

Internship & Work-Integrated Learning Center (WIL)

JOB VACANCY FORM

Job Reference No.: JV083

Company Name: *Dubai Ports World*

Company Type: *Semi-Government*



موانئ دبي العالمية
DP WORLD

Job Position/Title:	<i>Senior Officer – Development – HR dept</i>	Academic Major:	<i>Any business related major</i>
Salary Range:	<i>AED +24,000</i>	Years of Experience:	<i>+2 years in Learning & Development, HR</i>
Job Location:	<i>Jabal Ali</i>	Job Type:	<i>Full-time</i>
Nationality:	<i>Only UAE Nationals</i>	Gender:	<i>Male</i>
Job Description:	Job Responsibilities: - To schedule Orientation program for New recruits in coordination with other departments in DP World , collect orientation feedback to identify areas of improvement and initiate action wherever necessary. - To identify areas of training and development by effectively liaising with various Universities/Colleges for the Work Placement Program for Students. - To regularly follow up with departments and analyze progress of students during the Work placement program and prepare feedback report for the organization and University / College reference - To organize Summer Training Program for the students in DP World and maintain their attendance, organize the payment of the stipends and issue Certificates at the end of the program - To prepare and maintain record of all summer trainees in order to retrieve complete training history of the student as part of development. - To prepare certificates for successful completion of training by students/summer trainees in DP World. Also, arrange to provide corporate gifts for successful trainees. - To carry out any other special task or project on behalf of the development section to assist in the overall development function.		
Minimum Qualifications:	<i>Bachelors</i>		
No. of Positions Required:	<i>1</i>		
Job Close Date:	<i>30th Oct 2011</i>		

To Apply, UAEU Graduates/Alumni should send their CVs to:

Yousuf Ahmad Al-Aslai:

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