

Dear ,

If you are interested in the below Job Offer, you are kindly asked to send your updated CV to the NDU Placement Office E: [placement@ndu.edu.lb](mailto:placement@ndu.edu.lb) and to mention the Job Reference Number.

Only NDU students can apply to the following Job.

<b>Job Reference #</b> (Office Use)	3-2-2010-1	
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Applicant Requirements	
<b>Gender</b>	<input checked="" type="checkbox"/> Female <input checked="" type="checkbox"/> Male
<b>Age</b>	Between 20 and 23 years old
<b>Standing</b>	<input type="checkbox"/> Graduate <input checked="" type="checkbox"/> Fresh Graduate <input type="checkbox"/> Undergraduate
<b>Degree</b>	<input checked="" type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral Degree
<b>Major / Emphasis</b>	Francophone Journalism or French Literature
<b>Years of Experience</b>	0-2 years
<b>Skills</b>	<b>Language Skills</b> <input checked="" type="checkbox"/> French ( <i>is a must</i> ) <input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Arabic
	<b>Computer Skills</b> - Knowledge of Microsoft Office: Outlook, Word - Knowledge of Research Methods
	<b>Other Skills</b> - Excellent language and writing skills mainly in French - Strong time management and organizational skills - Ability to work within a team - Ability to handle multiple tasks and assignments

Job Vacancy Details	
<b>Application Deadline</b>	01-04-2010
<b>Job Type</b>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Summer Job
<b>Job Description</b>	<b>Position / Title</b>
	<b>Salary</b> (Optional)
	<b>Junior Editor (French Language)</b> Basic Salary: LBP 750,000 – LBP 900,000 + Transportation: LBP 8,000 per working day + NSSF

	<b>Responsibilities</b>	
	<p><b>Job Objective:</b> Collect information and write articles about events and topics of interest for publication</p> <p><b>Main Tasks:</b></p> <ul style="list-style-type: none"> <li>• Confer with editorial staff members regarding placement and emphasis of developing news stories;</li> <li>• Write articles related to one or more of the following sections: local news, politics, economics, lifestyle, and/or sports by always considering reader/audience appeal;</li> <li>• Research for break-news and cover them;</li> <li>• Receive news from reporters and develop concrete articles;</li> <li>• Coordinate with Proofreaders, Copy-editors and Managing Editor on a daily basis.</li> </ul>	
<b>Job Location</b>	<b>City</b>	Sin-EI-Fil
	<b>Country</b>	Lebanon
<b>Working Days</b>	Monday to Saturday + Rotations on Sundays <i>(48hrs/week as per Labor Law)</i>	
<b>Working Hours</b>	12h00 p.m. till 9h00 p.m. (including 1 hour lunch break)	

### Contact Us

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