

Programmes Intern- Qualisus Consulting

Qualisus is a social development consulting firm that caters to private and public institutes operating in the non-profit ecosystem. They work closely with our partners to increase the impact and efficiency of their social interventions by providing a range of innovative solutions designed for sustainable results

Location: Jbeil, Lebanon

Major: degree in Political Science and International Affairs, Psychology, Public Health and Development Sciences, Economics, Statistics, or any related field

Major Responsibilities:

- Support the programmes Team in of various reports (inception, final report...) in drafting some of the assigned sections, summarizing information shared, and formatting
- Support in adjusting templates, preparing presentations and other material based on branding guidelines and input from the line manager
- Attend project meetings internally and with partners
- Support in the fieldwork This includes participating in conducting data collection, transcribing reviewing the notes and anonymizing the data Uphold regular communication with Qualisus focal point during fieldwork, and highlight any misinformation/lack of information, complaints

Additional Requirements:

- Proven experience in using MS Office applications (Word, Excel, Access and PowerPoint) and desktop publishing software
- Language: Fluent and strong spoken and written English and Arabic. Any additional language is an asset

How to apply:

Kindly send your CV or contact the Career services Center, E-mail: career.services@balamand.edu.lb, Ext. 7801; 7802