

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

### JOB VACANCY FORM<sup>®</sup>

**IMPORTANT:** The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV202

Company Name: Emirates Transport



مواصلات الإمارات  
Emirates Transport

Company Type: Government

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                      |                |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------|
| Job Position/Title:        | Coordinator of public procurement                                                                                                                                                                                                                                                                                                                                                                                                                  | Academic Major:      | All BFE majors |
| Salary Range:              | Negotiable                                                                                                                                                                                                                                                                                                                                                                                                                                         | Years of Experience: | Fresh Graduate |
| Job Location:              | Dubai                                                                                                                                                                                                                                                                                                                                                                                                                                              | Job Type:            | Full-time      |
| Nationality:               | UAE Nationals                                                                                                                                                                                                                                                                                                                                                                                                                                      | Gender:              | Male           |
| Job Description:           | <p>The preparation of the annual plan of tender.<br/>Study the needs and requirements of the branches, departments, divisions and centers.<br/>Follow-up of departments and centers on the provision of purchase orders and the formulation of advertising tenders and review purchase orders and preparing tenders companies to complete the procedures for procurement and the subsequent preparation of periodic reports and save documents</p> |                      |                |
| Minimum Qualifications:    | Bachelor Degree in Business                                                                                                                                                                                                                                                                                                                                                                                                                        |                      |                |
| No. of Positions Required: | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                      |                |
| Job Close Date:            | Open Until Filled                                                                                                                                                                                                                                                                                                                                                                                                                                  |                      |                |

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

**farragaa@et.ae**

**And**

**JN@uae.ac.ae**

Please mention "**Job Reference No.: JV202**" in your email title in case we lost your information during filing.

Only doc/PDF/Zip files are acceptable.

**JOB NAVIGATOR**

Locating Your Career Path

