

## **Project Associate- UNDP**

*Project: Women's Economic Empowerment Through Advancing Women-Led Enterprises in Lebanon*

Location: Beirut, Lebanon

Deadline for application: August 12, 2024

Contract Duration: 12 months

Major: degree in Business Administration, Economics, Accounting, or any related field

Experience: 3 – 6 of progressive relevant experience in the field of admin/finance.

Major Responsibilities:

- Provide assistance in Financial Management and Procurement activities
- Support Logistical and Administrative operations

Additional Requirements:

- Previous experience with the UN, UNV, NGOs or international organization(s) is an asset.
- Experience in Quality assurance is desired.
- Experience in financial accounting including recording of project transactions, classifying and summarizing transactions into financial reports and communicating financial reports to interested parties

How to Apply:

Kindly send your CV or contact the Career Services Center, Email: [career.services@balamand.edu.lb](mailto:career.services@balamand.edu.lb),  
Ext. 7801; 7802