JOB DESCRIPTION

PUBLIC RELATIONS OFFICER (PRO)

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<th>JOB DETAILS</th>
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<td><strong>Position Title:</strong></td>
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<td><strong>Department/Division:</strong></td>
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<td><strong>Reports to:</strong></td>
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<td><strong>Supervises:</strong></td>
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**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.