Job Vacancy: Research Assistant / Economics

The Carnegie Middle East Center in Beirut is seeking a full-time Research Assistant for one year.

Responsibilities will include assisting scholars in their research on political economy issues by collecting and organizing statistical data, researching and analyzing literature from books articles and specialized websites, interviewing key people, reviewing and editing papers. Position will also help organize events.

Requires master's degree in Economics or related field; two years of research experience on Middle East economic issues; native level of Arabic and fluency in English and French; and excellent knowledge of Microsoft Word, Excel, Power Point, Internet Explorer and Outlook.

Candidates must have good analytical and organizational skills; be able to meet deadlines and work under pressure. Knowledge of the political economy issues of the Middle East and North Africa will be a valuable asset.

To apply, send a cover letter and resume to: HR@carnegie-mec.org before May 31, 2011.