

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

JOB VACANCY FORM®

Job Reference No.: JV774

Company Name: Ministry of Energy

Company Type: Government



الإمارات العربية المتحدة
وزارة الطاقة

Job Position/Title:	Training Specialist	Academic Major:	Human Resource Management & Development
Salary Range:	Single: 18,295 Married: 18,795	Years of Experience:	Fresh Graduate or 2 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	Training Specialist will provide the administration support for the HR manager by supervising the training services such as: training arrangement & training feedback. Main Responsibilities: 1- Maintain update accurate training records for all employees. 2- Maintain update database for training suppliers and course programs. 3- Arrange employees' attendance on training programs plus the payment invoices and expenses.		
Minimum Qualifications:	• Bachelor Degree. • Ability to organize the workload • Good communication skills		
No. of Positions Required:	1		
Job Close Date:	Open Until Filled		

هام: المعلومات الواردة في هذا النموذج هي فقط لطلبة وخريجي جامعة الإمارات العربية المتحدة ولا يحق نشرها أو تداولها خارج نطاق الجامعة
IMPORTANT: The information presented in this document is for UAEU students and graduates only and cannot be shared outside UAE University

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

recruitment@moenr.gov.ae

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