

Internship & Work-Integrated Learning Center (WIL)

JOB VACANCY FORM

Job Reference No.: JV138

Company Name: Dubai E-Government

Company Type: Government



Job Position/Title:	Account Manager	Academic Major:	MIS , Management
Salary Range:	16,000 Dhs. – 19,000 Dhs.	Years of Experience:	<i>Fresh Graduate or max 2 years' experience</i>
Job Location:	<i>Dubai , Ruler court</i>	Job Type:	<i>Full-time</i>
Nationality:	<i>UAE Nationals</i>	Gender:	<i>Male or Female</i>
Job Description:	Job Purpose: - Building and retaining outstanding business relationships with <u>small to mid-size</u> government departments across the defined sector, and sustain their satisfaction level, with respect to DeG strategy; goals and objectives. - Maximizing the adoption and usage rates of DeG Services concerning the available budgets and resources. - Doing the needed follow-up activities between DeG and the assigned departments. Roles & Responsibilities: - Acts as face-to-face single point of contact to manage the communication between DeG and the assigned departments. - Acts as voice of the customers in delivering their needs, feedback and suggestion promptly in addition to his/her input/feedback/suggestion ... etc. - Participates in marketing DeG services to increase the awareness of the departments about those services. - Responsible for gathering appropriately all the needed requirements; business needs or any kind of business request (e.g. contact list) from the assigned departments and in a timely manner. - Responsible for updating continuously all needed lists of contacts of the concerned users at the assigned departments. - Formulates the gathered requirements and business needs into business case documents (when needed). - Follows-up with the concerned support staff at DeG for resolving the service requests submitted by their customers (when needed and for critical cases). - Participates in increasing the electronic transformation of the government departments through utilizing the DeG services. - Participates in identifying the training needs of the DeG services users. - Provides the "Training & Events Section Manager" with the needed input to prepare the training schedule. - business ethics and positive attitude.		

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Minimum Qualifications:	<i>Diploma or Bachelor Degree</i>
No. of Positions Required:	<i>1</i>
Job Close Date:	<i>Open until filled</i>

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

Abdulla.Habish@deg.gov.ae

JOB NAVIGATOR

Locating Your Career Path