

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.: JV647

Company Name: National Electronic Security Authority (NESA)



الهيئة الوطنية للأمن الإلكتروني
NATIONAL ELECTRONIC SECURITY AUTHORITY
UNITED ARAB EMIRATES الإمارات العربية المتحدة

Company Type: Government

Job Position/Title:	Document Controller	Academic Major:	Arabic Language & Literature – English Literature – Applied Linguistics (TESOL) – General Linguistics – Translation Studies - Public Law – Private Law - Early Childhood – Elementary Education – Special Education – Teaching Diploma
Salary Range:	Above 35,000	Years of Experience:	2 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	- Drafting memos and letters for external and internal communication - Archiving and organizing documents - Coordinating with different departments		
Minimum Qualifications:	- Bachelor's degree - Excellent communication skills. - Excellent writing skills in both Arabic & English. - Time management skills.		
No. of Positions Required:	10		
Job Close Date:	Open Until Filled		

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

Careers@nesa.gov.ae

JOB NAVIGATOR

Locating Your Career Path

