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 and potentially workflow design / execution.**

Key Activities:

1	**Support the IT Business Analysis & Project Management team.**
2	**Undertake IT Project Management and Analysis activities.**
3	**Potential involvement in a MS SharePoint / similar system 'drag and drop' workflow development project, creating workflow forms. This will also include preliminary analysis, design for various Administration and IT processes interfacing with business departments.**

Experience, Knowledge and Qualifications required for Job

Experience	**N / A**
Knowledge	**Knowledge of Microsoft Office 2013/16, Windows 10, asp, .net, HTML 5.**
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**