

BULLETIN EMPLOI

Avril 2013

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 Nabil Sader - réf 04BE-1309

✉ Une lettre de motivation est vivement recommandée.

Dépôt des candidatures avant le 29 avril dernier délai

18 avril 2013



SOMMAIRE

| | |
|---|-----------|
| EMPLOIS PROPOSES AU LIBAN | 3 |
| 01. QUANTUM RESOURCES | 3 |
| ↻ FINANCIAL CONTROLLER - RÉF. 13BE-0401 | 3 |
| 02. AZADEA..... | 4 |
| ↻ SENIOR MARKETING SPECIALIST - RÉF. 13BE-0402..... | 4 |
| 03. ALNA S.A.R.L | 5 |
| ↻ SUPERVISEUR DES VENTES / SALES SUPERVISOR - RÉF. 13BE-0403 | 5 |
| 04. L'ORÉAL LIBAN | 6 |
| ↻ PRODUCT MANAGER - RÉF. 13BE-0404..... | 6 |
| 05. CEDARCOM GROUP | 7 |
| ↻ SENIOR IP ENGINEER - RÉF. 13BE-0405A..... | 7 |
| ↻ MARKETING AND BRANDING OFFICER - RÉF. 13BE-0405B..... | 8 |
| 06. CAPITAL BANKING SOLUTIONS | 11 |
| ↻ BUSINESS DEVELOPMENT MANAGER - RÉF. 13BE-0406A..... | 12 |
| ↻ SENIOR BUSINESS ANALYST - RÉF. 13BE-0406B..... | 12 |
| ↻ BANKING CONSULTANT-TRADE FINANCE - RÉF. 13BE-0406C | 13 |
| ↻ BANKING CONSULTANT- REGULATORY REPORTS - RÉF. 13BE-0406D | 14 |
| ↻ BANKING CONSULTANT- CAPITAL MARKETS - RÉF. 13BE-0406E..... | 14 |
| ↻ BANKING CONSULTANT - RETAIL - RÉF. 13BE-0406F | 15 |
| 07. FOR A LEADING COMPANY C/O TALENT MATCH | 16 |
| ↻ FINANCIAL REPORTING MANAGER - RÉF. 13BE-0407 | 16 |
| EMPLOIS PROPOSES A L'ETRANGER..... | 17 |
| 08. AZADEA..... | 17 |
| ↻ F&B MARKETING - RÉF. 13BE-0408 | 17 |
| 09. FOR A LEADING MULTINATIONAL COMPANY C/O TALENT MATCH..... | 18 |
| ↻ COUNTRY MANAGER (QATAR) - RÉF. 13BE-0409A..... | 18 |
| ↻ CONSTRUCTION ACTIVITY MANAGER (KSA) - RÉF. 13BE-0409B..... | 18 |
| ↻ OPERATIONS MANAGER (UAE) - RÉF. 13BE-0409C..... | 19 |
| STAGES | 20 |
| 10. UNCID INTERNSHIP PROGRAM | 20 |
| ↻ STAGES UNCID - RÉF. 13BE-0410..... | 20 |
| 11. BLOM BANK..... | 21 |
| ↻ STAGES BLOM TRAINING & DEVELOPMENT COORDINATOR - RÉF. 13BE-0411 | 21 |
| 12. AUDI CAPITAL | 22 |
| ↻ ASSET MANAGEMENT DEPARTMENT, SPECIFICALLY IN THE EQUITIES TEAM - 13BE-0412..... | 22 |
| 13. GOOGLE STUDENT AMBASSADOR 2013 - 2014..... | 22 |
| ↻ GOOGLE STUDENT AMBASSADOR - 13BE-0413..... | 22 |



EMPLOIS PROPOSES AU LIBAN

01. QUANTUM RESOURCES

Position

☞ FINANCIAL CONTROLLER - RÉF. 13BE-0401

Reporting to : Group CFO

Direct reports : Respective Finance Managers of Business Units

Mission

The Financial Controller manages the accounting and operational financial functions within Quantum Resources, the shared service unit of Quantum Group, to ensure internal and external reporting and compliance requirements are met in order to enable strategic and operational decision making. This challenging position addresses tight deadlines and a multitude of accounting & financial activities including review of trial balance components, consolidations and financial statements, monthly treasury reports, and yearend audit preparation.

- Mainly responsible over three main functions: accounting, compliance and tax, consolidation reporting. In addition to streamlining processes and managing their automation along with MIS.
- Responsible for accounting and financial reporting (monthly, quarterly, & annually) of the Group on a regional level (MENA)
- Ensure an accurate and timely monthly, quarterly and year end closing according to IASB.
- Ensure the accurate and timely processing of transactions.
- Prepare consolidated financial reporting on quarterly and yearly basis according to IASB.
- Responsible for meeting all audit requirements within the set deadlines (Q1 of each year) with Group's international external auditors.
- Ensure the monthly and quarterly Bank compliance activities are performed in a timely and accurate manner.
- Collaborates with the finance managers to support overall department goals and objectives.
- Assist in development and implementation of new processes and features to enhance the workflow of the department and maintaining a high level of efficiency and accuracy.
- Work closely with MIS to improve and standardize processes towards a simplified and automated flow within the ERP system and other tools.
- Monitor and enforce operational and internal control procedures.
- Advises staff regarding the handling of non-routine reporting transactions.
- Manages a team of 12+ staff members on a regional level, with standardized processes across the several business units.
- Work on coaching and developing new and existing staff as needed.
- Work with each direct report to establish goals and objectives for each year and monitor and advise on the progress to enhance the professional development of staff.



Profil recherché / Requirements

- Undergraduate studies and Masters Degree are a must; CMA/CPA is a major plus.
- 10 years of previous experience as Senior Audit Manager or Finance Controller in a large corporate environment.
- Strong knowledge & Experience with Lebanese and Middle Eastern laws and processes.
- Must be familiar with several accounting software & ERP systems.
- Must have strong experience with Microsoft Office products and familiar with international ERP systems; and able to thrive in a fast -pace setting.
- Strong verbal and written communication skills across all levels of the Group.
- Strong command of English.
- Strong customer service skills.
- Excellent Coaching and Developing skills

02. AZADEA

Position

☞ SENIOR MARKETING SPECIALIST - RÉF. 13BE-0402

Mission

The Senior Marketing Specialist is responsible for leading various marketing activities and campaigns ensuring the Brand is consistently presented.

- Develop and implement creative marketing concepts that will support the brand, generate revenues and drive traffic to the stores
- Manage day-to-day communication with stores/external partners to ensure proper implementation of promotions and lead relationships with media partners
- Ensure all marketing plans/campaigns are in line with the marketing calendar and strategy set by the Marketing Manager/ Brand owner in order to ensure brand image standardization
- Stay up to date with the Market and online trends relevant to the brand to ensure that campaigns and promotions are relevant within each market with an optimal commercial return
- Set up and implement a timetable of promotions and activities in support of the brand, plans and campaign
- Maintain strong relationships with concerned parties while establishing a robust relationship with franchisors to assure a deeper understanding of brands and their directions at the best possible cost
- Monitor the implementation/ impact of marketing campaigns and promotions to ensure maximum return on investments
- Specific for Fashion: Support local markets with needed communication tools to attain their set marketing objectives

Profil recherché / Requirements

- Bachelor's Degree in Marketing or equivalent, MBA is a plus
- 3-4 years of experience in a similar field
- Fluency in English. Arabic is a Plus



- Proficiency in MS Office
- Competency: level 3**
- Change and Adaptability
- Customer Focus
- Self - Development
- Relationship Building
- Commercial Understanding
- Planning and Organizing
- Communication Skills

03. ALNA S.A.R.L

Position

☞ SUPERVISEUR DES VENTES / SALES SUPERVISOR - RÉF. 13BE-0403

Mission

Responsable de la supervision d'une chaîne de magasins de mode.

Le superviseur des ventes coordonne l'expédition de marchandises, met en place des affichages, et assiste les clients et le personnel pendant les heures ouvrables.

- Gérer le personnel de vente.
- Veiller à ce que le prix est correct.
- Travailler sur les affichages des magasins.
- Coach, conseil, recrutement, la formation et la discipline des employés.
- Évaluer le rendement au travail.
- Identifier les tendances actuelles et futures qui font appel aux consommateurs.
- S'assurer que la marchandise est propre et prêt à être affiché.
- Approuver les contrats avec les fournisseurs.
- Gérer les stocks et s'assurer que les articles sont en stock.
- Analyser les états financiers et d'exploitation pour les ratios de rentabilité.
- S'assurer que les promotions sont exactes et commercialisées selon les normes.
- Utiliser les technologies de l'information pour enregistrer les chiffres de ventes en analysant les données.
- Surveiller les concurrents locaux.
- S'assurer que les heures d'ouverture sont en conformité avec les lois locales.
- Veiller à la propreté du magasin et de la santé et des mesures de sécurité.
- Organiser et distribuer les horaires du personnel.
- Aider le personnel de vente au détail d'atteindre les objectifs de vente.
- Manipulez les questions des clients, les plaintes et les questions.

Profil recherché / Requirements

- Une expérience minimale de trois ans dans la vente au détail, de la mode ou le design
- Un sens aigu du style et de la capacité à inspirer les autres
- Connaissances avancées de Microsoft Word, Microsoft Excel et Microsoft Outlook
- Un minimum de Bac + 3 en marketing ou dans d'autre domaine pareil
- Parlant couramment l'arabe, le français et l'anglais



- Des normes élevées de service à la clientèle et de bonnes compétences en communication
- Capacité de résoudre les problèmes et de prendre de décisions
- Capacité à travailler de façon autonome et en équipe
- Capacité à travailler sous pression et de jongler avec plusieurs tâches (Multi Task)
- Excellentes compétences organisationnelles
- Initiative visant à élaborer des méthodes plus efficaces pour les opérations
- Accueillant, flexible et adaptable; responsable et fiable; sens de l'humour et un sourire!

04. L'ORÉAL LIBAN

L'OREAL LIBAN is a subsidiary of the L'ORÉAL group, established in Lebanon in January 2000. L'OREAL is the world leader in personal care and beauty business, with over 67,000 employees worldwide and with a portfolio of 25 international brands.

Position

☞ PRODUCT MANAGER - RÉF. 13BE-0404

Mission

- Implement new product launches and strive to maintain growth on pillar products
- Execute the local adaptation of advertising creative material; implement media recommendation
- Propose and implement promotional and trade marketing plan for product(s)
- Analyze market and consumer data and make recommendations to management
- Interact effectively with other departments (sales, logistics, training department...) to support marketing objectives
- Manage PPP budget for product(s) and ensure sales forecast accuracy
- Know his market and sales force (visits frequency, reports, feedback...)

Profil recherché / Requirements

- University graduate, preferably in Business Marketing. Master's degree is a plus.
- 2- 5 years of relevant experience (preferably in FMCG)
- Excellent written and verbal communication skills
- Computer knowledge
- Trilingual: Arabic, French and English.



05. CEDARCOM GROUP

Position

☞ SENIOR IP ENGINEER - RÉF. 13BE-0405A

Mission

Ensure maximum possible service availability and performance. Provision customer network services on core equipment. Provide support services for engineering and other technical team.

Troubleshooting

- Lead Level1 and Level2 troubleshooting of problems
- Handle escalated Level3 cases to Head of IP Planning
- Follow up all handled cases end to end (until case closure)
- Supervise network performance on a daily basis (Backbone Routers, servers, BSUs and client CPEs), analyse performance and signal any alarming trends
- Execute performance acceptance tests after a new network element is activated on the network
- Intervene on site when necessary to resolve problems
- Insure proper contact with customer to follow up and resolve problems, and assist them in their equipment setup (Routers, Switches, etc)
- Lead IP-related setups for customer new installation
- Supervise and lead troubleshooting of IP network elements (routers, switches, services, etc), write down and implement troubleshooting procedures
- Take on call duty and be ready to intervene in case of critical problems
- Configure MRTG for backbone network and components and update Whatsup Gold to all new installed devices
- Propose methodologies for fault isolation, proactive maintenance, status of data circuits, and monitoring of customer network equipment
- Ensure problems are satisfactorily resolved in a timely manner with focus on providing a high level of support for all customers
- Supervise the functioning of network application servers.

Reporting - Preventive approach to problem solving

- Check network performance through existing systems (EMS servers, MRTG, SNMP etc...), report and treat problems
- Conduct trend analysis to identify repetitive problems or problem correlation with certain activity/event and propose mitigation plans to prevent and reduce such occurrences
- Propose preventive actions on sites in coordination with O&M teams
- Prepare needed KPI report upon Head of Team request
- Assist in establishing and Implementing Quality of Service Procedures

Profil recherché / Requirements

- A Bachelor Degree in Computer Communications Engineering or equivalent.
- CCNP certified is a must
- Minimum 3 years of proven experience
- Proven experience with Cisco routers, Juniper products



- Experience in working on Cache Engines and Service Control Engines is a plus
- Native Arabic and English
- Deep knowledge of OSI model, Vlan switching and routing protocols
- Knowledge of Linux Kernel, command line and system diagnostics
- Knowledge in scripting
- Ability to collate and interpret data from various sources
- Ability to assess faults, prioritize, respond and escalate accordingly
- Multi-tasking and good time management skills
- Excellent oral and written communication skills
- Ability to take initiative
- Ability to work well in a team environment

Work conditions

- Indoor (Office) and Outdoor (Client POPs and Main Site POPs)
- Working under pressure with a high level of responsibility
- Full availability to insure network support in case of emergencies
- Early/night shifts and overtime intervention can be requested when necessary

Position

☞ MARKETING AND BRANDING OFFICER - RÉF. 13BE-0405B

Mission

The Marketing & Branding Officer is responsible for creating interest and demand for Cedarcom /Mobi products through display advertising, company website, Mass E-mail, Mass SMS, Radio Spots, Radio Shows and events. In addition, the Marketing & Branding Officer is responsible for all conception and copywriting for all collateral pieces, advertising, Mass Email, etc. This person also acts as a gatekeeper to maintain a consistent company image, and positioning. Marketing & Branding Officer r works with the Ad agency for conception and design, and coordinates the campaigns within the other marketing departments--especially with Channel Marketing and Inside Sales to ensure a consistent execution of the marketing and sales plan. MarCom is responsible for preparing a detailed annual budget and for tracking and maintaining the budget.

Main Duties and Responsibilities

- Audit all MOBI point of sales: product display, brand awareness, and competition activity.
- Act as link between the Marketing department and the POS in order to maintain customer satisfaction.
- Provide the POS with the necessary branding material and make sure to remain in good condition.
- Prepare reports for each POS and updates it regularly on CRM
- Communicate effectively all changes in product, service and/or procedures in a timely manner.
- Gather market intelligence to set new product pricing and managing price on existing items.
- Evaluate the effectiveness of the marketing plan on site.

Collateral Materials & Copywriting:

- The Marketing & Branding Officer works with the Marketing Manager and Ad agency to write design and maintain the collateral material, company website and ads.



Display Advertising:

- Responsible for proposing and managing the entire consumer media display campaign to create demand and awareness for Cedarcom /Mobi brands and products.
- Create the media schedule to target end users, corporate and resellers.
- Negotiate the best pricing.
- Create or direct the conception and production of Ad conception, copy and materials.
- Generate a tracking system created in design and linked to fulfillment to measure the effectiveness of each publication and campaign. Prepare quarterly reports documenting the ROI.
- Ensure a uniform, consistent product and corporate image through the media.
- Maintaining and building contacts with the media;
- Writing and distributing press releases;
- Evaluating marketing campaigns & write summary reports to the MSM;
- Managing the production of marketing materials, including product packaging, leaflets, posters and flyers - this can involve writing and proofreading copy and liaising with designers and printers;
- Arranging for the effective distribution of marketing materials;

Events Management:

- Organizing and attending events and exhibitions;
- Evaluating events: direct sales results, improvement in brand and products awareness, and update in company customer database

Website Management:

- Responsible for creating an exciting worldwide presence for Cedarcom /Mobi via the Internet.
- Create a corporate image home page and keep it updated with news, and promotions.
- Map and plan the site to ensure the most effective plan-o-gram. Measure the page statistics and ensure visitors are going where intend.
- Create and maintain online news groups.
- Ensure Cedarcom /Mobi has regular promotions to encourage repeat site traffic.
- Personalize the site with photos and personality.
- Consistently update all major Internet search list to ensure Cedarcom /Mobi's properly referenced.
- Create and maintain a reseller section including a reseller lookup database
- Set up tracking pages that complement the ads and count hits from each ad campaign.
- Event marketing: maintain an online calendar for events; include photos of recent events and shows.
- Design and prepare web banner sales kit including price list, viewer profiles, etc. in order to aid in sales of online banner

Direct Response & Direct Marketing:

- Responsible for revenue objectives by selling Cedarcom /Mobi product directly via events, direct SMS, direct E-mail, and the Internet.
- Manage and coordinate any outside agencies used in association with duties. Including ad agencies, conception groups, design/production houses, database management, etc.
- Create the direct response placement schedule.
- Create or direct the conception and production of Marketing & Branding Officer conception, copy and materials.
- Deliver materials to fulfillment or direct database mailing house.
- Ensure that new leads are tracked and entered within the company database.
- Ensure that telemarketers are delivering the right messages, by preparing sales scripts, telemarketing email templates, etc...



- Prepare a tracking and analysis system that is used to monitor results of each campaign.
- Include the analysis of the campaigns within the quarterly report.

Tracking & Database Maintenance:

- The Marketing & Branding Officer is also responsible for maintaining the company database--either directly or indirectly. The data must be updated, and accessible for direct upgrade mailings, direct fax, direct SMS, and direct E-mail.
- Responsible for ensuring consistent, accurate data and for coordinating with the other departments to encourage conformance.
- Responsible either directly or indirectly for registration data entry from cards or via import from the Web site.
- The company database always needs to be requisitioned through the Marketing & Branding Officer.

Product Development:

- Develop new programs and plans to follow the market needs, and the company vision.
- Create new plans and services to insure subscribers' fulfillment and growth.
- Negotiate and coordinate with partner ISPs on promotions, new packages, new plans, etc... and recruit new ISPs.
- Develop pricing strategies for Cedarcom/Mobi products and packages.

Revenue Growth:

- Monitor the churn rate, analyze its causes, and develop strategies to minimize the churn.
- Develop plans to insure subscribers' growth and consistent of yearly budget growth.
- Oversee reports on user behavior, growth/ISP, and other useful reports.
- Plan and market value added services.

Budget:

- The Marketing & Branding Officer is responsible for preparing a comprehensive budget for all communication needs on an annual and quarterly (if needed) basis to fund the proposed advertising and direct response campaign. The Marketing & Branding Officer
- is then responsible to record, track and follow the budget. If new opportunities arise, or unseen expenses are incurred then a revised budget should be proposed for possible adoption.

Market Research and Information

- Visit the POS daily and fill surveys.
- Prepare reports per POS and attach pictures for comparison reasons.
- Gather market information and evaluate it in order to be able to plan necessary measures and ensure market leadership
- Use CRM efficiently to maintain good and professional relations with the customers.
- Conduct and analyze market research to determine risk and marketability of potential products and product features. Supply information to appropriate personnel

Product, Direction, Competition

- Define the market needs and engender the product requirements necessary for the product development.
- Find ways to reach an agreement with customers and able to come up with a win-win relationship
- Attend social functions to promote strong business connections, and events whenever occurring.
- Prepare the Branding materials: Fliers, Posters, light boxes, danglers.
- Accountability



- Participate in creating a reputable image of Cedarcom in the market.
- Maintain the company and customers information confidential
- Preserve the company's interest in all aspects of its operations

Channel Sales & Relationships

- Advising non-users to adopt MOBI.
- Maintain direct relationships with POS through gaining their trust and being loyal to the company, and using CRM to strengthen the relations.
- Answer POS requests and demands without any delays

Profil recherché / Requirements

- Bachelor's degree in marketing, business, communications, or a related field is required
- Ten or more years of experience in marketing, communication, and direct response
- Native Arabic and English
- Ability to choose the right mathematical methods or formulas to solve a problem
- Requires excellent written and verbal communications.
- Ability to effectively work under tight deadlines and manage projects independently.
- Resourcefulness in solving problems.
- Excellent people skills and an upbeat and enthusiastic attitude.
- Strong organizational skills and keen attention to detail.
- Strong computer skills.
- Superior professionalism and judgment.
- Strong work ethic.
- Expert, or aggressively learn the advanced guidelines for direct response, sellable Ad copy, media placement, negotiation techniques, tracking methods, and database marketing.
- Daily Reports for the POS along with attached photos
- Updates on the CRM
- Each POS sheet very well structured and maintained
- Good Relationship with customers

06. CAPITAL BANKING SOLUTIONS

Capital Banking Solutions is a leading provider of end-to-end, integrated banking software for businesses across Europe, Africa, the Middle East and the Americas. The company offers a suite of integrated and modular products for retail, corporate and private banks, as well as financial institutions.

At CBS we provide an unmatched career growth where learning and sharing knowledge is part of our every day work.

When it comes to technology, our products are using some of the most cutting edge technologies out there. If you are a passionate for mobile development, Business Process and SOA, Java or .NET, we guarantee that you will find at CBS a challenge to meet and an opportunity to excel.

As per the business side of it, our focus on banking and our reach to a variety of types of Financial Institutions is a great platform to grow in different areas related to finance, risk and compliance, capital market, private banking and trade finance. CBS Global Presence : Lebanon. Paris. Monaco. Dubai. New York. Miami.



Position

☞ BUSINESS DEVELOPMENT MANAGER - RÉF. 13BE-0406A

Mission

Building a brand visibility and maintaining an effective sales channels

- Assuring the company's business development in the Middle East Market by actively building the sales forecast.
- Promoting the portfolio of products and services of the company through seminars, direct sales meeting and solution demos.
- Negotiating and closing business proposal
- Managing Sales channel through our global and local partners
- Coordinating with the Pre-sales consultants for solution demo
- Preparing business case studies and specifying market requirements for current and future products

Profil recherché / Requirements

- MBA or BS Degree in banking or information technology
- More than 8 years of experience in selling and promoting banking solution in the Middle East Area.
- Banking experience is a must
- English – Arabic – French is a plus
- Knowledge of Microsoft office product
- Well exposed to project management (PMP, Prince II, MS Project)
- Communications skills
- Strong presentation skills
- Strong Sales Technique Skills
- Highly motivated and driven person recognized for innovation and initiative
- Well exposed to Banking and Financial industry

Position

☞ SENIOR BUSINESS ANALYST - RÉF. 13BE-0406B

Mission

Responsible for documenting and modeling the banking business requirements, executing test plans, conducting functional training and creating and updating documentation.

- Analyze and design banking business requirements.
- Model the business processes and requirements as per the industry standard methodologies.
- Define, develop and complete testing scenario.
- Assist in enforcement of project deadlines and schedules.
- Create and update documentation of the functionalities of the banking products.
- Conduct functional training on the functionalities of the banking products.
- Prepare weekly progress report.
- Communicate needed changes in coordination with its supervisor to the development team.



Profil recherché / Requirements

- Bachelor Degree in Banking & Finance. MBA is a plus
 - Minimum 5 years of experience in banking industry
 - Knowledge of Banking functionalities is a must
 - English – Arabic – French is a plus
 - Computer Literate (Word, Excel, PowerPoint)
 - Analytical and problem solving
 - Good Planning/Organizing
 - Reporting writing skills
 - Flexibility and Adaptability
 - Communication
 - Collaboration & Teamwork
-

Position

☞ BANKING CONSULTANT-TRADE FINANCE - RÉF. 13BE-0406C

Mission

Responsible for documenting and modeling the customer's business requirements, executing test plans, and conducting functional training.

- Participates in the analysis and design of customer's business requirements.
- Participates in modeling the business processes and requirements as per the industry standard methodologies.
- Define, develop accurate and complete test plan
- Identifies, documents and reports banking products deficiencies
- Assists in enforcement of project deadlines and schedules.
- Conduct customer's training on the functionalities of the banking product.
- Prepare weekly progress report.

Profil recherché / Requirements

- Bachelor Degree in Banking & Finance or equivalent, Master is a plus
 - A minimum of 5 years of experience in Trade Finance
 - Fluency in the English, French, and Arabic languages
 - Computer Literate (Word, Excel, Powerpoint), basic Internet and client/server architecture, knowledge of SQL and database design
 - Trade Finance
 - Exposed to the latest accounting practices (IAS, IFRS...).
-



Position

☞ BANKING CONSULTANT- REGULATORY REPORTS - RÉF. 13BE-0406D

Mission

Responsible for documenting and modeling the customer's business requirements, executing test plans, and conducting functional training.

- Participates in the analysis and design of customer's business requirements.
- Participates in modeling the business processes and requirements as per the industry standard methodologies.
- Define, develop accurate and complete test plan
- Identifies, documents and reports banking products deficiencies
- Assists in enforcement of project deadlines and schedules.
- Conduct customer's training on the functionalities of the banking product.
- Prepare weekly progress report.

Profil recherché / Requirements

- Bachelor Degree in Banking & Finance or equivalent, Master is a plus
 - Minimum 2 to 5 years of experience in Banking Accounting & Regulatory Reports
 - Fluency in the English, French, and Arabic languages.
 - Computer Literate (Word, Excel, Powerpoint), basic Internet and client/server architecture, knowledge of SQL and database design
 - Knowledge of Banking accounting practices and Regulatory reports.
 - Exposed to the latest accounting practices (IAS, IFRS...).
-

Position

☞ BANKING CONSULTANT- CAPITAL MARKETS - RÉF. 13BE-0406E

Mission

Responsible for documenting and modeling the customer's business requirements, executing test plans, and conducting functional training.

- Participates in the analysis and design of customer's business requirements.
- Participates in modeling the business processes and requirements as per the industry standard methodologies.
- Define, develop accurate and complete test plan
- Identifies, documents and reports banking products deficiencies
- Assists in enforcement of project deadlines and schedules.
- Conduct customer's training on the functionalities of the banking product.
- Prepare weekly progress report.



Profil recherché / Requirements

- Bachelor Degree in Banking & Finance or equivalent
 - Minimum 3 to 5 years of experience in Capital Markets
 - Fluency in the English, French, and Arabic languages
 - Computer Literate (Word, Excel, and PowerPoint), basic Internet and client/server architecture, knowledge of SQL and database design.
 - Capital markets and derivatives
 - Exposed to the latest accounting practices (IAS, IFRS...).
-

Position

☞ BANKING CONSULTANT - RETAIL - RÉF. 13BE-0406F

Mission

Responsible for documenting and modeling the customer's business requirements, executing test plans, and conducting functional training.

- Participates in the analysis and design of customer's business requirements.
- Participates in modeling the business processes and requirements as per the industry standard methodologies.
- Define, develop accurate and complete test plan
- Identifies, documents and reports banking products deficiencies
- Assists in enforcement of project deadlines and schedules.
- Conduct customer's training on the functionalities of the banking product.
- Prepare weekly progress report.

Profil recherché / Requirements

- Bachelor Degree in Banking & Finance or equivalent, Master is a plus
- A minimum of 5 years of experience in Retail Banking
- Fluency in the English, French, and Arabic languages
- Computer Literate (Word, Excel, Powerpoint), basic Internet and client/server architecture, good knowledge in SQL and database design
- Retail Banking
- Exposed to the latest accounting practices (IAS, IFRS...).



07. FOR A LEADING COMPANY C/O TALENT MATCH

Position

☞ FINANCIAL REPORTING MANAGER - RÉF. 13BE-0407

Mission

Profil recherché / Requirements

- Based in Lebanon with 5 to 9 years of experience in financial reporting
- Good knowledge in IFRS and US GAAP financial reporting standards from a Multinational environment background
- Highly capable, motivated with good communication skills
- Ability to work for a network across Mena region
- Managerial skills and able to manage assistants
- Ability to prioritize, delegate and run projects
- Fluent in English, French is a plus
- External audit background and accounting certification are a plus



EMPLOIS PROPOSES A L'ETRANGER

08. AZADEA

Position

☞ F&B MARKETING - RÉF. 13BE-0408
Reporting lines : President F&B
Based in U.A.E

Mission

The F&B Marketing Manager is responsible for ensuring the development, implementation and monitoring of the Marketing strategy raising brand awareness and driving traffic to the stores by leading the department's activities.

- Collaborate with Brand Managers, Country Managers, franchisors and media suppliers to create, plan and execute promotional programs to publicize and promote various activities or items
- Lead and perform research studies to highlight consumers' demographics and trends
- Prepare and supervise the Marketing department's budget and the brands' set Marketing budgets
- Ensure proper execution of events through managing external relationships including all media & third party suppliers
- Stay up-to-date with best practices in the Marketing Management area in order to continuously deliver planned Marketing initiatives in a timely manner
- Manage the creation and maintenance of Azadea's digital activities
- Guarantee continuous compliance with set brand advertising and Marketing standards
- Communicate effectively and efficiently with agencies across the markets while ensuring adherence to agreed procedures, cost agreements and service levels
- Ensure proper execution of events through managing external relationships including all media & third party suppliers
- Supervise and review the team's performance on a continuous basis while resolving issues and ensuring the seizing of potential cost/revenue opportunities

Profil recherché / Requirements

- Bachelor's Degree in Marketing or equivalent; Master's Degree is a plus
- 8 years experience in a similar field of which 3 years in a managerial role
- Strong knowledge of key Marketing and Advertising principles in the MENA region
- Strong knowledge of market research tools and techniques
- Fluency in English
- Profficiency in MS Office

Competency :

| | |
|----------------------------------|---|
| Communication Skills | 4 |
| Customer Focus | 4 |
| Decision Making | 3 |
| Developing and Motivating Others | 4 |
| Driving and Achieving results | 3 |
| Initiative | 4 |
| Strategic Thinking | 3 |



09. FOR A LEADING MULTINATIONAL COMPANY C/O TALENT MATCH

Position

☞ COUNTRY MANAGER (QATAR) - RÉF. 13BE-0409A

Mission

You will be responsible for managing all operations within Qatar; this involves taking responsibility for profit, revenue, cash and quality targets. You will be the ultimate responsible to represent the company in the state of Qatar.

Profil recherché / Requirements

- 10+ years experience in Oil & Gas projects.
 - -Good knowledge application of Codes and Standards, Project specifications and procedures.
 - Strong communication skills
 - Strong leadership skills
 - Strong financial skills
 - Proficient in MS Office applications
 - Results oriented
 - Fluent in English & Arabic
 - Experience in the Qatari market is a plus
 - Engineering background is a plus
-

Position

☞ CONSTRUCTION ACTIVITY MANAGER (KSA) - RÉF. 13BE-0409B

Mission

You will be responsible for managing and developing the construction services in the Saudi market (Design review, site inspection, code compliance, technical due diligence, etc.).

Profil recherché / Requirements

- 7+ years experience in the construction industry.
 - Good knowledge application of Codes and Standards, Project specifications and procedures.
 - Strong communication skills.
 - Strong leadership skills.
 - Proficient in MS Office applications.
 - Results oriented.
 - Fluent in English & Arabic .
 - Experience in the Saudi market is a plus.
 - Civil Engineering background required.
-



Position

☞ OPERATIONS MANAGER (UAE) - RÉF. 13BE-0409C

Mission

- Drive profit & loss accountability for Industry activities within Iraq
- Planning, Organizing, Guiding department activities
- Achieve and exceed set targets for his Business Unit
- Liaise with the customer on all technical and commercial matters
- Ensure that invoicing is up to date and accurate
- Occasional travel to customer site/ and Iraq office
- Management of local operation inspections, World Wide Shop Inspections & ASME services
- Provide technical advice to the Surveyors/Inspectors
- Act as interlocutor between assigned Surveyors and Client & other units as required
- Deal with all topics to be covered within the frame of the contract
- Actively seek opportunities to increase sales
- Managing the team of Inspectors and monitoring their performance, prepare inspection monitoring reports

Profil recherché / Requirements

- Minimum 10 years technical and operations experience in Oil & Gas projects
- Minimum 5 years experience in Sales / Business Development / Marketing
- Minimum 5 years people management experience
- Experience with Inspection & Certifications companies is preferred
- Knowledge of application of Codes and Standards, Project specifications and procedures
- Strong communication skills
- Fluency in English and Arabic
- Customer oriented
- Good leadership skills
- Result oriented
- P & L Experience
- Engineering background is a plus



STAGES

10. UNCID INTERNSHIP PROGRAM

Stage

☞ STAGES UNCID - RÉF. 13BE-0410

Candidature directe sur : intern@uncid.org

Mission

The United Nations provides opportunities for students enrolled in a graduate programme to undertake an internship at its Headquarters in New York, Geneva, Vienna, Nairobi, Addis Ababa, Bangkok, Beirut, Santiago, Arusha and The Hague.

Eligible candidates interested in doing an internship at the United Nations Headquarters in New York or any of the mentioned countries can apply.

The objective of the Internship Programme is threefold:

- To provide a framework by which graduate and under graduate students from diverse academic backgrounds may be assigned to United Nations Offices where their educational experience can be enhanced through practical work assignments.
- To expose them to the work of the United Nations.
- To provide UN offices with the assistance of highly qualified students specialized in various professional fields.

The United Nations Headquarters Internship Programme is offered on a two-month basis three times a year:

- January to March (Spring Session):
- June to August (Summer Session):
- October to December (Fall Session):

To qualify for the United Nations Headquarters Internship Programme, the following conditions must be met:

1. Applicants must be enrolled in a degree programme in a graduate school (second university degree or higher) at the time of application and during the internship; or
2. Applicants pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages must have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree.
3. Development-related fields such as economics, international relations, anthropology, sociology, public or business administration, or environmental studies. Other fields of study may be considered depending on the type of assignment;

Any work produced by interns during their internship within the framework of the duties assigned to them should be used for academic purposes exclusively. All economic and moral rights (copyright) pertaining to such work will remain the exclusive property of the United Nations.



Interested undergraduate or graduate students should write via EMAIL ONLY to the :
Ad Hoc Internship Coordinator,
Human Resources Operations Section,
Human Resources Management Service,
United Nations Office

enclosing:

Applications (in English) should include the following:

- a) A covering letter stating the grounds for their application;
- b) Recent curriculum vitae (CV);
- c) Copies of their university degrees or a list of courses attended or attending;
- d) Abstracts of academic papers they have written if any.

All applicants must be currently enrolled in undergraduate or graduate programs. No phone calls, please. After careful consideration of all documents submitted, only successful candidates will be notified of their selection.

Kindly send the requested applications documents to the following email address: **intern@uncid.org**

11. BLOM BANK

Stage

☞ STAGES BLOM TRAINING & DEVELOPMENT COORDINATOR - RÉF. 13BE-0411
Location : Human Resources Dept.

Mission

- Assess training needs throughout the Bank
- Prepare statistical reports accordingly
- Search and locate training prospects according to needs
- Liaise and coordinate with external training centers
- Attend training seminars for audit purposes and prepare recommendations for engagement with trainers
- Keep abreast of new developments and trends related to training

Profil recherché / Requirements

- Master in HR or Communication
- Experience in HR Training is preferred
- Fluent command of the English language
- Dynamic , proactive , team-player



12. AUDI CAPITAL

Stage

☞ ASSET MANAGEMENT DEPARTMENT, SPECIFICALLY IN THE EQUITIES TEAM - 13BE-0412

Location : Audi Plaza, Beirut

Openings for one to six months internships

Mission

Assistant Portfolio Manager and/or Buy Side Equity research roles.

13. GOOGLE STUDENT AMBASSADOR 2013 - 2014

Stage

☞ GOOGLE STUDENT AMBASSADOR - 13BE-0413

Mission

Are you an active student who is passionate about Google technologies? Do you want to have the opportunity to work closely with Google teams? Are you looking to build your professional profile before you graduate?

Then this is an opportunity for you!

We are glad to announce that the application process is now open for the Google Student Ambassador Program for the 2013 - 2014 academic year!

The Google Student Ambassador program is an opportunity for active students to enhance their professional development and soft skills, to meet and collaborate with some of the most interesting people in the region, and to have fun introducing Google products to their fellow students through holding events on campus.

Google Student Ambassador applicants should be:

1. currently studying for a BA/BS or MS degree (but can be from any major)
2. passionate about Google technologies
3. actively involved in their school communities

If you are interested in joining the program or know someone who might be, please use the below link to the registration form:

bit.ly/GSA1314

Hurry as the application process closes on 24 April 2013

To learn more about the program, have a look at the video for the [2011 MENA GSA summit](#) or check out our blog posts :

[Become a Google Student Ambassador at your university in MENA](#)

[Welcoming a new generation of Google Student Ambassadors in MENA, 2012](#)

[Google Student Ambassador Program in MENA, 2011](#)