



**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

UPDATED: DELEGATION OF DUTIES

Cultural Counselor/Director – Dr. Hasan Nasrallah

- Overall responsibility for the Cultural Office.
- Direct responsibility for the Accounting, Administrative & Information Technology Departments.
- Development of university/organizational relations including coordination of visits, protocols & outreach programs.
- Setting overall policies and strategic planning for the Office.
- Correspondence that relate to policies & strategies.
- Coordination of interdepartmental activities.
- Authentication (private, unsupervised students)

Cultural Attaché, Graduate Division – Dr. Abeer Al-Hooli

- Administrative oversight of the following departments: Public Authority for Applied Education & Training, Civil Service Commission, KISR and authentication of the records of graduate sponsored students.
- Oversight of all graduate students sponsored through Ministry of Higher Education.
- Oversight of the placement of all graduate scholars through the Placement Department.
- Oversight of PAAET employees that are subject to Civil Service Commission regulations.
- Decisions relating to staff within the department (leave approval, evaluations, etc.)

Cultural Attaché, Undergraduate Division – Dr. Hamad Al Adwani

- Administrative oversight of Ministry of Higher Education Department.
- Oversight of all undergraduate students (MOHE, Merit, Special, Diplomatic, Charitable Foundations, KPC, Equate, HCHA & Private) and authentication of the records of undergraduate sponsored students.
- Oversight of undergraduate students sponsored by the Public Authority for Applied Education & Training (PAAET) subject to Ministry of Higher Education regulations.
- Oversight of the placement of undergraduate scholars in conjunction with the Cultural Counselor.
- Decisions relating to staff within the department (leave approval, evaluations, etc.)
- Oversight of all Kuwait University students and administrative affairs.