

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

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:

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

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.