

Internship & Work-Integrated Learning Center (WIL)

JOB VACANCY FORM

Job Reference No.: JV114

Company Name: **General Directorate of Residency & Foreigners Affairs - Dubai**
Ministry of Interior

Company Type: Government



Job Position/Title:	Statistics analysis	Academic Major:	Statistics
Salary Range:	11.800 – 14.200 (civil). (Military) depends on the rank.	Years of Experience:	Fresh Graduate or 3 years of experience as min.
Job Location:	Dubai-bur Dubai	Job Type:	Full-time
Nationality:	"Only UAE Nationals"	Gender:	Male & Female
Job Description:	• Auditing the Statistics data. • Doing/producing/ writing monthly statistical report with analysis that related to the sectors in the organizations. • Doing researches / studies benefits the organization issues and work. • Surveys. • Designing a monthly statistical newsletter. • اعداد الاحصائيات المتعلقة بوزاره الدخليه والاداره وتلبيه المتطلبات الاحصائيه والتقارير. • تحليل ومعالجه البيانات واعداد الجداول والرسوم البيانيه الخاصه. • توفير البيانات الاحصائيه التي تحتاجها الاداره العامه للاقامه وشؤون الاجانب بدبي. • بناء وتطوير قاعده للمعلومات والبيانات المتعلقة بعمل المؤسسه. • اقتراح الاجراءات الضروريه لتطوير العمل الخاص بالتحاليل الاحصائيه. • أي مهام اخرى ذات علاقه.		
Minimum Qualifications:	Writing reports, minutes of meetings, analyzing data		
No. of Positions Required:	4		
Job Close Date:	Open Until Filled		

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

career.unit@uaeu.ac.ae