

**North London Collegiate School Dubai** seeks an enthusiastic and experienced **KHDA Co-ordinator**. The **KHDA Coordinator** will play an important role at NLCS Dubai. He/ She will be the main point of contact between the School and various education and other Government bodies.

The successful candidate will have an international outlook and an appreciation for the significant impact this role can have within the School. This person will be quick to learn about the organization and begin to interact with various key stakeholders to perform the role immediately. He / she will be educated to degree level or above and may also have other relevant professional qualifications. The post holder will be an outstanding practitioner who has a proven ability to perform his/her own duties and support others in performing their duties; he/she will be expected to have the following capabilities in terms of personal qualities, professional experience and skills:

***Professional Qualifications***

- Bachelor Degree or higher in a related field.
- Fluent in Arabic and English

***Professional Experience***

- At least 2 years' previous experience in a similar position in an educational setting.
- Demonstrated experience with MS Word, MS Excel and related programs with high efficiency and accuracy of typing and word processing

***Personal Qualities and Skills***

- Effective communication skills, including the ability to effectively communicate requests and instructions to individuals and groups.
- Commitment to, and enthusiasm for client service and delivery.
- Proactive nature and ability to use initiative to problem-solve and work under pressure.
- Possess flexibility and adaptability to manage changing work requirements and varying volumes of work.
- Ability to work co-operatively and effectively within the team and the organisation.
- Ability to manage multiple tasks simultaneously, solve problems, manage and meet deadlines and maintain a high quality of work.
- Possess a personal presentation that reflects a professional image and the values of the organisation.
- Exemplary communication skills in Arabic and English, both verbal and written.
- High level interpersonal skills.
- Confident and articulate in communicating with others.
- Possess good organisational skills, manage time efficiently.
- Ability to show good cultural understanding.

***Responsibilities of the Post***

- Leading the KHDA compliance visits and ensuring documentation is always maintained and comprehensive in all areas of the school including HR, Admissions, Curriculum and Medical Clinic
- Ensuring the School's portal with the KHDA is always up-to-date and accurate
- Taking responsibility for the registration of all students with the KHDA
- Preparing Parent School contracts and ensuring they are signed in a timely manner

- Preparing student transfer certificates for students leaving the School
- Completing transfer requests of students moving from or to other schools in Dubai
- Preparing & check the student's blue books
- Responding to staff and parent enquiries and requests for documentation such as salary certificates and no objection letters, in a timely manner
- Working closely with HR and Admissions departments to process and maintain all KHDA-required records for students and staff
- Assisting the HR department to produce informative and accurate materials regarding national and government regulations for processes such as acquiring a drivers license, bank account, phone contract etc.
- Coordinating the teacher licensing process
- Keeping up-to-date on all new regulations and procedures issued by the KHDA and UAE Ministry of Education
- Ensuring that legal requirements are adhered to surrounding training such as Fire safety and First Aid and that all staff have up-to-date training records.
- Working with the Principal to produce the annual school calendar and submitting it each year to the KHDA for approval
- Advising the Principal on national, religious and cultural events' regulations and traditions such as preparations for Ramadan, and UAE National Day as well as any changes or dates of note in the UAE and KHDA calendars
- Assisting the HR department to liaise closely with the company PRO regarding visa requirements and documentation to ensure timely visa and emirates ID issuance for all new staff.
- Assisting fully key stakeholders when a KHDA or other inspection is due
- Deputising for the HR Coordinator in instances of absence and annual leave
- Acting in accordance with relevant legislation in the UAE and Dubai, as well as UK guidelines, particularly with regards to educational provision, health and safety initiatives and safeguarding and ensure that all students and staff maintain these standards

*As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise.*

#### ***Application process:***

Please send a letter of application along with a completed application form (found on our website) to [recruitment@nlcsdubai.ae](mailto:recruitment@nlcsdubai.ae)

Interviews will take place between 15 – 20 March 2018 and the anticipated start date is as soon as possible.