



Advertisement:

Business Intern, MENA

Full-time, Based in Beirut, Lebanon

March 2017



Business Intern MENA, ToR 2017

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Who we are:

Integrity sets the international standard for ethically delivered, expert services in challenging, complex and fragile environments. We work to assist our clients in the international community and the global private sector to transform conflict and build stability, accountability and prosperity. We aim to help our clients succeed in fragile and challenging environments while building trust and giving a voice to local people.

We deliver five key services: programme management and implementation, programme design, monitoring and evaluation / stakeholder engagement / capacity development / research and analysis.

Our services are underpinned by the principles on which the company was founded: an expert understanding of local context, ethical procurement and contracting, and a commitment to high quality work. Through our project delivery we fulfil our mission to build local skills and capacity by investing in sustained and equitable relationships with local partners.

Integrity employs a multinational team of project managers and implementers, thematic and regional experts, researchers, evaluators and analysts with years of experience delivering complex programmes in fragile geographies across Africa, Asia and the Middle East.

Further information about Integrity can be found at www.integrityglobal.com.

Scope of work:

The MENA Business Intern will support the business team in the region (and globally) in identifying, recording and registering suitable consultants for a range of projects in the MENA region, with a special focus in the development and maintenance of the consultant management systems, the pursuit new business opportunities and the prioritisation of partners and competitors.

The MENA Business Intern will report to the Business Officer MENA and will work closely with the members of the Business Directorate. The position will be based in Beirut, Lebanon.

Ideally the candidate will be available to start in mid-April 2017 for a period of 6 months and above. The is a full-time, salaried position. Salary will be discussed at interview.

Terms of Reference:**Consultant Management**

Support the Consultant Management team to identify and recruit the best consultants to join Integrity's database and support Integrity's projects

- Quality assure and support the communications with and registration of consultants on Integrity's Customer Relationship Management system
- Support the Consultant Management Team with the identification and recruitment of personnel for company proposals and projects
- Provide support to strategic consultant recruitment

Business Development

Support the Business Directorate to identify and pursue new project opportunities.

- Support the search for and identification of new business opportunities
- Support with proposal development and bid management
- Support in the creation and production of key external project-related text, documents and documentation
- Support other general functions and administration within the Directorate such as recording important internal and external meetings

Account Management

Support the Business Directorate to map and prioritise key accounts and contacts.

- Supporting the registration and management of new accounts via the company database;
- Attending and recording meetings with external stakeholders, and internal account management discussions;
- Generating data analytics and reports to develop Account Management strategy;

Education and Experience:

- A Bachelor's degree / equivalent professional experience
- Prior experience in using database software, particularly Customer Relationship Management (CRM) software would be an advantage
- A positive, can-do attitude with a strong business drive
- An interest in international development, international relations or a related field

Languages:

- Essential: Written and oral fluency in English.
- Desired: Knowledge of Arabic (not required)

**How to apply:**

If you are interested in applying for this position, please complete the application form at www.integrityglobal.com/apply and attach a CV and Cover Letter at the bottom of your application.

Closing date for applications: **30 April 2017**

Please be advised that only shortlisted applicants will be contacted.

Occasionally due to business requirements and campaign responses, the position might be filled prior to the deadline.

Integrity is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by UK data protection laws.



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