

The Government of Dubai Legal Affairs Department Announces the Following Vacancies:

Job Ref. Number	Title	Job Description	Academic Qualifications and Professional Experience
2014/08	Senior Legal Officer / Legal Counsel (Legislation)	<ul style="list-style-type: none"> - Draft all types of legislation. - Perform all legal duties associated with the position. 	<ul style="list-style-type: none"> - Degree in Law. - A minimum of (10) years of uninterrupted relevant work experience. - Extensive knowledge of the rules and standards of drafting legislation. - Computer literacy. - Written and verbal proficiency in Arabic and English.
2014/09	Legal Counsel (Contracts and Agreements)	<ul style="list-style-type: none"> - Draft all types of contracts - Perform all legal duties related to drafting contracts. 	<ul style="list-style-type: none"> - Graduate degree in Law. - Extensive knowledge of the rules and standards of drafting contracts and agreements. - A minimum of (10) years of uninterrupted relevant work experience. - Written and verbal proficiency in Arabic and English.
2014/10	Legal Counsel (Arbitration and Alternative Dispute Resolution)	<ul style="list-style-type: none"> - Represent Government entities in legal disputes. - Conduct the settlement of disputes through alternative dispute resolution means. - Perform all other legal duties associated with the position. 	<ul style="list-style-type: none"> - Graduate degree in Law. - Professional work experience in arbitration and alternative dispute resolution. - A minimum of (10) years of uninterrupted relevant work experience.
2014/11	Human Resources Consultant	<ul style="list-style-type: none"> - Prepare comprehensive manuals for Human Resources policies and procedures. - Develop and implement policies to maximize the potential of the employees of the Department. - Prepare employee satisfaction studies. - Set the Human Resources strategic plans. - Prepare the internal human resources bylaws. 	<ul style="list-style-type: none"> - Doctorate, Master's or Bachelor's degree in Human Resources. - A minimum of (10) years of experience. - Written and verbal proficiency in Arabic and English. - Computer literacy.
2014/12	Accountant	<ul style="list-style-type: none"> - Ensure availability of budget allocations for all financial transactions. - Accomplish all accounting duties, including recording journal entries and payment vouchers in accordance with the generally accepted accounting principles. - Draft and prepare financial reports. - Perform audit and control on accounts and financial books and records. - Participate in preparing the draft budget and in activity-based cost allocation. 	<ul style="list-style-type: none"> - Higher Diploma or Bachelor's degree in Accounting. - A minimum of (10) years of experience. - Extensive knowledge of accounting systems. - Written and verbal proficiency in Arabic and English. - Computer literacy.