



**C) Financial**

- 1) In coordination with FAWSEC Deputy CEO, HRD, Division / Department Managers, School Directors and Principals, develop PD budgets and prioritize budget for FAWSEC and subsidiaries allocations
- 2) Monitor, update and report PD budgets
- 3) Liaise with payroll regarding resigning staff who have payment commitments due to PD

**D) General Responsibilities:**

- 1) Maintain master files of documents related to professional development, workshops, and conferences.
- 2) Perform other necessary and reasonable duties as assigned by the supervisor

**E) Reports**

- 1) Process the monthly training activities per entity / division / department / position designation
- 2) Process training and development quarterly report on needs and implementation versus cost
- 3) Process efficiency report after training as well as impact
- 4) Monitor PD points targets and provide reminders to staff quarterly

**3. Key Interaction**

Internal
○ BBS & BIS Directors
○ HRD
○ Deputy CEO's Admin Assistant
○ School Principals
○ Teachers
○ Finance Department
○ Payroll Officer

External
○ Training Companies / Universities
○ Event sponsors
○ Teacher community in Kuwait
○ Accreditation Team

**4. Qualifications & Experience**

Qualifications
○ Bachelor's Degree with extensive experience in school staff development in the Middle East is required &/or an HR certification in a relevant field is preferred

Experience
○ Minimum 5 years of successful teaching experience & minimum of 2 years of staff development experience preferably in a K-12 school setting; 2 years in training & development program

**5. Competencies**

Competency	Level
Change Leadership	3
Communication	3
Customer Focus	3

Competency	Level
Developing Others	3
Planning & Organizing	3

**6. Approvals**

<b>HR Director</b>	<b>Deputy CEO</b>
Signature	Signature
Date	Date

**7. Receipt Confirmation**

*The Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.*

<b>Employee Name</b>	ID
Signature	Date