

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

February 25, 2010

TO : Deans, Directors, Heads of Academic and Administrative Departments
FROM : Human Resources Department - AUBMC
SUBJECT : VACANCY IN THE NURSING SERVICE DEPARTMENT

OPEN FOR INTERNAL APPLICANTS ONLY

The Nursing Service Department has an opening for the position of Nurse Manager above grade 12 in the Normal Nursery Unit. 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.

I. Basic Functions:

The Nurse Manager is responsible and accountable for a given patient care unit 24 hours a day. Responsibilities include planning, implementing, supervising and evaluating the delivery of patient centered care within established institution's policies, procedures, guidelines, and standards of professional nursing practice. Rounds three times a day on all patients of her/his unit and performs interventions as needed for the patients and families. Coordinates the care needed for a patient with different disciplines. Replaces nurses when sick leave arises. This is done through management of human, financial and other resources; professional development of oneself and subordinates; involvement in strategic planning and fostering interdisciplinary and collaborative relationships.

II. Minimum Requirements:

- a. BS in Nursing. MS in Nursing is preferred.
- b. Nursing Colloquium plus license to practice Nursing from the Ministry of Public Health and member of Order of Nurses in Lebanon.
- c. 5 years of experience as Staff Nurse. 1-2 years experience as an Assistant Nurse Manager is preferred.
- d. Ability to replace the Nurse Shift Administrators on weekends.
- e. Proactive with good organizational skills.
- f. Strong interpersonal and communication skills.
- g. Excellent Command of Arabic and English (EEE score \geq 500); French is an asset.
- h. Computer proficiency in commonly used software packages (Microsoft Office).

Interested applicants are invited to fill the online application with their CVs attached prior to March 11, 2010 on the following link: <http://www.aubmc.org.lb/hrempl/>

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**