

Center for Career Placement & Alumni
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.: JV683

Company Name: Dubai World Central (DWC)

Company Type: Government



DWC

DUBAI WORLD CENTRAL
دبي ورلد سنترال

Job Position/Title:	Graduate Trainee – Legal	Academic Major:	Law
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:	- To perform legal tasks such as research, document drafting and reviewing and provide support and assistance to the Legal Advisors. - Assist in providing legal technical expertise, including contract and document review, drafting, legal analysis and advice and regular monitoring and communication and explanation of legislation relevant to DWC's business. - Keep abreast of legislation and new regulations affecting company operations. - Develop a comprehensive understanding of the company's businesses and business practices. - Legal research on various issues such as Real Estate, Free Zone rules, Telecoms regulation and corporate governance. - Summarize legal documents and laws. - Drafting and proof reading contracts, letters and other legal documents. - Assist in the drafting of template lease, licence and concession agreements for Free Zone properties (Business Park, DLC, Aviation City etc.). - Prepare initial written advice on all applicable legislative/regulatory issues, and recommend improvements and alternatives to business practices to ensure compliance and improvement. - Conduct legal research and prepare briefing memoranda as and when required. - Develop a close working relationship with all business units and provide legal advice and assistance in commercially accessible way. - Provide input on all proposed rules, policies, operating procedures and other administrative proposals for all business units. - Proactively highlight and advise on commercial risks and		

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	benefits of contracts, ensuring best practice legal standards across the organisation and to ensure the compliance by business units with the organizations policies and procedures. • Provide advice and assistance on contentious or potentially contentious matters affecting the organization or its business and pursue a resolution of any disputes, which is, as far as possible, most beneficial to the organization. • Furnish legal advice with respect to corporate administration and prepare company resolutions and forms and other corporate documentation such as Board Resolutions, Shareholders Resolutions Memorandums of Understanding, Letters of Intent, Confidentiality Agreements and other documentation. • Assist in the drafting of policies to enable DWC to achieve its core objectives. • Ensure records are complete, accurate, and up to date and stored safely and that access to classified material is restricted accordingly. • Conduct research and prepare legal activity reports on relevant issues and assist with the creation or undertake presentations to Management. Assist the legal team with the preparation of periodic reports and maintain records for easy audit purpose. • Carry out additional tasks and responsibilities as directed by the General Counsel from time to time. Job Context: • Internal: All Business Units, Management, Audit, Consultants • External: Government bodies – Civil Aviation, Police, Customs, Court, DEWA, Port, Labour, Service Providers
Minimum Qualifications:	Bachelor Degree
No. of Positions Required:	1
Job Close Date:	30/10/2014

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

Jaber.Alteneiji@dwc.ae

&

Najat.Nasser@dwc.ae

