

JOB VACANCY AT AL IBTISAMA CENTRE

POSITION:	ADMINISTRATOR/NURSE
QUALIFICATION:	A valid MOH license to practice as a Nurse in a Special Needs School.
EXPERIENCE :	<ul style="list-style-type: none">• 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:	<ul style="list-style-type: none">• 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 10th of December 2019:

alibtisamaias@gmail.com