

Internship & Work-Integrated Learning Center (WIL)

JOB VACANCY FORM

Job Reference No.: JV156

Company Name: **Khalifa Fund for Enterprise Development**



Company Type: Government of Abu Dhabi

Job Position/Title:	Officer	Academic Major:	Banking & Finance
Salary Range:	N/A	Years of Experience:	Fresh Graduate
Job Location:	Al Ain	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Male
Job Description:	- Act as first point of contact with the applicant, providing initial information on services offered in the first meeting. - Review and verify the application for completeness and accuracy, and prepare initial report for evaluation by the business counselor. - Meet, register, and provide guidance services to applicants and evaluate which service(s) best address their needs/requirements. - Evaluate applicants' business ideas in light of current needs/competitive landscape. - Assess applicants' business skills and personality profiles, and identify gaps and areas for development. - Present the business idea's of the applicants to the Screening Committee's - Initiate and participate in Entrepreneurship awareness programs - Keep and update records on applicants. - Under take any other duties as assigned by the direct superior and/or the management from time to time.		
Minimum Qualifications:	- Teamwork & Cooperation - Good Interpersonal & Communication Skills - Basic Project Management Skills - Proficient IT Skills - Good customer service orientation - Attention to details - Good command of both Arabic & English - Minimum GPA of 3.0 on 4.0 grade point scale		
No. of Positions Required:	1		
Job Close Date:	Open Until Filled		

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

Ahmad.alhashimi@khalifafund.gov.ae