

مهنتي  
**mehnati**

GET THAT





# GET THAT JOB!

## Introduction

Let's be real:  
job hunting in Lebanon can feel like climbing a mountain in flip-flops.  
That's why we made this guide, for you.

“Get That Job” is a practical, no-nonsense manual made for women who are either looking for a job or want to level up in their career. It's here to help you get the skills, know your rights, and take confident steps into the job market—or take over the one you're already in.

Inside, you'll find all the essentials: how to write a killer CV, how to not panic during interviews, how to market yourself like a boss, and how to report harassment if you face it (because you deserve a safe work environment, always). We also cover the legal side of things, your rights, taxes, probation periods, and how to avoid being misled. Plus, we share useful websites and links for job hunting and legal support.

*This guide was developed by Madanyat for Equality, as part of the “Mehnat” project, with support from the Organisation Internationale de la Francophonie (OIF). It's based on Lebanese labor laws and real-life professional know-how.*

*And while it's specially designed with women of all ages in mind, it's honestly useful for anyone who's job-hunting or just tired of being underpaid and underappreciated.*





## Part 1: Your guide to finding a job

- I. Writing your CV ..... 2
- II. Marketing yourself & building a professional profile ..... 5
- III. Nailing the job interview ..... 7

## Part 2: Know your rights and responsibilities

- I. Women's basic rights ..... 12
- II. Legal & tax rights for working women in Lebanon ..... 14
  - *First: Your basic legal rights* ..... 14
- III. The probation period ..... 15
- IV. Sexual harassment under the Lebanese law ..... 17
  - *What you can do if it happens* ..... 17
  - *Know your rights under Lebanese law* ..... 18

## I. Writing your CV

### Let's break it down

A CV (short for Curriculum Vitae, Latin for "this is me on paper") is your first handshake with the person who might hire you. It's the document that says: "Here's who I am, what I've done, and why I'm kind of a big deal"

No, your CV doesn't need to make you sound like Wonder Woman.

It just needs to be clear, honest, neat, and show that you've got something to bring to the table (even if that table is falling apart because of the uncertainty of Lebanon's market).

### What should your CV include?

#### 1. Personal Info. Keep it basic, but clear

Full name

Phone number

(make sure your WhatsApp works!)

Professional email

(Please.  
No cutegirl98@gmail.com.  
You're applying for a job.  
Not sliding into DMs)

#### 2. Career objective

In just one sentence. Think of it as your elevator pitch, like if you had 10 seconds in an elevator to impress someone before the doors open. Keep it sharp, bold, and straight to the point"

Example:

"I'm looking for an admin job in social development where I can use my organizational skills and make a real impact."

#### 3. Education. Keep it simple

Degree name

Location and graduation year

Bonus points if you had honors or scholarships

Institution

Flex (a little), in other words, don't be shy to show off something impressive, like graduating top of your class or studying abroad, just keep it classy.



4. **Work experience. For every job you've had**

 Name of company/organization

 Job title

 Dates (Month/Year - Month/Year)

 Main tasks and achievements  
(bullet points are your friends)

5. **Skills**



**Technical skills**  
(e.g., managing social media, Excel, Canva, etc.)

**Soft skills**  
(e.g., time management, organization, communication, you know, the “I can actually talk to humans” kind of skills”)



6. **Courses & trainings if you have any**

Even if they were short or informal, everything counts  
Example: *Negotiation Skills Workshop, Gender-Based Violence Awareness Session, etc.*

# PRO TIPS BEFORE SENDING YOUR CV

- ✓ If you're a fresh graduate: keep it to one page
- ✓ If you've got a few jobs under your belt: two pages max.
- ✓ Put your most recent experiences first
- ✓ Use a clear font like Arial or Calibri, size 11 or 12
- ✓ Carefully proofread your content, consider asking a friend to double-check for errors
- ✓ Tailor your CV to the job  
Switch up your objective, highlight the right skills, and show them you actually read the job post

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## BONUS TOOL

Want a professional-looking CV that feels like it was designed just for you? Head over to: [www.canva.com/resumes](http://www.canva.com/resumes), they offer free, easy-to-edit templates in both Arabic and English. Once you're done, save your CV and rename the file using your full name (e.g., Lina\_Haddad\_CV.pdf) before sending it out.

**It looks more organized and professional!**



## II. Marketing yourself & building a professional profile

*Or simply, how to become unforgettable (in a good way)*



### Why self-marketing matters

Let's be honest: these days, having the skills is great... but it's not enough. You also need people to know you have those skills.

That's where self-marketing comes in. Think of it as your personal PR campaign, minus the billboards (unless that's your thing).

### What's a professional profile?

It's your career's greatest hits album, all in one place. It can include:



Your CV



A short bio  
(not your entire  
life story, just  
the good parts)



Links to  
your work  
or projects



Your  
professional  
social media



Ways to  
contact you  
(email, phone  
number)

### Where should you market yourself?

 **LinkedIn:** The queen of all professional platforms. Keep it updated

 **Facebook Groups:** Yep, those still exist, and some post jobs regularly

 **Instagram:** If you're into creative work (design, makeup, cooking, etc.), show it off

 **Job websites:** Like Forasna, Daleel Madani, Bayt, Glassdoor, Jobs for Lebanon...



## What to write about yourself

You're amazing, but keep it short and sharp

Your bio should say:



Who  
you  
are



What  
you're  
good at



What kind  
of work  
you're  
looking for

Think: *"Technical school graduate with solid admin and computer skills. I'm organized, reliable, and looking for an assistant role where I can learn and grow on the job."*

## LinkedIn like a pro

Here's how to turn your LinkedIn from "barely-there" into a power tool:

- ▶ Use a clear profile photo (no wedding pics, please)
- ▶ Write a catchy title that shows what you do or what you want to do
- ▶ Activate the "Open to Work" feature so recruiters can find you
- ▶ Ask for recommendations from old managers, colleagues, or that teacher who loved you



### III. Nailing the job interview (or at least not blacking out mid-sentence)



#### First: What is a job interview?

Contrary to popular belief, a job interview is not an interrogation. It's basically a professional first date:



You talk about who you are and what you're good at (without sounding like a show-off)

They figure out if you can do the job without burning the place down

And YOU figure out if they're your kind of people (you're allowed to say no the job offer)

#### What are employers even looking for?

Good news: They're not hunting for superheroes. They want someone who is:



Willing to learn (yes, YouTube tutorials count)

Self-aware (you know what you're good at and what you need to work on)

Pleasant to work with (read: doesn't complain 7/24)

Reliable (shows up before the coffee machine is turned on)

Actually trying (effort > perfection)

### Common questions and how to answer them

#### KEEP IT SIMPLE

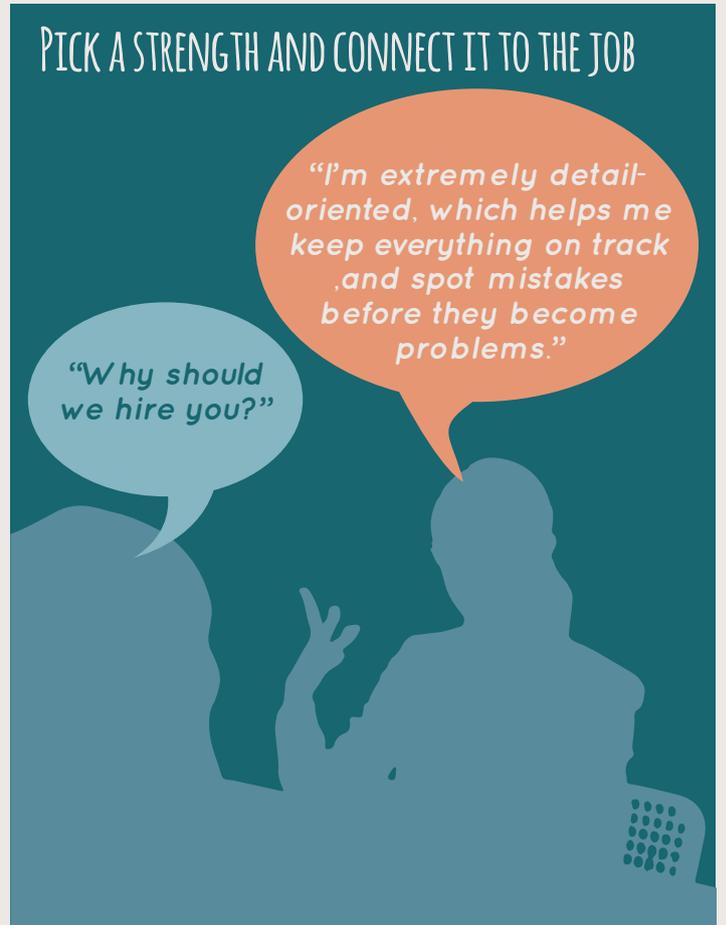
"Tell me about yourself!"

"I'm Rima, I studied accounting, and I'm really into organizing things, whether it's spreadsheets or surprise birthday parties."

#### PICK A STRENGTH AND CONNECT IT TO THE JOB

"Why should we hire you?"

"I'm extremely detail-oriented, which helps me keep everything on track and spot mistakes before they become problems."



# THE STAR METHOD (YOUR SECRET WEAPON)

This magical acronym helps you tell work stories like a pro, especially in job interviews, CVs, or applications where you're asked to talk about your experience.



**Situation** – What was going on?

**Task** – What did you need to do?

**Action** – What did you do?

**Result** – What happened in the end?



## Example

*"We were behind on a project deadline (S), and I had to reorganize the workflow (T). I created a new calendar and reassigned tasks (A). We finished two days early (R) "*

Boom. You're a legend, and your answer actually makes sense.

Making a great first impression (Without pretending to be someone else).

### DOs

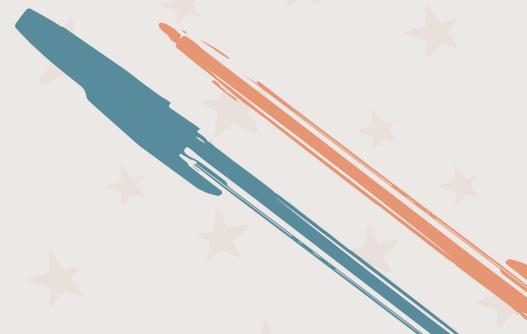
- ▶ Smile naturally, no need to overdo it
- ▶ Make eye contact, just enough to show you're engaged
- ▶ Sit up straight and take a deep breath
- ▶ Listen carefully and stay present
- ▶ Stay calm. it's a conversation, not a test

### DON'Ts

- ▶ Check your phone or stare at the floor
- ▶ Fidget too much, try to stay relaxed
- ▶ Interrupt, even if you're eager to reply
- ▶ Panic during pauses, a bit of silence is totally normal

## Before the interview

- Take a deep breath. You deserve to be there
- Practice answering questions out loud (to yourself, your mirror, or your cat)
- Pack your bag the night before:
  - ▶ Printed CV
  - ▶ Pen + notebook
  - ▶ Business card (if you have one)
  - ▶ Small water bottle (hydration = confidence)



## What to wear

Simple rules:



- ▶ Clean
- ▶ Comfortable
- ▶ Not too tight or flashy
- ▶ Shoes you can walk in
- ▶ Hair tidy  
*(no need for a salon look, just make sure it's brushed and presentable)*

## For online interviews

- ▶ Test your camera and mic *BEFORE the meeting*
- ▶ Choose a quiet spot with a *neutral background*
- ▶ Mute your notifications  
*(your best friend doesn't need to text you mid-interview)*

## Smart questions you can ask

*"What would my main tasks be in the first month?"*

*"Do you offer onboarding or training for new hires?"*

*"What do you enjoy most about working here?"*

**BUT** don't ask about salary right away, or stuff that's clearly written on their website. Show curiosity, not laziness.

## Send a short thank-you message

*"Thanks again for your time today. I really enjoyed learning more about the role and your team. Looking forward to what's next!"*

## Didn't hear back in a week? Follow up with a gentle message

*"Hi [Name], just checking in on the [Job Title] interview we had on [Date]. Still very interested and excited about the opportunity. Thanks again!"*

And if they never reply?  
It's not the end.

You still win:  
you gained experience, sharpened your story, and got one step closer to the job that is right for you.

# NOW THAT YOU'VE GOT THE JOB, LET'S MAKE SURE NO ONE WALKS ALL OVER YOU

## Congratulations!

You've officially joined the workforce.

Now comes the part they don't tell you:

**knowing your rights is just as important as getting the job.**

Because while most employers mean well, navigating work life in Lebanon can come with its own challenges.

*Let's break down the basics*

# I. Women's basic rights

## 1. The right to equal pay

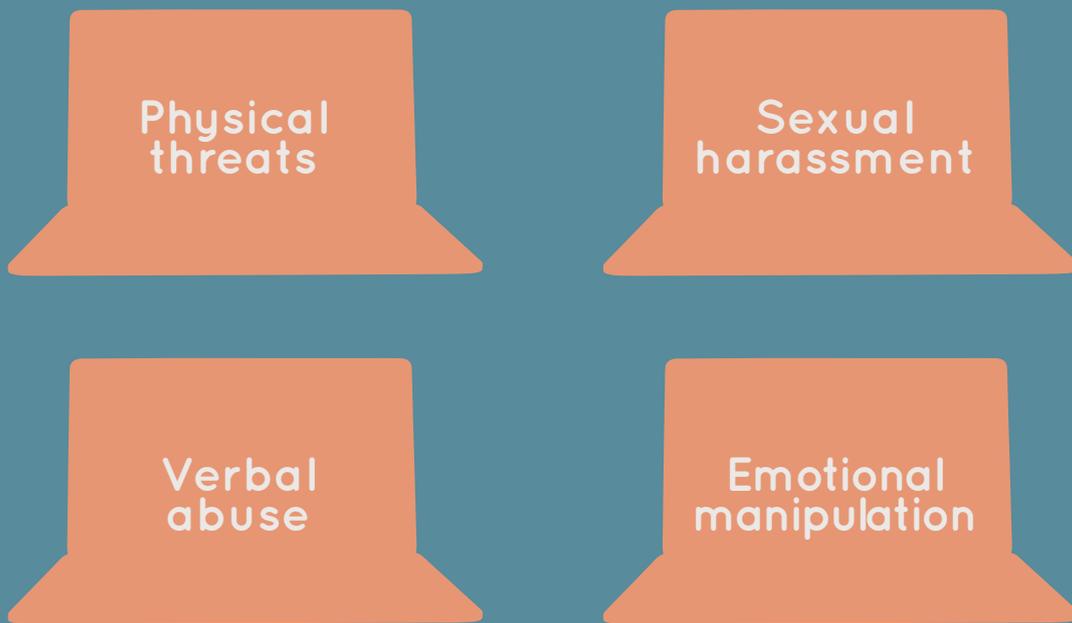
You have the legal right to be paid the **same amount as your male colleague** if you're doing the same job.

This isn't just a wish, it's backed by **International Labour Convention No. 100**, which Lebanon signed.

So if your paycheck is smaller just because you're a woman? That's illegal. Period.

## 2. The right to a safe work environment

Work shouldn't feel like a battlefield. You are entitled to a space that's free from:



Your employer is legally responsible for ensuring that your workplace respects your dignity, protects your body, and safeguards your mental well-being.

## 3. The right to training and promotion

You have every right to:

Apply for promotions

Take part in trainings offered at your workplace

Be considered for career development opportunities

PSA: Saying "She's pregnant, so she can't attend the workshop" is not just rude, it's illegal.

## 4. The right to organize

Thanks to Article 13 of the Lebanese Labor Law, you can:

- ▶ Join an existing workers' syndicate
- ▶ Help create a new one

Syndicates can be your best ally when dealing with unfair dismissals, unpaid wages, or the classic “you’ll get paid next month” line.



## 5. Maternity protection

Pregnant? You're still powerful, and the law has your back.

- ▶ You can't be fired for being pregnant or after giving birth
- ▶ You get 10 weeks of paid maternity leave
- ▶ You can't be assigned physically exhausting or risky tasks during pregnancy
- ▶ You have the right to return to your job without being punished, pushed aside, or given a lower position than before
- ▶ You're also entitled to daily breastfeeding breaks for up to one year after giving birth

**Bonus tip:**  
Fathers working in the private sector get 3 days of paternity leave, small, but it's a start.

## 6. Reporting violations

If you face

- ▶ Harassment
- ▶ Discrimination
- ▶ Unjust firing

You can report it to:

- ▶ Ministry of Labor
- ▶ Worker's syndicates
- ▶ Legal aid or women's rights organizations

The law protects you from retaliation, so if you speak up, your employer can't legally punish you for it. And yes, keeping copies of your contract, pay slips, and emails can be really useful if problems come up.

## II. Legal & tax rights for working women in Lebanon

*“Nobody told me that!”, well, now you’re about to find out.*

So, you’ve got the job, the desk, and hopefully a working coffee machine. Amazing. But before you sign anything or start answering emails at midnight, let’s make sure you know your legal ground.

### 1. Written contract

You have the right to a written employment contract, not just a vague “we’ll see how it goes.” It should include:

 **Your job title**

 **Working hours**

 **Salary**

 **Probation period (if any)**

**If it’s not in writing, it doesn’t exist. Say it with us: no contract, no deal.**

### 2. Working hours

The legal limit? 48 hours per week.

That’s 8 hours a day, 6 days a week max.

So unless you’re secretly a robot, don’t let anyone squeeze +60 hours out of you “just this month.”

### 3. Maternity leave

It’s the law: 10 weeks of paid leave.

No deductions, no guilt trips, no “but we really need you.”

Also, no one can fire you for being pregnant (unless they want a lawsuit).

### 4. No discrimination

You cannot be denied a job, a raise, or a promotion just because you’re:

 A woman

 Married or planning to be

 Pregnant or might be one day

 Or judged based on how you look, or live your life

If an employer treats you unfairly for any of these reasons, it’s not “just the way things are”, it’s a violation of your rights.

**Want to learn more about taxes and your National Social Security Fund (CNSS) contributions? Here are some key legal resources to check out (save these for later!):**

Ministry of Labor — [www.labor.gov.lb](http://www.labor.gov.lb)

National Commission for Lebanese Women — [www.nclw.gov.lb](http://www.nclw.gov.lb)

Beirut Bar Association — [www.bba.org.lb](http://www.bba.org.lb)

### III. The probation period

*You're on trial, but so are they*

The probation period is like dating before you're exclusive. You're trying out the job, they're trying you out, and either of you can say "this isn't working" without too much drama. But don't let the casual vibe fool you. It's still your job, and you still have rights.

#### How long can it be?

According to Article 12 of the Lebanese Labor Law:

- ▶ Maximum = 3 months (for open-ended contracts)
- ▶ It can be shorter, especially for part-time, freelance, or specific jobs

*If someone says 6 months is "standard," please hand them a printout of this guide.*

#### Can they fire you during the trial period?

Technically, yes, you or the employer can end the contract without prior notice or severance, but it has to be:

- ▶ Within the agreed time frame
- ▶ Stated clearly in your written contract

So always check:

- ✓ Is the probation period written down?
- ✓ Are the termination terms clear?

If not, ask. You're not being annoying, you're being smart.

What should you watch out for?

- a) Don't let the probation drag past 3 months unless it's in writing and makes sense
- b) If they say "we'll just extend it a bit"... (red flag)
- c) Use this time to assess them, too:
  - ▶ Are your rights being respected?
  - ▶ Is the work environment healthy-ish?
  - ▶ Is the boss a secret dictator?

## PRO TIPS

- ✓ Show up. Be sharp. Ask questions. Take initiative
- ✓ Keep notes: tasks, feedback, how you're feeling, this helps later
- ✓ Save everything: your contract, emails, any weird messages or red flags

*Bottom line:*

*Probation isn't punishment.  
It's a test-drive, and guess what?  
You're allowed to walk away if the ride's bumpy.*



## IV. Sexual harassment under the Lebanese law

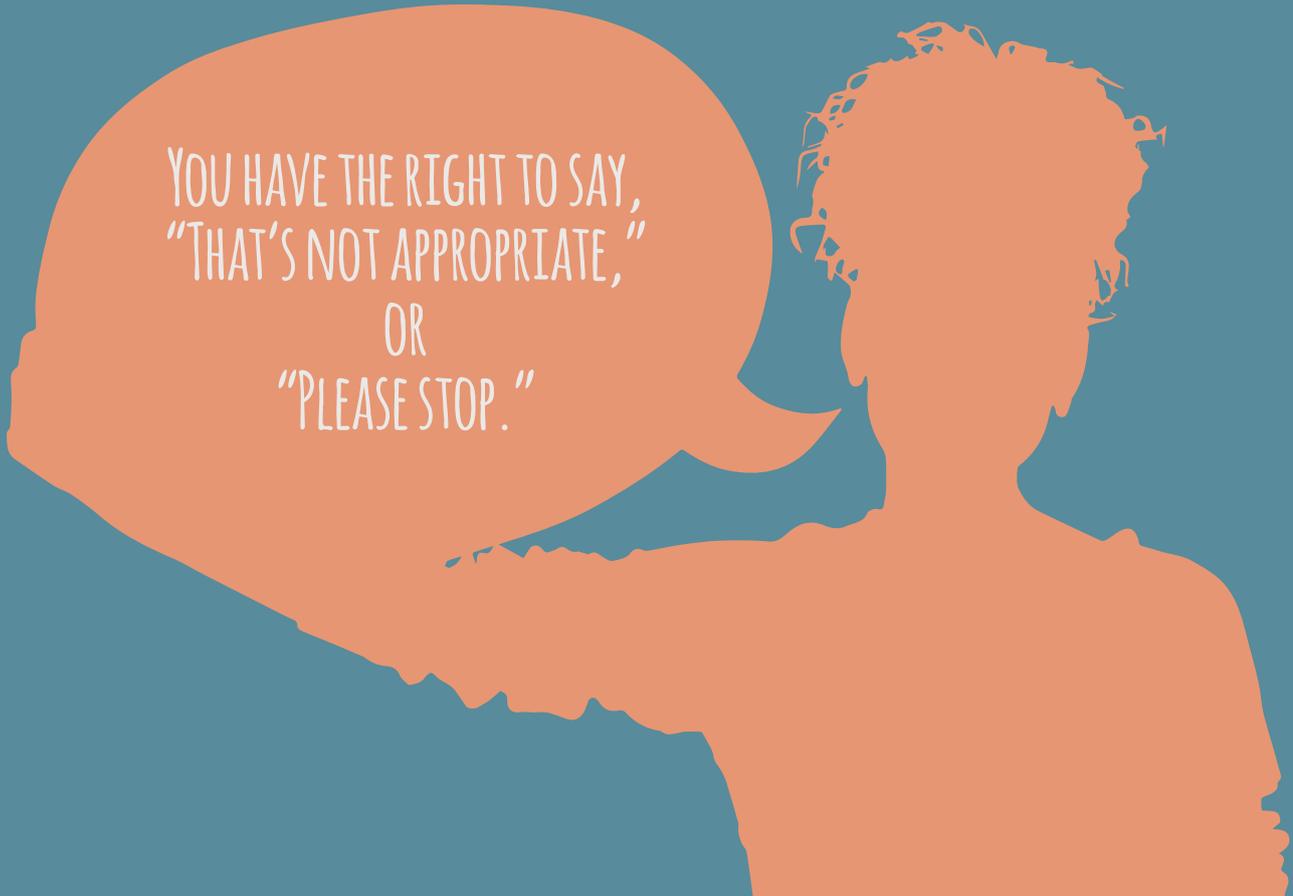
If it makes you feel uncomfortable, it's not "just a joke." You have the right to feel safe at work, not "kind of okay," not "I'll just deal with it."  
Safe. Period.

Sexual harassment can take many forms, including:

- ▶ Unwanted comments about your body, clothes, or appearance
- ▶ Touching, brushing against you, or invading your space
- ▶ Inappropriate jokes, sexual innuendos, or suggestive remarks
- ▶ Repeated calls, DMs, or texts that make you uncomfortable
- ▶ Being pressured to go out, flirt, or "be nice" to keep your job
- ▶ Sharing sexual content in the workplace or during work-related chats

### What you can do if it happens

#### 1. Speak up



YOU HAVE THE RIGHT TO SAY,  
"THAT'S NOT APPROPRIATE,"  
OR  
"PLEASE STOP."

## 2. Document everything

Write down:

- ✓ *What happened*
- ✓ *When and where*
- ✓ *Who was there*
- ✓ *Screenshots or photos (if applicable)*

## 3. Talk to someone you trust

This could be a colleague, supervisor, syndicate member, or friend.



## 4. Report it

- ▶ If your workplace has a Human Resource department (HR) or complaints system, use it
- ▶ You can also seek help from external organizations if you don't feel safe reporting internally

### Know your rights under Lebanese law

- ▶ **Law No. 2020/205** criminalizes sexual harassment and protects victims from retaliation
- ▶ Employers are required to take action to prevent and address harassment in the workplace
- ▶ Victims can file a complaint through the Internal Security Forces (ISF) or consult a lawyer

## What should you do?

### Step 1: Document it

Write down:

- ▶ What happened
- ▶ When and where
- ▶ Who was there
- ▶ Screenshots or photos if it was online or via message

### Step 2: Tell someone you trust

A colleague, friend, supervisor, or HR person.  
Don't keep it to yourself.

YOU'RE NOT OVERREACTING



### Step 3: Take action

You can:

- ✓ File a complaint with your HR department
- ✓ Report it to the Ministry of Labor
- ✓ File a police report
- ✓ Contact legal or women's rights organizations for help

## IMPORTANT

If anyone tells you to “just ignore it” or “he didn't mean it”, that's not advice. That's gaslighting.

You don't have to stay silent to stay employed.

## YOU'VE GOT THIS

Here we are, you've made it through job hunting, CV tips, interview prep, workplace rights, and even the tougher stuff like harassment and taxes.

## YOU'RE NOW OFFICIALLY ARMED WITH

-  The tools to present yourself like a pro
-  The courage to walk into interviews without panic-sweats
-  The knowledge to stand up for your rights
-  And most importantly...the belief that you deserve to take up space, in the office, at the table, in decision-making and on the payroll

I  
GOT  
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JOB!