

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

**July 30, 2010**

**TO : Deans, Directors, Heads of Academic and Administrative Departments**  
**FROM : Human Resources Department - AUBMC**  
**SUBJECT : VACANCY IN THE PATHOLOGY & LABORATORY MEDICINE  
DEPARTMENT - HEMATOLOGY**

**The Pathology & Laboratory Medicine Department - Hematology has an opening for the position of Lab Supervisor-Clinical Hematology in grade 12 *starting at a salary of LBP 1,166,851.- per month.* 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:**

Demonstrate knowledge and understanding of established procedures and protocols according to established departmental policies and procedures; prepare requisitions for the replenishment of needed supplies; maintain policies, procedures and quality requirements within her/his respective section. Responsible for the direct supervision of the work and attendance of laboratory technologists, technicians and other support staff.

**II. Minimum Requirements:**

- a. Bachelor's Degree in Medical laboratory Technology or related science and specialized certification in Clinical Hematology. Master's Degree in Public Health or related field is preferred.
- b. 5 years working experience as a lab scientist in Clinical Hematology.
- c. Strong command of Arabic and English (IET score  $\geq$  500 is preferable); French is an asset.
- d. Computer proficiency in commonly used software packages (Microsoft Office).

**Interested applicants are invited to fill the online application with their CVs attached prior to August 13, 2010 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**