



**AMERICAN  
UNIVERSITY  
OF BEIRUT**

**Humanitarian  
Engineering  
Initiative**



**Interreg**



Co-funded by  
the European Union

**NEXT MED**

**MEDAIGENCY**

The Humanitarian Engineering Initiative (HEI), a partnership between the Faculty of Health Sciences (FHS) and the Maroun Semaan Faculty of Engineering and Architecture (MSFEA), is recruiting a full-time Research Assistant who will serve as Project Manager. This vacancy is launched in the framework of the MEDAIGENCY project, funded by the European Union under the Interreg NEXTMED Programme.

### **Position Overview:**

We are seeking a highly motivated Research Assistant who will serve as Project Manager to support the scientific, technical, operational, and administrative implementation of [MEDAIGENCY](#) project.

The successful candidate will coordinate project execution across work packages; support transnational consortium management, oversee events and reporting; track deliverables, timelines, budgets, and risks; and contribute directly to technical implementation, adoption, and sustainability activities.

The Research Assistant/Project Manager will work closely with the PI, co-PIs, consortium partners, Communication Manager, Compliance Officer, Financial Officer, and technical teams.

### **Key Responsibilities:**

#### **A. Administrative Tasks**

- Prepare, plan and implement events (Steering Committee Meetings, Stakeholder Board Meetings, Ethics Advisory Board Meetings, matchmaking events, recruitment forums, hybrid hackathons, capacity building events, demo shows, workshops)
- Plan and manage local events
  - Reserve locations
  - Select and communicate with catering services (Procurement Department)
  - Purchase needed materials
- Communicate and coordinate with partners:
  - Develop schedules and plans
  - Assist with travel arrangements and local reservations as needed
  - Engage in meeting material development
- Plan and Coordinate AUB personnel travel plans
  - Handle reservations
  - Follow up on financials
- Supervise reporting, financial management and final evaluation report (with Compliance Officer)
  - Assist in narrative and financial reports
  - Maintain internal budget tabulation



- Develop and maintain organizational chart, contacts database, task planning and quality monitoring
  - Coordinate with partners
  - Coordinate with consultants
  - Coordinate with associate partners
  - Coordinate with communications manager and support comms activities
  - Identify any issues or risks, propose mitigation measures (supervise Risk Management Plan)
  - Ensure and track project progress and manage deliverables
  - Maintain timeline of deliverables and tasks (Gantt Chart)
  - Establish regular and periodic meetings, follow-ups and recaps
  - Track technical indicators (supervise Monitoring Plan)

#### B. Technical Tasks

- Contribute to project phases as needed:
  - Context assessment
  - Technology identification and matching
  - Technology customization process tracking
  - Technology testing and piloting
  - Testing result analysis
  - Capacity building programs development
  - Capacity building programs implementation
  - Adoption, sustainability and institutionalization plans development
  - Adoption-agreement negotiations and signature (including outreach and connection with adoption partners)
- Prepare for technical events
  - Steering Committee Meetings
  - Stakeholder Board Meetings
  - Ethics Advisory Board Meetings
  - Match-making events
  - Recruitment forums
  - Hackathons
  - Capacity building events
  - Demo shows (including Seminars)
  - Workshops
- Form Ethics Advisory Board
  - Contact and recruit members
  - Communicate and follow up as needed
- Identify and apply for relevant technology certifications
- Develop Publications



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### **Required Qualifications and Skills:**

- Advanced degree (MS) in Public Health, Management, Engineering, or related fields
- Demonstrated experience in Project Management
- Prior experience managing EU-funded, international, or transnational projects (Desirable).
- Fluency in spoken and written English and Arabic

### **To Apply:**

Interested applicants should submit the following:

- A complete curriculum vitae
- A statement of interest highlighting relevant experience
- Contact information for two referees familiar with the applicant's background and skills

Applications should be sent via email to [medaigency@aub.edu.lb](mailto:medaigency@aub.edu.lb). Please use the following subject line: "MEDAIGENCY\_PM\_Name-FamilyName"

- **Duration of contract:** 1 year (including a three-month probation period); renewable for another year and a half.
- **Start date:** May 1, 2026 (tentative)
- **Duty station:** Beirut, Lebanon
- **Contract duration within the project:** Until August 18, 2028
- **Application deadline:** 1 month from the date of announcement.

Review of applications will start immediately and will continue until the position is filled. Only shortlisted candidates will be contacted.

Further information about AUB can be found at: <http://www.aub.edu.lb>, about FHS at: <http://aub.edu.lb/fhs> and about MSFEA at: <http://aub.edu.lb/msfea>

*Within the framework of Lebanese Law, the American University of Beirut is an equal opportunity employer.*

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