

## Job Profile

This form has been designed to:

1. Provide a clear and concise description of the role
2. Clarify its immediate objectives/contribution to DFSA
3. Act as a detailed brief for HR and external recruitment agencies

<b>Job Title:</b>	<b>Summer Intern</b>
<b>Department:</b>	<b>Corporate Affairs Division</b>
<b>Reports to:</b>	<b>Waleed Saeed Al Awadhi, Director, Corporate Affairs</b>
<b>Location:</b>	<b>Dubai Financial Services Authority, DIFC, Dubai</b>
<b>Direct Reports:</b>	<b>None</b>
<b>Overall Job Purpose:</b>	<b>To provide assistance to the Corporate Affairs Division (the Corporate Communications Department, the Projects and Risk Management Department and the Business Excellence and Stakeholder Management functions) on a wide range of business activities</b>

### Key Activities:

<b>1</b>	<b>Assist with all aspects of internal corporate communications</b>
<b>2</b>	<b>Assist (where applicable) with all aspects of external corporate communication</b>
<b>3</b>	<b>Assist with all third party service providers / DFSA contracts / processes - for work ongoing and work to be undertaken</b>
<b>4</b>	<b>Assist with business planning and project management activities</b>
<b>5</b>	<b>Assist in the identification of DFSA stakeholders and prioritisation of these stakeholders</b>
<b>6</b>	<b>Assist in the development of the engagement plans for key stakeholders</b>
<b>7</b>	<b>Assist in the preparation for gap analysis with respect to Business Excellence</b>

### Experience, Knowledge and Qualifications required for Job

<b>Experience</b>	<b>N / A</b>
<b>Knowledge</b>	<b>Knowledge of Microsoft Office suite is a must Knowledge of project management and business planning, useful not essential</b>
<b>Qualifications</b>	<b>Current undergraduate in Business Administration, desirable but not essential</b>
<b>Languages</b>	<b>The ability to communicate complex information effectively in both spoken and written English is essential IELTS 5.0</b>
<b>Competencies</b>	<b>Excellent interpersonal and communication skills Excellent analytical and numerical skills</b>