

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:	IT
Reports to:	Imran Mohmed, Senior Manager, IT
Location:	Dubai Financial Services Authority, DIFC, Dubai, UAE
Direct Reports:	None
Overall Job Purpose:	To participate in some IT projects and display interest in various areas of the IT arena, preferably within; IT Business Analysis, IT Project Management (Prince 2). Software development (ASP.NET), but not essential.

Key Activities:

1	Support the IT Business Analysis & Project Management team.
2	Undertake IT Project Management and Analysis activities.
3	Assist in conducting some user analysis and comparisons (against Office 2010) for a MS Office 2013 Feasibility Project. This will also include creating a final report and presentation to the team.
4	Assist in conducting some user analysis and comparisons (against Windows 7) for a Windows 8 Feasibility Project. This will also include creating a final report and presentation to the team.
5	Potential involvement in a MS SharePoint workflow development project, creating workflow forms. This will also include preliminary analysis, design for IT processes interfacing with business departments (this project requires knowledge of ASP.NET)

Experience, Knowledge and Qualifications required for Job

Experience	N / A
Knowledge	Knowledge of Microsoft Office 2010 /2013, Windows 7 / 8
Qualifications	Current undergraduate in IT essential.
Languages	The ability to communicate effectively in both spoken and written English is essential. IELTS 5.0
Competencies	Enthusiastic candidate with a passion for Technology Excellent interpersonal and communication skills Excellent analytical and numerical skills Self-starter and organised