

## Internship & Work-Integrated Learning Center (iWIL)

### JOB VACANCY FORM

Job Reference No.: JV142

Company Name: **Federal Demographic Council**

المجلس الاتحادي للتركيبة السكانية  
Federal Demographic Council



Company Type: Government

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                             |                                                                      |
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| <b>Job Position/Title:</b>        | Executive Secretary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Academic Major:</b>      | Business & Economics<br>Mass Communication<br>Information Technology |
| <b>Salary Range:</b>              | 25,000 to 29,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Years of Experience:</b> | Fresh graduate or 1-3 years of experience                            |
| <b>Job Location:</b>              | Abu Dhabi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Job Type:</b>            | Full time                                                            |
| <b>Nationality:</b>               | UAE Nationals only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Gender:</b>              | Male or Female                                                       |
| <b>Job Description:</b>           | <p>Responsible for providing secretarial, clerical and administrative support in order to ensure that services are provided in an effective and efficient manner.</p> <p>Provide office support services in order to ensure efficiency and effectiveness within the department.</p> <p><b>Skills:</b><br/> team building<br/> bookkeeping skills<br/> analytical and problem solving skills<br/> decision making skills<br/> effective verbal and listening<br/> communications skills<br/> computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs at a highly proficient level<br/> stress management skill<br/> time management skills</p> |                             |                                                                      |
| <b>Minimum Qualifications:</b>    | Fulent in Both Arabic & English<br>Arabic & English typing skills<br>MS Office including outlook                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |                                                                      |
| <b>No. of Positions Required:</b> | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                             |                                                                      |
| <b>Job Close Date:</b>            | 23-Feb-2012                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                             |                                                                      |

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

[recruit@fdc.gov.ae](mailto:recruit@fdc.gov.ae)