

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 Intern
Department:	Corporate Affairs Division
Reports to:	Waleed Saeed Al Awadhi, Director, Corporate Affairs
Location:	Dubai Financial Services Authority, DIFC, Dubai
Direct Reports:	None
Overall Job Purpose:	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

Key Activities:

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

Experience, Knowledge and Qualifications required for Job

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