

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

**JOB VACANCY FORM<sup>®</sup>**

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

**Job Reference No.:** JV717

**Company Name:** Dubai Municipality

**Company Type:** Government



|                                   |                                                                                                                                                              |                             |                                                                   |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------------------------------------------------|
| <b>Job Position/Title:</b>        | Administrative officer                                                                                                                                       | <b>Academic Major:</b>      | Human Resource Management & Development - Business Administration |
| <b>Salary Range:</b>              | 14271                                                                                                                                                        | <b>Years of Experience:</b> | Fresh Graduate                                                    |
| <b>Job Location:</b>              | Dubai                                                                                                                                                        | <b>Job Type:</b>            | Full-time                                                         |
| <b>Nationality:</b>               | Only UAE Nationals                                                                                                                                           | <b>Gender:</b>              | Male                                                              |
| <b>Job Description:</b>           | تنفيذ كافة الأعمال المتعلقة بتقييم الأداء الفردي لموظفي الوحدات التنظيمية وفقا لخطط وبرامج العمل والقوانين والأنظمة الصادرة بالخصوص وتوجيهات المشرف المباشر. |                             |                                                                   |
| <b>Minimum Qualifications:</b>    | Bachelor Degree                                                                                                                                              |                             |                                                                   |
| <b>No. of Positions Required:</b> | 8                                                                                                                                                            |                             |                                                                   |
| <b>Job Close Date:</b>            | 1/1/2015                                                                                                                                                     |                             |                                                                   |

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

**[SAMMARRI@dm.gov.ae](mailto:SAMMARRI@dm.gov.ae)**

