

Role Profile			
Role	Public Relations Officer (PRO)	School	United School International
Direct Reports		Reporting To	HR Manager
<b>Role Purpose</b>			
<p>The Public Relations Officer (PRO) will act as key Government liaison officer for the school.</p> <p>You will be primarily responsible for handling visa applications (including renewals and cancellations) for all appropriate employees, liaising with immigration departments and submitting licence applications to Qatar authorities.</p> <p>You will be responsible for ensuring the school acts in compliance with Qatar Company and Labour Law and will keep up to date with relevant government regulations and legislation to act as an advisor to the school.</p> <p>Additional responsibilities include, acting as the school's driver supporting varying travel needs, supporting translations, assisting overseas employees with visa, residency permits, Hamad Health Cards and QID applications, and updating and maintaining all ministry databases as required under Qatar legislation.</p>			
<b>Key Accountabilities</b>			
<p><b>1. Immigration, Visa, Residency and QID Applications</b></p> <ul style="list-style-type: none"> <li>• Prepare, handle and manage all visa applications (including renewals and cancellations) for all employees. Supporting relevant applications for their dependents with advice, guidance and assistance with attestation etc.</li> <li>• Manage and support relevant residency and QID Applications once visa and entry to country is secured for each employee, supporting with finger printing for new staff, police clearance for purpose of sponsorship or work permit issuance, relevant residency permit renewal, cancellation and issue of exit permits.</li> <li>• Co-ordinate all school sponsored staff and their dependents in the medical check processes, supporting families to obtain relevant work and family visas, processing sponsorship changes as required.</li> <li>• Co-ordinate all sponsored staff procedures relating to driving licenses; Hamad Health Cards; QDC permits; Banking and utility set-ups.</li> <li>• Manage and work with the relevant immigration departments to resolve any difficulties arising with immigration, visa and residency applications.</li> <li>• Liaise with wider departments such as Embassies; Ministry of Interior; Labour Department and Ministry of Education as required to support relevant applications and resolve issues.</li> <li>• Work with the school and relevant individuals to creatively overcome issues which may require alternative approaches to secure entry, visa, residency or QID.</li> <li>• Responsible for monitoring and maintaining all passport related issues such as RP status annual renewals.</li> </ul> <p><b>2. Ministry and Government Liaison</b></p> <ul style="list-style-type: none"> <li>• Liaising with Embassies; Ministry of Interior; Ministry of Foreign Affairs, Ministry of Labour and Ministry of Education &amp; Higher Education as required to support relevant applications and licencing documentation.</li> <li>• Be the holder of the Mandoob card on behalf of the school to provide access to online documentation and submissions.</li> <li>• To support the school with all Ministry of Education (MOEHE) documentation and liaison. Responsibilities include, although are not limited to; customs exemption issuance for textbooks, applying for approval for Teacher recruitment, paying book fees and collecting resources from ministry stores, obtaining approval for TAs and support staff under husband's sponsorship, and formulation of all correspondence in Arabic.</li> <li>• Support key Ministry of Labour requirements, such as applying for block visas online, correcting applications and approvals online, processing of all employee contracts with ministry, attestation of employee contracts and application for work permits.</li> <li>• Apply for clinic permits and medical check ups for staff as required.</li> <li>• Enter key information, maintain and update all relevant Ministry databases to secure compliance with local requirements- including all starter and leaver information.</li> <li>• Work with municipality to obtain approval for local outings and trips.</li> <li>• Assist on any MOPH interactions related to health and applications for licences to operate clinics.</li> </ul>			

### 3. Legal Compliance

- Prepare all documents pertaining to applications and paperwork required by local government bodies, processing relevant document and resolving any difficulties.
- Manage school capacity licences and apply for increases in school capacity as required. Obtain attestation on Education certificates for staff with Ministry of Foreign affairs.
- These documents include but are not limited to: visit visas; employment & residency visas; car registrations; trade licenses; labour permits; import permits; exit permits; economic licenses and foreign licenses.
- Maintain up to date check lists of Ministry legislation changes, sharing information with key stakeholders at the school.
- Manage and maintain all company licenses and renewals, acting under instruction from the Head of Operations.
- Responsible for the maintenance log of all school vehicles including supporting applications for temporary or permanent driving licences, following up accidents and obtaining repair permits.
- Obtain general business licences, applying and renewing licenses as appropriate, including but not limited to; relevant commercial registration and licences, computer cards, civil defence certificates and educational certificates.
- Represent the school as required with local police / law enforcement department.
- Manage all other ad hoc legal requirements of government departments and ministries.

### 4. Miscellaneous

- To act as a driver, facilitator and interpreter for the school as and when required. These duties will include airport transfers of new arrivals, banking support, supply acquisitions and deliveries. Also may include, but not limited to; collecting medical cards, post, documentation to relevant ministries or government department and banking trips.
- General office administration, including managing the arrival and sending of school post, working on e-government portals, printing relevant forms, preparing correspondence and preparing applications as required by the school.
- Support the Executive Principal and Head of Operations with ad hoc tasks and projects as required – in terms of all compliance issues and wider school administration.
- To share the school's commitment to safeguarding and promoting the welfare of children, ensuring that all interventions and actions support this key priority.

*The post holder is also expected to carry out any other duties as reasonably requested or required by the Executive Principal to ensure the effective running of the school*

## Person Specification

### Competencies - Skills, Knowledge, and Experience

- Bilingual – English and Arabic speaker with excellent verbal and written communication in both languages.
- A practical working knowledge of Qatari labour, corporate and immigration laws.
- In-depth knowledge and experience dealing with Qatar Ministries, Immigration and local government departments.
- Able to present in a way which commands respect and status to support negotiations with various government departments.
- Recent Qatar experience with a large company, preferably large school, with understanding of Islam & Arab culture.
- Demonstrates excellent organisational skills, a keen eye for detail and demonstrates due diligence.
- Familiarity with government e-services.
- Extensive experience supporting multiple internal functions such as finance, operations, and HR.
- Holds Qatari driving licence
- IT skills - Proficient use of Word, Excel, Powerpoint, Outlook.