

Assistant Admin/Finance Officer - UNHCR

UNHCR is the lead coordinator of the refugee response in Lebanon. Along with over 60 agencies, it provides essential relief supplies, healthcare, education, psychosocial support, water, sanitation and shelter assistance to refugees and their hosting communities

Location: Mount Lebanon

Deadline for applications: August 21, 2019

Major: Bachelor's degree in Accounting, Finance, Business Administration, Economics or any related field

Main Responsibilities:

- Monitor the day-to-day personnel and administrative operations of the office.
- Contribute to the process to determine the country's administrative budget.
- Conduct regular checks of petty cash and cash accounts.
- Control and check the monthly accounts and various administrative activities.
- Assist with monitoring local compliance with UNHCR's policies and processes for cash management
- Support office-level training on financial matters.

How to apply:

Interested candidates can only apply online through the following link:

https://public.msrp.unhcr.org/psc/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?FOCUS=Applicant&SiteID=2# ga=2.40610466.1461326750.1565164304-1279472564.1554965419

JO# 17740 – Assistant Admin/Finance Officer – NOA – PN 10020740 – UNHCR Fixed Term Appointment

Or contact the Career Services Center, Email: career.services@balamand.edu.lb, ext. 7801; 7802