**JOB VACANCY AT AL IBTISAMA CENTRE**

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<th>POSITION:</th>
<th>ADMINISTRATOR/NURSE</th>
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<td>QUALIFICATION:</td>
<td>A valid MOH license to practice as a Nurse in a Special Needs School.</td>
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| EXPERIENCE : | - Minimum five (5) years of experience in Special School Environment.  
- Experience in the procedures in respect of CDA/MOE/MOH as well as up-keeping documents required for the same. |
| JOB DESCRIPTION & RESPONSIBILITIES: | - Proficient in communication and follow up with CDA for matters pertaining to Disability Certificate.  
- Adept in handling and up-keeping of medical records and digitalizing the medical documents for further reference as well as research and training activities.  
- Efficient in organizing IEP/ILP meetings as well as regular follow ups to achieve target goals.  
- Systematic in organizing Training Programs and Seminars for Staff and Parents.  
- Liaison with different organizations to raise and secure necessary financial assistance for the needy students.  
- Communicate with CDA in matters pertaining to Student Admission/Status of Disability card and other Government policies and programs. |

Please send your CV and Documents to the below Email ID on or before 10\textsuperscript{th} of December 2019:  
**alibtisamaias@gmail.com**