

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

**February 26, 2010**

**TO : Deans, Directors, Heads of Academic and Administrative Departments**  
**FROM : Human Resources Department - AUBMC**  
**SUBJECT : VACANCY IN THE PRIVATE CLINICS – SURGERY**

**OPEN FOR PRIVATE CLINICS STAFF ONLY**

**The Private Clinics - Surgery has an opening for the position of Unit Coordinator in grade 12 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:**

Supervise the overall performance of the assigned clinic. Schedule, lead, and coordinate the day - to- day activities of the Private Clinics, ensuring adherence to standards of care and practice. Coordinate services with other patient care unit(s). Provide professional leadership and enforce Joint Commission International (JCI) requirements.

**II. Minimum Requirements:**

- a. Bachelor's degree preferably in Nursing. Master's degree is preferred.
- b. 5 years of experience in Private Clinics setting.
- c. Basic knowledge of daily clinic operations and organization.
- d. Strong organization, communication and interpersonal skills.
- e. Ability to work under pressure.
- f. Proactive with supervisory abilities.
- g. Strong command of Arabic and English (IET score  $\geq$  500 is preferable); 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 12, 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**