

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

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| Job Title: | Summer Trainee |
| Department: | Human Resources |
| Reports to: | Jacqueline Whitehead, Manager, Learning & Development |
| Location: | Dubai Financial Services Authority, DIFC, Dubai, UAE |
| Direct Reports: | None |
| Overall Job Purpose: | To provide assistance to the L&D and HR teams on a wide range of activities, including training coordination, recruitment, administration and reporting. |

Key Activities:

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| 1 | Assist with the HR administration |
| 2 | Assist with the administration for Learning & Development / TRL Programme |
| 3 | Assist with Recruitment (if applicable) |
| 4 | Provide reports for Learning & Development / HR |

Experience, Knowledge and Qualifications required for Job

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| Experience | N / A |
| Knowledge | Some knowledge of HR. Knowledge of Microsoft Office suite |
| Qualifications | Current undergraduate in HR, desirable but not essential. |
| Languages | The ability to communicate complex information effectively in both spoken and written English is essential. |
| Competencies | Excellent interpersonal and communication skills. Excellent analytical and numerical skills. |