



EMBASSY OF THE STATE OF KUWAIT CULTURAL DIVISION

3500 INTERNATIONAL DRIVE, N.W., WASHINGTON, D.C. 20008 TELEPHONE: (202) 364-2100 FAX: (202) 363-8394 / (202) 362-4379

REVISED: DELEGATION OF DUTIES

Cultural Attaché – Dr. Abeer Al-Hooli

- Oversight of the Public Authority for Applied Education & Training (PAAET) undergraduate and graduate scholarship students.
- Oversight of graduate students sponsored by the Ministry of Higher Education (MOHE)
- Administrative oversight of Public Authority for Applied Education and Training (PAAET) department
- Oversight of MOHE undergraduate students who have been issued academic warning/s

Cultural Attaché – Dr. Shafiqah Al Awadhi

- Oversight of Civil Service Commission students (excluding medical and dental scholars and applicants of KIMS)
- Oversight of Kuwait Institute for Scientific Research (KISR) scholarship students excluding research and administration
- Oversight of Kuwait Investment Authority (KIA) scholarship students

Cultural Attaché – Dr. Hamad Al-Adwani

- Establishment of Kuwait Cultural Office in Canada
- Responsible for all MOHE undergraduate students supervised by CBIE

Cultural Counselor/Director – Dr. Abdulazeez S. AlOmar

- Executive oversight of Kuwait Scholarship programs in the United States and Canada
- Oversight of Medical and Dental fellows and residents sponsored by Ministry of Health – Kuwait Institute for Medical Specialties (KIMS), Civil Service Commission, and Kuwait University
- Oversight of all Kuwait University scholarship students, professors on sabbatical leave and administrative affairs related to Kuwait University
- Oversight of undergraduate students sponsored by the Ministry of Higher Education (MOHE)
- Oversight of all undergraduate students (Ministry of Higher Education, Merit, Special, Diplomatic, Charitable Foundations, Prime Minister, Kuwait Petroleum Corporation, Equate, Higher Council for Handicapped Affairs, & Private)
- Administrative oversight of Undergraduate Department
- Overall administrative responsibility for the Cultural Office and Coordination of interdepartmental and intradepartmental activities
- Direct supervision of the Accounting, Administrative, & Information Technology Departments
- Development of university and organizational relations including agreements, protocols, coordination of visits, and outreach programs
- Setting overall policies and strategic planning for the Office and its relevant correspondence
- All general correspondence
- Administrative oversight of Graduate and Authentication Departments
- Oversight of Placement Department for all sponsoring agencies