

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

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Job Reference No.: JV681

Company Name: Dubai World Central (DWC)

Company Type: Government



DWC

DUBAI WORLD CENTRAL
دبي ورلد سنترال

Job Position/Title:	Graduate Trainee – Free Zone Administration	Academic Major:	Business Administration
Salary Range:	17,000 AED	Years of Experience:	Fresh Graduate
Job Location:	Dubai	Job Type:	Full Time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	• Permit Processing: Process the application received for new entry permit and residence permit for employment & dependent, and new visit visa by ensuring that all the document received do meet the set criteria -rules & regulation of Free Zone Administration (such as the signature completion, license status, passport, medical report, entry permit for residence visa, etc.) and haven't reached the maximum allotted visa quota. • Administration: Liaise with the reporting head and ensure the payment is been received for visa processing and receipts are been given and register the application in the database. Prepare the immigration form (e-form) by entering data and get authorized person signature in order to submit the application for visa processing to the DNRD. Update the database on receiving the Visa – for new entry, residence permit, visit visa, etc. and handover along with other documents plus like passport, employment card, to the client with an acknowledgement. • Visa Process: Follow the process for visa processing while renewing visa for visit, employment, and as well dependent and ensure that the sponsor signature available while processing the visa for dependent. Ensure all process are been carried out as per the termed rules and regulation. Update the records and handover the same to the client and get acknowledged. • NOC Letters: Prepare NOC letter for various service requested by the registered companies in the FreeZone and ensure fee are paid and receipt are issued in liaising with the Finance; service such as request for Salary Certificate, Letters to the Consulates, RTA, Economic Department, etc. • Cancellation: Cancel the entry permit /residence permit based on client request on receiving all documents in compliance with FreeZone regulations. Ensure the payment is received and register the application in the database. Submit to the DNRD by completing the process in e-form (immigration) and on completion of authorized signature. Prepare the absconder letter on receiving the application from the client and verifying all supporting documents are available		

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	and fee is paid. Update the database and get authorized signature before submitting to the DNRD for absconding process. Update the database on receiving the processed paper and handover to the client on receiving the acknowledgement. • Additional Service: Support the Free Zone Administration on processing various services ensuring it follows the defined procedure on the request from client, such as; change of profession, residence permit re-entry (outside UAE for more than 6 months), re-issue of residence permit for lost passport, transfer of residence permit to new passport, transfer of residence permit to new passport on nationality change, etc. • Records: Update and maintain the system ensuring that all activities between the client and Free Zone are recorded. Answer to any internal/external customer queries (Verbal, mail or telephone). • Relationship: Maintain a good level of conduct and regular contact with the internal and external clients to ensure a smooth on-going process is conducted. • Policies and procedures: Follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner • QHSSE: Ensure all relevant quality, health, safety and environmental procedures, instructions and controls are adhered to so that the safety of employees, quality of products/services and environmental compliance can be guaranteed • Ad-hoc Requests: Perform additional duties commensurate with the current role, as and when requested by the direct manager • The job is responsible provide services for DWC Free Zone customers on free zone administration related issues. • The work is performed by thinking and executing operational and administrative activities to the Free Zone Administration with standard instruction and routines following the procedures of Free Zone Administration, its rules and regulations and in routine manner.
Minimum Qualifications:	Bachelor Degree
No. of Positions Required:	2
Job Close Date:	30/10/2014

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

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&

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