The Office of the Chief Information Officer, Vice President for Information Technology has an opening for the position of **Business Process Officer**, above grade 12. Since this provides an opportunity for promotion from within, please circulate this information and/or post it in your area of jurisdiction so that those interested and having the minimum qualifications may apply in writing to the Human Resources Department (Employment Section) not later than **April 15, 2011**.

**I. Basic Functions:**
The Business Process Officer is accountable for facilitating the continuous improvement of functional and transversal business processes, leading the evaluation of activities in terms of value to the customer and the company.

**II. Minimum Requirements:**
a. Master's degree in Information Systems and Technology, Computer Science, Management, or Business Administration with professional experience in an IT environment.
b. Leadership experience in a large organization is a plus.
c. Familiar with one or more formal process improvement methodologies, e.g. Project Management Institute (PMI), Six Sigma, or Lean.
d. At least five years proven experience in process improvement.
e. Proven project management experience including end-to-end project lifecycle.
f. Must have proven ability to balance conflicting priorities.
g. Proven record of creative problem solving.
h. At least five years of experience in business/systems analysis for large, enterprise-wide IT projects with two of those years acting as lead analyst.
i. Minimum ten years of experience participating in the entire SDLC (requirements through implementation and closing).
j. Minimum five years of experience with client/server applications, Web-based applications, and data warehousing.
k. Extensive experience in working with users to elicit business requirements.
l. Solid experience in developing test strategies, plans, cases, and scripts.
m. Adequate experience with testing at various levels (unit, functional, integration, system, load/performance and support for user acceptance testing).
n. Experience with backend data testing.
o. Extensive experience with change management processes.
p. Experience applying standard IT practices related to application development and implementation.
q. Ability to adapt to changing technologies, processes, and environments.
r. Exposure to project structures using iterative development approach involving significant business process changes.
s. Ability to produce high quality deliverables while maintaining schedule commitments.
t. Adequate proficiency with data and process modeling tools.
u. Solid ability to interact effectively with all levels of the Organization and be open to peer-reviews.
v. Strong relationship building abilities and listening skills (adaptive communication, active listening).
w. Demonstrated excellence in written/verbal communications skills.
x. Excellent analytical skills, attention to detail, conflict resolution skills, interviewing skills, oral and written communications skills.

y. Must be quality-focused, self-motivated, and a good team player with strong facilitation skills.

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

Amal Hamadeh
Director of Human Resources