDIC
- PMP is a plus
- Please attach the relevant organization chart showing hierarchy of the job within the department

Position

- SENIOR PROJECT MANAGER - REF. 12BE-0908C
Reports to Project Director/Senior Director-PM

Mission

Job Purpose

The Senior Project Manager (SPM) is a valuable part of the Development team and will report to report to the Senior Director-PM. The SPM will take a leadership role in the delivery of a number of developments or large and complex developments, through all key gateways in accordance with the development brief and within agreed cost/time/quality parameters. In addition the SPM is expected to contribute to the development of the department's portfolio wide strategic initiatives.



Key Tasks

In addition to the project specific work the SPM will be expected to generally act in the best interests of the company, advance the companies knowledge, understanding and experience of all construction related matters and contribute to the development of the department's portfolio wide strategic initiatives.

The role of a SPM may vary from project to project, and it will be the SPM's responsibility to form a strong relationship with the wider project team and ensure his role complements this team. The SPM is expected to take a leadership role and follow the companies Policies and Procedures, however typical Tasks include:

a) Departmental Strategic Activities

- Contribute to the development of the department by championing strategic initiatives to develop best practice processes, procedures, controls and systems.
- Manage individual team member's personal corporate and project objectives, monitoring progress and mentoring more junior team members.
- Assist and advise on the annual list of consultants and contractors for approval.
- Assist with the delivery of the approved Business Plan.
- Identify and manage key department, project development and construction risks.
- Maintain good relationships with all major consultant and contracting groups, project managers and key design firms.
- Advance the department and company's knowledge, understanding and experience of all construction related matters.
- Maintain awareness of regional industry, legislative and professional changes and ensure best practice is embedded within project delivery.
- Acts as an ambassador for the department and MAFP.

b) Pre-Development Activities

- Assist the development team in establishing the design and development briefs for the development, including the overall masterplan, the functional criteria, outline concept design and financial performance of the development.
- Establish and maintain a Master Development Program in collaboration with the PD.
- Assist in Appointing a consultant team to assist with the development as necessary and develop the Scheme Design through staged gateway sign offs.
- Assist the development team with the planning, consents, permits and other regulatory applications for consent
- Assist the development team with discussions with appropriate outside groups who may influence the development or construction including any Tenant, Purchaser or Fund, JV Partner, Development partner, adjoining owner, environmental group, archaeological department, statutory undertaker
- Assist and Advise the Development team in the negotiation of tenant leases ensuring detailed landlord and tenant obligations are clearly understood, costed and analysed. Ensure any specific landlord obligations are incorporated into the landlords design.
- Assist and advise, as required, in the negotiation for the assembly of development land
- Ensure necessary Building regulation/permit applications and in particular building regulation waivers are obtained
- Arrange, delegate, attend and if necessary chair design team, policy, progress and other appropriate liaison meetings.



- Consult with the Insurance Brokers to ensure that our Insurance interests are maintained and safeguarded

c) Development Feasibility and Cost Control

- Assist the Development team in establishing budgets for the development. In particular establish, own and manage budgets for any account in connection with the construction of the development, appointment of the professional design team and any other relevant accounts as agreed with the Project Owner
- Manage feasibility design options in line with scheme development
- Assist the development team in the preparation of any financial appraisal and feasibility studies relating to the development including budget estimating, cost planning, cash flow forecasting and advice on procurement, and development programme.
- Assist the development team with the assembly and maintenance of a project Risk register
- Maintain a cost control system throughout the project, providing regular financial updates to the development team and Project leader. Ensure sound financial project management including accurate budget forecasts to completion, cashflows and financial tracking of key accounts
- Agree, finalize and appropriately close and document all budget accounts prior to the Project Close.

d) Procurement

- Establish the most suitable method of procurement of construction services
- Instruct in coordination with the PD, manage and ensure that appropriate procurement and tendering documentation is prepared appropriately detailing the design and the requirements of the employer in respect of the construction of the development in accordance with the agreed development programme and the agreed procurement strategy
- Prepare appropriate tender analysis and recommendations
- Ensure appropriate internal and external approvals are in place prior to Contractor appointment
- Recommend suitable Contractor(s) to carry out the construction

e) Detailed Design, Construction and Development Delivery

- Assist in developing the detailed design ensuring concept and schematic design intent is protected.
- Ensure the issue of construction and production information and the release of other information is issued in accordance with development, construction, design and procurement programmes.
- Ensure that appropriate building contract documents are prepared and executed
- Ensure that the Contractor builds in accordance with the requirements of the Employer.
- Monitor progress on site and minimize actual and potential delays to the construction programme
- Ensure that interim and final valuations are prepared and regular (monthly) certificates are issued
- Liaise with 3rd parties (incoming tenants and occupiers, purchasers, funders, etc..) and co-ordinate their requirements in connection with the development
- Manage and procure any Approved Employers Change requirements using an agreed Change order process ensuring development team approval in line with the development appraisal and board approved sums
- Ensure the Building Contract is administered in accordance with its terms, and ensure that all statements of practical completion are issued
- Manage, monitor, co-ordinate and control all aspects of the project including but not limited to time, quality, cost, value, risk logistics, neighbor relations, safety, quality, M&E, design and environment
- Identify & manage key construction risks and oversee the resolution of disputes with contractors.



- Manage the tenant fit out process in conjunction with in-house retail delivery team, including commissioning of plant & machinery before hand-over.
- Take responsibility for ensuring safe working practices are adhered to for all site personnel

f) Handover, Post Construction and Project Close

- Co-ordinate the handover of all building and development sections
- Ensure all appropriate testing and regulatory building consent certificates, operation and maintenance manuals and record drawings are produced
- Arrange for occupiers and staff to be instructed and trained for the appropriate building use
- Ensure remedial works and resolution of building defects are completed timely and that appropriate making goods defects certificates are issued
- Conclude final account negotiations with all Contractors, Consultants and Suppliers. Ensure that appropriate and proper retentions are released
- Ensure lessons learnt workshops and documentation is prepared and made available for the benefit of future projects

g) Generally

- Ensure that the payment of contractors and professional consultants Invoices are timely
- Manage, advise and resolve any disputes in connection with the development generally
- Generally assist the development team to ensure that relevant approving authorities and boards are kept informed and updated of general development progress
- Generally Assist the Development team in securing as necessary any board consents and approvals for initial and subsequent monies to complete the development
- Generally be aware of and ensure the Project Design and Delivery respects the Companies Sustainable development aspirations.
- Generally ensure the project Design & Delivery respects the company's aspirations on Health and Safety.

Profil recherché / Requirements

Financial

- International work experience
- Experience of leading, managing and motivating a team (both internally and external consultants etc.) on multi projects or large and complex projects
- Experience of managing budgets and forecasting expenditure
- Experience of key project processes such as design principals and management, construction processes, procurement and tendering
- Sound Knowledge of health and safety, contract law, environment and building regulations
- Excellent IT skills
- Effective communicator with excellent influencing and negotiating skills
- Ability to work in a pressurized environment
- Results and focused individual
- Excellent analytical and problem solving skills using a flexible pragmatic approach
- Enthusiastic and able to inspire others
- Ability to adapt to and manage change
- Knowledge and understanding of Industry best practice.
- Relevant professional qualifications



Complexity

- Bachelor of civil Engineering or Architecture. MBA is a plus
 - 10 years in the Building construction industry
 - Good Command of FIDIC
 - PMP is highly recommended
 - Please attach the relevant organization chart showing hierarchy of the job within the department
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Position

☞ OPERATIONS MANAGER - REF. 12BE-0908D
Reports To GM-BECC

Mission

Job Purpose

To oversee the day to day operations of the Centre in terms of Centre Presentation, Security, Safety, Cleaning, Engineering, Facilities and Ambience are kept up to the highest standards and to meet all tenant requirements.

Administer programs which will protect and enhance the performance and income of the Centre, and meet tenants and management satisfaction requirements

Key Task

a) General

- To ensure the mall is presented to its customer in the highest possible standards by maintaining the interior and exterior of the building.
- Conduct regular inspection of the interior of the property with specific attention on cleanliness, preventive maintenance, health and safety, fire and safety, security and parking.
- To complete the quarterly property inspection reports to tract maintenance programs & repairs in the complex, including the follow up to ensure corrective measures are completed in a timely manner.
- Provide detail annual budgets, with back up notes for all expenses related to the interior of the mall to be included in the annual operating budget.
- Recommend/purchase required equipment as need to maximize efficiency of the interior cleaning, traffic & security team.
- As per directives from the Management, enforce rules & regulations are followed by the Tenants with particular focus on operating hours, delivery schedule, waste removal, promotional signs & other related issues.
- Monitor and review performance of all contract service providers to ensure scope of work contained in the contract is complete.
- Serve as a Team Leader for the Crisis Management Response Team

b) Cleaning

- Coordinate with cleaning contractor to ensure proper manpower is in place to maintain the interior of the mall in the highest possible standard.



- To oversee cleaning contract, including scheduling of cleaning staff, implement cost cutting program & improve cleaning efficiencies.
- To ensure that the Exterior Cleaning company delivers the standards in cleaning the Building Facade, Mall High Level, Parking and Periphery.
- Ensure wash rooms are properly cleaned & stocked at all times.
- Food Court, Mall front of the house areas, entrances, parking, back of the house areas, periphery & exterior of the building are maintained at all times to set a standards.

c) Facilities

- To coordinate the repairs & maintenance projects, property inspections with the maintenance provider to ensure items are delivered in a timely manner.
- To oversee the duties & performance of the exterior maintenance contract to ensure the exterior of the building is maintained to the highest level possible.
- Report any unsafe condition which requires repair to the top management for immediate remedies.
- To ensure that all vertical transports smooth functionality & safety. Proper lighting, air-conditioning levels, sliding door, parking fit to use & toilet facilities are always in a workable condition.
- To review the Planned Preventive Maintenance (PPM) schedule checks are carried out for all assets.

d) Security

- To oversee the security contract, including scheduling of security staff I, cost control & coordination with the interior & exterior security team.
- Along with the service provider supervisory team develop & approve staff schedule to ensure proper level of staff at all time.
- To coordinate and conduct tenant orientation meetings for the entire Mall, covering emergency procedures, communication systems and other security procedures relating to the tenants of the Mall.
- To develop a strong working relationship with all important Municipal Emergency services including Police, CID, Fire & Para Medic Services
- Monitor and review the CCTV system to ensure proper procedures, records & recordings are maintained as per MAF requirements
- To develop a Standing Operating Procedure and policy for all functions.

e) Health & Safety

- To identify & inform Management of any Health & Safety risk related to the Mall building that may affect employees, contractors & the general public.
- Conduct Health and Safety Audits, implementation of Audit recommendation & follow up on safety audit issues.
- Under the guidance of the Management oversee any remedial repair works to ensure there is no safety risk to customers.
- Conduct hygiene inspections and ensure standards are maintained.

f) Fire & Safety

- To establish the Fire Safety Program of the Mall.
- To oversee the fire & safety training & implementation program in the complex.
- Conduct quarterly fire inspection audits of interior areas to ensure all fire extinguishers, sprinkler system, emergency lighting & other fire safety elements are working at all times.



- Prepare a quarterly fire & safety inspection report formally documenting any risk areas in the building, retail shops along with recommended remedial measures.
- Oversee the daily inspection of all services corridors to ensure no tenant or other materials are being stored, temporarily or permanently in the service corridor.
- Conduct quarterly fire & safety drills for all key emergency response team members.

g) Traffic Management & Taxi Service

- To oversee the traffic management system including the coordination & scheduling of traffic team, maintaining & fine tuning traffic management systems (barriers, counters, shutters, variable message signage) & taxi greetings teams.
 - Oversee the traffic management staff to ensure proper coverage at peak times & to keep vehicular traffic moving through the premises.
 - To coordinate with taxi company supervisors to maintain proper procedures for the taxi drop off & pick up areas.
 - Complete a daily report of vehicular traffic and other issues & provide a summary on a weekly basis to the Management of the DCC.
 - To oversee the movement of Tour & Hotel buses and ensure the arrivals & departures to the Mall is managed with minimal disruption of the customer vehicular movement.
 - To oversee the exterior & interior way finding signage & recommend appropriate changes.
- To oversee the valet parking contract and its operations.

h) Marketing/Customer Service/Promotion Media

- To ensure all the Marketing Events/Promotions are managed through Security and Cleaning.
 - In coordination with the Promotions & Media Department, oversee the set-up and take down all temporary leasing displays. Provide necessary infrastructure for the incoming tenants.
- In coordination with Customer Service staff, ensure all mall promotional signs, directories and other materials are in proper place during all operational hours.

i) Financial Planning

- Plan, prepare and control Capex/Operating budget estimated at for the year.
- To review the Capital expenditure budget monthly of planned phasing and priority based effective utilization and to maintain timeline.

Explore, create and suggest to the Management additional unutilized areas within the mall which can be converted in a revenue generating area

j) Training / Process Management

- Will ensure the following training programs are imparted to the service providers and the customer service staff to enhance their skills set, response time & customer handling skills.
 1. Fire Safety
 2. Emergency & evacuation procedures
 3. First Aid and its application
 4. Disaster management and business continuity
 5. Customer requirements, expectations and preferences
 6. Customer satisfaction and building relationships
- To design processes to address quality and cycle time, learning from past projects, cost control, new design technology, productivity and other efficiency/effectiveness factors.



- To ensure all day to day operation of key production /. Delivery process design accommodates all key operational performance requirements.
- To coordinate and test design all production delivery processes to ensure capability for trouble free and timely introduction of product/services.

Profil recherché / Requirements

Financial

- Has the ability to take overall charge of multiple projects up to US Dollars 10 million, or packages of the same value on a major project

Complexity

- Possesses a Bachelor's degree in Business Administration/Economics or equivalent; MBA is a plus
- Has completed at least 7 years experience, of which 5 are in quality retail project management within major shopping centers within the region
- Is a proficient user of MS Office and MS Project – AutoCAD is an added value
- Is a problem solver
- Is highly organized and disciplined
- Meticulous and detail oriented, but does not loose focus of the big picture
- Is a team player, well tempered, capable of working under pressure and following instructions to the detail
- Excellent verbal and written communication skills
- Demonstrated ability to lead, develop and coach staff members;
- Knowledge in the retail market
- Knowledge in the strategic planning process based on vision and mission statements



EMPLOIS PROPOSES A L'ETRANGER

09. FOR THE REGIONAL BRANCH OF A LEADING MULTINATIONAL INDUSTRIAL COMPANY IN JORDAN

Position

☞ REGIONAL BUSINESS DEVELOPMENT MANAGER - RÉF. 12BE-0909
BASED IN JORDAN

Mission

- Will lead the growth of the market and develop the business in the GCC, Middle East and East Africa tapping new markets
- Will penetrate hotspots in the region and play a major role in the negotiation process for annual deals and large contracts.
- Will be the main contact point for the established new customers for at least one year
- Will coordinate with the existing sales force in each plant and country to ensure the sales growth is achieved and that customers are well reached and satisfied.

Profil recherché / Requirements

- Arab speaker. University graduate; preferably holder of a degree in Business Administration from well-reputed universities locally or abroad. Engineering degree or MBA is a definite plus.
- 8-10 years of total commercial experience in a similar role with around 3 years as Business Development Manager or Sales Manager or Key Accounts Manager within well-established preferably multinational chemical products companies supplying the cement industry in the Levant, the Gulf, Africa and Asia.
- Previous experience in an industrial environment ideally cement related is a must.
- Previous experience in new accounts development, marketing strategy, product development, business development, market penetration and business to business type of industries is required; sales management experience alone being not enough.
- Mobile; willing to travel extensively
- Pleasant personality
- Self motivated, autonomous and reliable
- Door opener. Good communicator and negotiator
- Strong business development skills; good in finance; at ease with figures; familiar with financial modeling (budget, sales forecast, sensitivity analysis, ROI analysis, profit-loss projections...)
- Imposes confidence and respect
- Patient; problem solver; customer service oriented
- Good reporting and presentation skills
- Good technical background
- Bilingual: Arabic and English; French is a plus.



JOBS ETUDIANTS

10. ESA - DÉPARTEMENT PÉDAGOGIE

Position

☞ CHARGÉ DE MISSION ALUMNI - RÉF. 12BE-0910

Mission

- Organiser le suivi de l'enquête ESA – Anciens
- Assurer les relances par mail et téléphone (Objectif principal 70% de retour)
- Préparer le dépouillement des résultats pour exploitation par l'administration de l'ESA
- Mise à jour de la base de données
- Rédaction du mail de relance (envoyé par l'Administration de l'ESA)
- Horaires de travail : 10h par semaine, horaires aménageables en fonction des emplois du temps.

Objectifs :

- 70% de retour de réponses
- 15 relances téléphoniques par heure
- Ratio d'obtention moyen des questionnaires : 10 par heure
- Exploitation des données : 20h



PRESENTATIONS ENTREPRISES

11. GOOGLE

DO
COOL
THINGS
THAT
MATTER

Google

GOOGLE.COM/STUDENTS/EMEA

Google Day @ ESA

We are coming to your university to meet you and to talk about our culture and career opportunities.

Date: Wednesday 10th of October

Online Registration: <http://goo.gl/P2RhK>

Session 1 - Google: Culture and Career

Want to learn more about Google? Join us for this presentation about Google's culture and career opportunities!

When: 12:00pm - 1:00pm

Where: Fattal Auditorium, level 0

Session 2 - CV Skills Workshop

Want to make your CV stand out? Join us for this workshop for tips on how to write better CVs. Don't forget to bring your CV!

When: 2:00pm - 3:00pm

Where: Fattal Auditorium, level 0

Info Stand

Bring your CV and come chat with Googlers!

When: 3:30pm - 5:30pm

Where: In the foyer in front of the Fattal Auditorium