

BULLETIN EMPLOI

Février 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 Caroline Bteich - réf 02BE-1314
- Une lettre de motivation est vivement recommandée.

Dépôt des candidatures avant le 21 février dernier délai

13 février 2013



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EMPLOIS PROPOSES AU LIBAN

01. CAPITAL BANKING SOLUTIONS

Company overview : 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-0201A

Location: Hazmieh

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
- 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-0201B
Location: Hazmieh

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
- Knowledge of Banking functionalities
- 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

02. CREDITBANK SAL

Position

☞ ANALYSTE DU RISQUE CREDIT - REF. 13BE-0202

Mission

L'analyste de crédit est responsable :

- De la gestion des risques d'un portefeuille d'entreprise appartenant aux différents secteurs d'activité.
- De l'examen des dossiers physiques des Prospects.
- De la collecte des renseignements sur les Prospects auprès d'organismes spécialisés.
- De la saisie des informations relatives aux clients sur le système de rating, l'analyse et le calcul du risque adhérent suivant le scoring.
- De l'examen des demandes de crédit proposées par le département commercial.
- De l'analyse des informations commerciales, financières et juridiques relatives aux clients.



- De l'élaboration des analyses financières des risques des clients, incluant chacune une synthèse et un avis de crédit afin de permettre au Comité de Crédit de prendre la décision adéquate
- De la saisie des procès-verbaux des réunions du Comité de Crédit.
- Du contrôle du financement après son octroi (contrôle des dépassements,...).

Profil recherché / Requirements

- MBA ou Master en finance ou CFA (level one or two).
- 2 ans d'expérience dans un domaine similaire dans une banque
- Capacité de travailler sous pression
- Trilingue : Arabe, Français et Anglais

03. PREMIUM PROJECTS SARL

Premium Projects is a Construction and Development company, specialized in tailoring a diversity of the most luxurious of residential buildings and a palette of Class A office buildings in Lebanon and abroad. Its shared and centralized back office, manages the consolidation of first level support, and the critical administration tasks, associated with the day-to-day functions of Human Resources and Payroll, Accounting, Legal, Finance, Purchasing and IT.

Position

☞ HR EXECUTIVE - RÉF. 13BE-0203

Mission

- Report to, plan and implement with the Director of Organizational Development on manpower planning, recruitment, selection, placement, orientation, performance management, career planning, succession planning, formulation of policies and strategies.
- Dispute settlements according to labor law and compliance guidelines.
- Provides reports on a regular basis, and as directed or requested, to keep the Senior Management team informed of the operation and progress of compliance efforts.
- Support the Director of Organizational Development on other general human resources and administration matters
- Handles the classical branches in Human Resources:
 - Recruitment and selection (Assist in hiring process by coordinating job posting on Web site, reviewing resumes, performing telephone interviews and reference checks.
 - Training and development,
 - HR administration including benefits administration and industrial relations.
 - Remuneration and payroll, corporate social investment and employee health and welfare components of a company are run by the HR department.
- Maintain personnel files and keep employee records up-to-date in compliance with applicable requirements.
- Assessing, formulating policies & procedures and implementing them by using the right forms and communicating the purpose and method of their use
- Process personnel action forms and assures proper approvals; disseminates approved forms.
- Maintain Employee Handbook with updated resolutions and other pertinent information, as needed.
- Supervise HR officer and receptionist, delegate projects as appropriate
- Oversee special events for staff by coordinating committees and schedules, and staying within budget.



Profil recherché / Requirements

- Degree in HR and/or Business Administration
- Years of experience: 4 to 5 years
- Proficient in English
- Salary Range: \$2000- \$3000

04. AAL & ASSOCIATES

Aal & Associates is one of Premium Projects sister companies. The company stands for knowledge and success on all levels of interior design, with experience on the highest scale of projects in Lebanon and the Middle East region.

Position

☞ SALES INTERIOR ARCHITECT - RÉF. 13BE-0204

Mission

- Prepare sales action plans and strategies, draft plans to create or refinish spaces in private homes or commercial buildings with their clients' tastes in mind.
- Source and develop client referrals, Interaction with different clients, additional architects or designers, construction teams and inspectors.
- Must also be aware of federal, state and local building regulations so their designs are up-to-code.
- Salesman Interior architects are typically part of the building or remodeling process from beginning to end.
- Generate and qualify leads, listen to the wants and needs of the client and make building suggestions
- Schedule sales activity
- Develop and maintain a customer database
- Develop and make presentations of company products and services to current and potential clients
- Present sales contracts
- Maintain sales activity records and prepare sales reports
- Ensure customer service satisfaction and good client relationships
- Follow up on sales activity
- Perform quality checks on product and service delivery
- Monitor and report on sales activities and follow up for management
- Monitor competitors, market conditions and product development
- Skilled in the use of light, color and textures in a space.

Profil recherché / Requirements

- Degree in Interior Architecture
- Minimum 4 years of experience in sales preferably experienced with real estate sector
- Proficient in English , French and Arabic
- Excellent communication and presentation skills
- Attentive to customers and close sales
- Energetic and organized
- Basic salary : \$1,500 + Commission



05. 3A SOLUTIONS GROUP SARL

3A Solutions Group is a consulting and training company which supports organization to improve their performance by providing them the right management solutions.

- ✓ Consulting services: Integrated management system; ISO 9001 – Quality Management System; ISO 22000 – Food Safety Management System; OHSAS 18001 – Occupational Health & Safety Assessment System; ISO 26000 – Guidance On Social Responsibility; Business Process Improvement; Hospital Accreditation; Total Quality Management; Strategic Planning.
- ✓ Training services: Management Systems; Sales Skills; Marketing Skills; Human Resources Skills; Managerial Skills.

We strive to create a community environment where our core values of excellence, service and integrity are integrated into the work we do. Moreover, every member of our group plays a vital role in helping our organization reaching and exceeding our customers' satisfaction throughout our road to continual improvement.

Position

☞ MANAGEMENT CONSULTANT - RÉF. 13BE-0205

Mission

- Performs wide variety of consulting and training duties
- Work with individuals and/or organizations to provide practical consulting, coaching and training that matches their needs
- This position consists of:
 - 15% training
 - 15 % research and development
 - 70 % client relationship and consulting

Responsibilities and obligations

- Consulting and training activities for customers
- Discuss consulting and training requirements with clients and evaluate their needs
- Daily, weekly and monthly reporting through dash board and weekly schedule
- Prepare technical offers
- Make presentations to new prospects and existing customers
- Analyze competitive offerings and report to management
- Supervise, update and maintain existing and prospect customer database
- Communicate market information with other coordinators (including prospect demand, Competitive information, etc.)
- Follow-up all national, regional and international events and tenders related to 3A business activities
- Do research, perform market and data analysis
- Prepare and participate in workshops
- Prepare articles and publications



Profil recherché / Requirements

- Masters degree is recommended
- Communication and presentation skills
- Organized, self-disciplined and motivated
- Consultant skills to identify, analyze and resolve client's needs
- Decision making ability
- Knowledge in Quality Management Systems
- Knowledge about the market and how to promote 3A Solutions.
- Work under pressure and handle a busy workload involving a number of different tasks
- Work with minimal supervision and able to accommodate a flexible work schedule
- 48 hours per week
- Spend most of his time working in consulting, training and visiting clients



EMPLOIS PROPOSES A L'ETRANGER

06. MANAGEMENT DEVELOPMENT INTERNATIONAL COMPANY (MDIC)

MDIC is a Management Development International Company Founded late 2005 by Hussein Rifaï, former Chairman & General Manager of LibanCell and headquartered in Down Town Beirut, it is focused on the provisioning of:

- Operations & Management of Mobile, Fixed or Data Communication Service Providers (CSP)
- Advisory & Consulting Services for Mobile, Fixed and Data CSP's

And it is present in Armenia (Yerevan and Nogorno Karabbakh), South Sudan/Juba and Sierra Leone.

Position

☞ FINANCIAL CONTROLLER - RÉF. 13BE-0206
Based in Juba/South Sudan

Mission

- Reports to the finance director the financial controller will lead the role to ensure timely & accurate delivery of detailed financial information used to determine the correct courses of action to be taken. Duties will also include the provision of accurate analysis of performance and the presence of adequate financial controls across the business
- Maintains the company bank balance and remain cognizant of outstanding checks.
- Validates all bank reconciliations and monthly financial reports.
- Prepares the financial statements
- Prepares the annual budget projections and update monthly with actual figures.
- Provides financial analysis to improve profitability.
- Prepares the year end file for audit and to coordinating with the auditors and to be prepared to surrender documentation if called upon.

Profil recherché / Requirements

- Holding a degree in accounting and finance or business administration with good accounting background
- Three years as Financial Controller preferably in a telecom related field.
- Excellent interpersonal and communication skills along with a pro-active approach to work and the ability to see the bigger picture at all times.



07. MOODY'S INVESTORS SERVICE

Position

☛ ASSOCIATE ANALYST (AA2) - RÉF. 13BE-0207

Based in Limassol / Cyprus

Department : Banking. The EMEA Banking team is part of the Financial Institutions Group. They provide ratings on banks and non-banking financial institutions.

Reporting : Associate Managing Director

To apply for this position **please register your application online** on <http://www.moody.com/careers>.
Reference number 339BR.

The views of each Moody's employee matter and, collectively, those views contribute to our ability to serve credit-sensitive markets worldwide. Diverse opinions are encouraged and leverage the depth and breadth of experiences that our employees bring to work each day. We expect Moody's employees to be accessible and collaborative and, in return, Moody's offers a work environment that promotes intellectual curiosity, analytical rigor and collegiality. Our people and our environment uphold our core values of integrity, insight, intellectual leadership, inclusion and independence.

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Mission

The Associate will work closely with Senior Analysts and have the opportunity to attend meetings with issuers and contribute to rating committees. The key function of the role is to provide analytical, statistical and research assistance to Analysts in the Banking team.

- Support analysts in the rating process, including drafting credit documents, formulating ratios, preparing spreadsheets, comparative statistics, graphs, tables, and working on special projects as and when needed.
- Monitor portfolio and quantitative and qualitative portfolio data as directed by lead Analyst.
- Review financial statements and apply Moody's methodologies and use financial models with limited guidance from Senior Analyst.
- Perform credit analysis on financial institutions under guidance of lead Analyst.
- Writes portions of press releases with assistance of Lead Analyst.
- Interacts with intermediaries and issuers on lower priority issues
- Review rating documentation, including bank loans, covenants and bond indentures
- Prepares sections of Rating Committee recommendations memo.
- Support sector and company research writing
- Preparation of outreach presentational material relating to company and sector focus
- Attend analytical meetings (European travel required to destinations like Africa, Balkans and the Middle East) and assist with meeting follow-up reports
- Performs administrative tasks among other things, portfolio reviews and time sensitive projects.



Profil recherché / Requirements

- Strong academics with a BSc / Master's Degree (or equivalent) in a Finance / Banking / Accounting or Economic subject
- Relevant professional qualification (e.g. CFA and or CIMA/ACCA) would be highly beneficial
- Relevant credit analysis experience within Banking, or related experience from a recognised financial institution or an audit firm
- Demonstrates enhanced accounting knowledge when reviewing financial statements and proposes relevant solutions
- Solid understanding of cash-flow lending techniques
- Ability to use financial models and software specific to the business
- Financial/statistical research capabilities
- Strong quantitative aptitude and proven analytical skills
- Well developed IT skills including advanced Excel and PowerPoint
- Able to work to tight deadlines and manage own workflow/priorities accordingly
- Strong written and verbal communication skills, and demonstrable research skills
- Ambitious and highly motivated/keen to identify and pursue opportunities for self development
- Desire to exceed client expectations
- Sound judgment – able for form and present findings
- Able to work using own initiative and without close supervision
- Fluency in English. Fluency in French and / or Arabic would be advantageous.

Securities Trading Policy (STP) :

Candidates receiving an offer to join Moody's Investors Service or Moody's Shared Services shall be required to disclose their securities holdings and those of their family members as defined by Moody's Policy for Securities Trading. Such holdings will be reviewed by the hiring manager during the offer process to identify any potential conflicts of interest. Moody's Human Resources department shall inform the prospective employee of any potential conflicts and remediation actions required. Any formal offer of employment is contingent upon the Candidate's agreement to comply, in advance of employment, with remediation requirements identified by Moody's.



STAGES

08. FRANSABANK

Programme de stages de la Fransabank : 15 stages à pourvoir pour l'année 2013.

Stage

☞ COMMERCIAL SERVICE - RÉF. 13BE-0208A

Mission

- Opening of accounts
- Plastic Cards / Bancassurance Products /Call Center
- Consumer and Housing Loans
- Letters of Guarantees
- Commercial Loans

Stage

☞ OPERATIONAL SERVICE - RÉF. 13BE-0208B

Mission

- Cash deposits and withdrawals, checks operations,
- Inward and outward transfers, forex transactions and
- Payment of bills