

JOB DESCRIPTION

PUBLIC RELATIONS OFFICER (PRO)

JOB DETAILS		
Position Title:	Public Relations Officer	Grade
Department/Division:	Human Resources Department	
Reports to:	Human Resources Manager	
Supervises:	None	
Last Updated on:	February 22, 2022	

Job Purpose

The PRO will be responsible for processing and carrying out all transactions relating to visas, permits, licenses, registration, of employees, the company, liaising with various Government Departments and Agencies

Main Duties and Responsibilities:

- Collect and give regular updates on all labor and immigration standards from the government offices to keep the HR office well informed for any changes in procedures and rules.
- Submit, follow-up and gather all new work and business visas to guarantee that the visas are handled and processed on time.
- Assure all business and trade Licenses are updated, follow-up on official approvals and permits, to prevent unnecessary violations.
- When the need arises, represent the company at different offices like Airport Embassies, Police Station, Ministries/Municipalities and other government Departments.
- Respond / deal promptly and productively on general enquiries about PRO functions
- Assist the office in determining any issues identified with organization vehicle registration and renewals
- Provide information, and support the HR department by making recommendations on best practices in order to make the process of getting residency permits faster and more efficient.
- Assist in other HR tasks including medical insurance, NOC letters for students / employees, HR reports, front desk, etc.
- Perform any other tasks as per business needs / assigned by supervisor.

Required Minimum Qualifications

- Diploma degree is required, Bachelor degree is preferred.
- Minimum of 2 years working experience in similar role
- Strong background of The UAE Labor law
- Experience in similar position in Dubai
- Fluent Oral & written English
- Preference given to native Arabic speakers
- Solid knowledge of Immigration rules and updated regulations, and hands-on experience of using Immigration online system and issuing all kinds of visas.
- Effective interpersonal skills to successfully work with local government agencies.
- Advanced organizational and Administration skills

APPLICATION PROCEDURE:

Please email your application to careersdubai@rit.edu and include the following items in your application:

- Subject line must include the source, your name and position you are applying for;
(Mr. John Smith – Public Relations Officer (PRO))
- Cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements
- Resume or curriculum vitae
- Contact information

Applications review will begin immediately and continue until a candidate is selected. Only shortlisted candidates will be contacted. For more information please visit RIT Dubai website at www.dubai.rit.edu.