

**AMERICAN UNIVERSITY OF BEIRUT MEDICAL CENTER  
HUMAN RESOURCES DEPARTMENT**

**June 24, 2009**

**TO : Deans, Directors, Heads of Academic and Administrative  
Departments**

**FROM : Human Resources Department - AUBMC**

**SUBJECT : VACANCY IN THE ANESTHESIOLOGY DEPARTMENT**

**The Anesthesiology Department has an opening for the position of Clinical Department Administrator above grade 12. Since this provides an opportunity for **PROMOTION** from within, kindly circulate this information and/or post it in your area of jurisdiction so that those interested and having the minimum qualifications may apply.**

If you are considering a **Lateral Transfer**, kindly note the following: Lateral transfers are transfers from one job to another within the same department or from one department to another, at the same classification and pay grade. The University does not encourage lateral transfers since usually neither the University nor the employee benefit from such a transfer. In those cases where a lateral transfer is beneficial to all concerned, they are permitted on an exception basis and only after the involved parties have met and discussed the issues with the relevant Human Resources representative.

**I. Basic Functions:**

Lead departmental planning activities and delivery strategies to maintain competitive advantages and coping with environmental changes. Oversee the overall department performance including strategic, operational and fiscal planning, costing, budget development, marketing, and human resources management. Initiate and recommend improvements for the department. Establish and update general internal policies and procedures. Prepare the annual budget of the department and determine staffing requirements. Actively manage the departmental culture and human resources functions to assure consistent and stimulating workplace.


**II. Minimum Requirements:**

- a. BA degree. Masters in Public Health or Business Management is preferred.
- b. 3 years of management expertise preferably in the medical field.
- c. Excellent Command of Arabic and English (EEE score  $\geq$  500).
- d. Strong communication and organization skills.
- e. Critical thinking and problems solving skills.
- f. Computer proficiency in commonly used software packages (Microsoft Office).

**Interested applicants are invited to fill the online application with their CVs attached prior to July 8, 2009 on the following link: <http://www.aubmc.org.lb/hremp/>**

**For Internal Applicants: In addition to the updated C.V., a letter of intent should be addressed to the Human Resources Department with a copy to the concerned Supervisor(s).**

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

  
**Dania Baba Wazzan, PhD**  
**Director, Human Resources Department**