

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

JOB VACANCY FORM[©]

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

Job Reference No.: JV379

Company Name: The Executive Council of Dubai

Company Type: Government



Job Position/Title:	Consultant/Senior Consultant	Academic Major:	Environment Science
Salary Range:	35,000- 45,000 AED	Years of Experience:	5-9 years
Job Location:	Dubai	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Male
Job Description:	- Supports the development, update and implementation of Dubai Strategic Plan as seen appropriate by the Department Director - Supports the concerned government authorities and agencies in the development of their respective strategic frameworks - Supports in reviewing Infrastructure Land and Environment Sector's policies and legislations proposals by authorities to ensure alignment with Dubai Strategic Plan and the sector committee agenda - Designs and deploys a system to ensure the production of performance reports, consolidates and analyses the same to produce the Land and Environment Sector's Level reports and present them to the Executive Council and Sector Committees - Supports the communication of strategy execution management concepts and tools with internal and external stakeholders; where the latter includes the authorities' heads and management teams - Collaborates, coordinates and aligns activities with the other Sector Teams under the guidance of the Department Director to achieve the department's plans and results - Manages all approved projects following PMO best practices and ensures successful delivery and Deploys effective change management tools and techniques as planned - Contributes to building the capacity and the knowledge management system and supports in building the internal capabilities in the Government Departments and Authorities - Serves as a liaison between TEC and Sector Committees, coordinate the administration of Sector Committees and ensure adequate follow-up of items stemming from Sector Committee meetings - Ensures that all documentation including the legislations, correspondences are aligned with Dubai Strategic Plan and the Sector Committee agenda - Performs other related duties as negotiated to meet the on-going needs of the organization		

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

Minimum Qualifications:	• Bachelor Degree • Good understanding of the Government entities in Dubai, UAE & the region. • Excellent knowledge of Government protocol. • Excellent understanding of best practices related to public sector performance management and policy development. • Fluent in English and Arabic, spoken and written
No. of Positions Required:	1
Job Close Date:	Open Until Filled

To Apply, UAEU Graduates/Alumni should send their CVs to: swinston@charterhouse.ae

Noora.Abbas@tec.gov.ae



UAEU COPYRIGHT 2013