

IT Manager, Quality Manager, Biomedical Engineering – Nini Hospital

Their mission is to provide clinical excellence and advanced, compassionate, non-discriminatory healthcare services by seeking effective partnerships with the medical team, employing highly qualified staff and utilizing the latest technologies

1. IT Manager

Major: degree in Computer Science, Computer Engineering, or any related field

Experience: 7 – 10 years of experience.

Major Requirements:

- Plans, organizes, controls and evaluates IT and electronic data operations.
- Designs, develops, implements and coordinates systems, policies and procedures.
- Ensures security of data, network access and backup systems.
- Oversees new system design, development and implementation, and advises with new technologies.
- Identifies problematic areas and implements strategic solutions in time.
- Manages computer systems and IT staff by communicating job expectations and appraising their performance.
- Analyzes department needs, identifies vulnerabilities, and boosts productivity and efficiency.
- Continuously analyzes current processes, technologies, and vendors to identify areas of improvement.
- Monitors technology changes also delivers changes to the executive board when needed.
- Ensures proper management of the CCTV, IP cam system, and control room.
- Implements and administers the RIS and PACS system, or other projects within the hospital as needed.
- Administrates plans that keep the hospital functional in the event of crisis.
- Develops methods that reduce downtime and lower repair costs.
- Works closely with HODs and key person to determine the maintenance and growth needs.
- Acts in alignment with user needs and system functionality to contribute to organizational policy.
- Preserves assets, information security and control structures.
- Handles annual budget and ensures cost effectiveness.

2. Quality Manager

Major: degree in Public Health Management, or any related field

Experience: 7 – 10 years of experience.

Major Requirements:

- Sets the guidelines and follows-up on the implementation of applicable national or international standards (methodology, training needs, documentation system and any other requirements)

- Prepares annual quality management and patient safety plan.
- Prepares and implements an annual internal audit plan in accordance with the hospital directives.
- Guides the preparation and the implementation of the risk management plan (Managerial, clinical, operational and financial risks identification, analysis, evaluation and control measures).
- Performs audits on assigned departments as per the audit plan.
- Prepares audit reports and verifies reports prepared by the quality auditors.
- Performs follow-up audits to confirm improvements' successful implementation and to complete the audit cycle.
- Performs regular controls, according to the hospital's needs.
- Defines, in collaboration with the data committee, a set of most relevant data and key performance indicators focusing on major clinical and management areas and patient safety.
- Monitors the performance of the quality management and patient safety plan through a trimestral comprehensive report (validated by the data committee and presented to the executive committee)
- Communicates relevant difficulties, gaps, non-conformities, areas of improvement and performance trends to the top management, through a monthly report.

3. Biomedical Engineering

Major: degree in Electrical Engineering, or any related field

Experience: 5 – 7 years of experience.

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb;
Ext. 7801; 7802