

Center for Career Planning & Placement (CCPP)
Graduate Placement Services (GPS)

JOB VACANCY FORM[©]

Job Reference No.: JV233

Company Name: *State Audit Institution*



دولة الإمارات العربية المتحدة
STATE AUDIT INSTITUTION

Company Type: Government

Job Position/Title:	Translator	Academic Major:	Translation Studies
Salary Range:	24,600 AED	Years of Experience:	Fresh Graduate or 1 year of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Male and Female
Job Description:	• The ability to read original articles and translate them appropriately without prejudice. • Mastery of oral and written expression in both Arabic and English with high skills. • Ability to use translation dictionaries, global electronic and manuals, in order to find the nearest and most accurate meanings. • Translate legal texts properly whether financial accounting, regulatory or technical information. Reaching the actual meaning is intended. • Commitment to the completion of translation tasks in a timely manner. • Prioritizing work and time management. • Ability to work effectively and collaborate with management and colleagues. • The ability to develop and refine skills with the possibility of transferring those skills to other colleagues. • Provide the necessary support to colleagues at work. • Work under pressure, discipline and responsibility. • Proficiency in the use of online tools and computer softwares like Word, Excel, PowerPoint, etc... . • Must have IELTS or TOEFL.		
Minimum Qualifications:	Bachelor degree in Translation.		
No. of Positions Required:	10		
Job Close Date:	Open Until Filled		

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

a.aldarmaki@saiuae.gov.ae (Amna Al-Darmaki)

&

JN@uaeu.ac.ae

Please mention "UAE University: Full Name" & "Job Reference No.: JV233" in your email Subject in case we lost your information during filing. Only doc/PDF/Zip files are acceptable.

JOB NAVIGATOR

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