“The real asset of any advanced nation is its people, especially the educated ones, and the prosperity and success of the people are measured by the standard of their education.”

“May Allah Rest His Soul in Eternal Peace”

Sheikh Zayed Bin Sultan Al Nahyan
Founding father of the UAE
His Highness Sheikh Mohammed Bin Rashid Al Maktoum
Vice President & Prime Minister of UAE and Ruler of Dubai
His Highness Sheikh Mohammed Bin Zayed Al Nahyan
Crown Prince of Abu Dhabi and Deputy Supreme Commander
of the United Arab Emirates Armed Forces
His Highness Sheikh Mansour Bin Zayed Al Nahyan  
Deputy Prime Minister and Minister of Presidential Affairs of the UAE
On behalf of His Highness Sheikh Mansour, Deputy Prime Minister and Minister of Presidential Affairs of the UAE, the Ministry of Presidential Affairs (MOPA) initiated and generously supported the development of this first edition of the *Occupations and Careers Handbook for UAE Nationals*.

The Development and production of this Handbook were initiated by the Ministry of Presidential Affairs. It was produced under the guidance of a dedicated National Technical Steering Committee, chaired by MOPA. Members of the Committee were drawn from the National Qualifications Authority (NQA), Ministry of Labour, Abu Dhabi Tawteen Council and the Abu Dhabi Centre for Technical and Vocational Education and Training. MOPA wishes here to formally acknowledge the important contribution all members of the Committee, particularly for the technical content of the Handbook. With the exception of education and training purposes for career information, no part of this Handbook may be reproduced, distributed, adapted, or modified for commercial gain, in any form or medium, whether electronic or otherwise, without the prior written consent of the NQA (the national custodian of the *Occupations and Careers Handbook for UAE Nationals*). While all due care has been taken in preparing this document, MOPA and all partners disclaim any liability for any damage arising from the use of the information contained in this document and will not be held responsible for any loss, howsoever caused as a result of the use of or reliance on the material contained herein.

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Acknowledgments

The National Technical Steering Committee would like to acknowledge the main sources of information on the basis of which this Handbook was developed. In order of preference these were: The International Labor Organization’s (ILO) International Standard Classification of Occupations (ISCO) - ISCO-08, which was used as the benchmark reference instrument for collecting, organizing and augmenting data for the selected occupations included in the Occupational Profiles. The UAE Ministry of Labour (MoL) Labour’s Market Information System (LMIS), The Occupational Information Network (O*NET) Web and data site, “myfuture” Web and data site which is managed by Education Services Australia Limited, which maintains and hosts the site for the Department of Education, Science and Training, the “careersnz” Web and data site, which is managed by Careers New Zealand, the government agency responsible for leading the career development of all New Zealanders, a variety of other broad based career sources, as well survey returns received from UAE government related entities (GREs) in relation to examples of aligned or related occupations and employment places for such occupations.

Disclaimer

The Handbook has been developed for the sole purpose of providing introductory public information document of occupations and careers for use in the UAE, with the recognized International Standard Classification of Occupations (ISCO) - ISCO-08 reference instrument used as the base source. In developing and publishing the Handbook, every care has been taken to ensure concordance with and accuracy of the information contained herein at time of publication with regard to the UAE context. MOPA and the NQA, are therefore, unable to accept any liability for its accuracy or content, and exploitation of such information is at the user’s risk. It is also recommended that users refer to other sources to augment their occupations and careers information inquiries and orientations.

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1 O*NET is a trademark of the U.S. Department of Labor, Employment and Training Administration - http://www.onetonline.org/
2 http://www.myfuture.edu.au/
3 http://www2.careers.govt.nz/
Foreword

The Occupations and Careers Handbook for UAE Nationals is an initiative developed under the patronage of His Highness Sheikh Khalifa bin Zayed Al Nahyan, President of the United Arab Emirates, and led by the Ministry of Presidential Affairs.

The Handbook was inspired by the UAE Vision 2021, a national road map that aims to guide the country forward to 2021. Of the four key themes underpinning Vision 2021, and of particular interest to this Handbook, is the ‘United in Knowledge’ theme. This theme states: “The UAE will harness the full potential of its national human capital by maximising the participation of Emiratis, encouraging entrepreneurship and nurturing home-grown public and private sector leaders, while attracting and retaining the best talent.”

A central underpinning tenet of ‘UAE Vision 2021’ is to build a diverse and sustainable economy in which a wide range of profitable economic activities and industry sectors can thrive and prosper. It is therefore one of the Ministry of Presidential Affairs’ prime objectives to inspire UAE nationals to undertake critical jobs in the wider economy and, more importantly, encourage the development, use and deployment of new knowledge and skills.

Through the National Qualifications Authority, the qualifications framework has been created to ensure better alignment between educational outcomes and labour market needs and to promote the participation of Emiratis in key economic sectors, thereby leading to a more sustainable economy in the longer term. The Handbook complements the framework and acts as an important reference for employment opportunities in these key sectors.

It is further intended that this Handbook will be used as a valuable resource for all stakeholders in the field of human resource development and management in both the private and public sectors. Finally, we would like to thank all who have contributed to the development of this first edition of the Occupations and Careers Handbook for UAE Nationals.

Sheikh Mansour bin Zayed Al Nahyan
Deputy Prime Minister and Minister of Presidential Affairs of the UAE
1.1 Introduction
Despite the global financial crises, economic progress in the UAE continues at a better than average rate compared with the rest of the world. This progress can be maintained through the government’s strategy to diversify the economy away from the oil and gas sector. Expansion of the private sector and increased efficiency and productivity within the public sector are key priorities in this strategy. This will increase the range of opportunities for UAE Nationals.

The Handbook identifies and targets occupations from a range of relevant careers that are regarded as critical, essential and important in the emerging new knowledge-based UAE economy.

In implementing His Highness Sheikh Mansour’s directive, an Executive Committee, comprised of key stakeholders from government, employers and educators, was established and mandated to develop the Occupations and Careers Handbook for UAE Nationals.

1.2 Supporting Emiratization
In developing the Occupations and Careers Handbook for UAE Nationals, special consideration was given to the UAE national and Emirates specific Emiratization strategies.

In this regard attention has been given to selecting occupations that support respective government strategies to promote UAE Nationals to occupy critical, essential and important jobs in the economy.

During the development of the Handbook, discussions were held with a number of Government entities. A survey was undertaken with these entities to ascertain the range of possible new jobs that are most likely to emerge over the next five years, and which would be attractive to UAE Nationals. In identifying the occupations listed in the Handbook, UAE Nationals were the driving consideration as was the desire of the Federal Government to encourage over one million UAE Nationals to be in the labour market by 2030.

The Federal Government and Emirate specific governments have embarked on a journey to empower UAE Nationals. This journey includes strategies to generate practical initiatives that encourage increasing numbers of UAE Nationals who want to participate and contribute to the country’s wellbeing and social development. In turn, this ensures they can continue to maintain and where possible improve their standard of living.
1.3 The UAE Diversification Plan

*UAE Vision 2021, United in Ambition and Determination* stresses that the United Arab Emirates wants to sustain its drive towards economic diversification, as this is the nation’s surest path to sustainable development in a future that is less reliant on oil. This means expanding new strategic sectors to channel our energies into industries and services where we can build a long-term competitive advantage. Balanced growth must be fuelled by a sustainable range of energy sources, within which the UAE will ensure an important role for alternative and renewable options such as nuclear power.

To ensure lasting competitiveness, the nation will look beyond traditional economic models and take a more flexible perspective. Businesses will adopt an increasingly customer-centric approach to customizing their products and services, and will learn to coordinate between efficient networks to meet the complex demands of the marketplace.

By stimulating home-grown entrepreneurship and attracting foreign direct investment, our economy will mature into a model of sustainable and responsible growth that will ensure long-term prosperity for all Emiratis.

We will position our economy to capture developing trends and adapt to changing global realities, such as the rise of new economic powerhouses. We will forge ever stronger international partnerships and capitalize on them to boost trade and commerce.

*The Abu Dhabi Economic Vision 2030* reiterates that economic diversification is common and fundamental to the Government’s other stated priority areas and the policy agenda as a whole. The Government wishes to see the creation of higher-value employment opportunities, especially for Nationals, and maximize participation of women in the workforce.

To encourage investment and entrepreneurial activity, the Government plans to contribute to the enhancing of the business environment through further legislative reform and by ensuring that all economic policies are formulated with reference to rigorous data sources and statistical information.

Enhancing the economy and business climate will also help to integrate UAE further into the global economy by attracting foreign as well as local investment, and by facilitating export of capital through targeted investments with international partners. This vision goes on to list the sectors that will form the Emirates engine of economic growth and diversification which are outlined in a later section.

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4 *UAE Vision 2021, United in Ambition and Determination* was launched in early February 2010 by the UAE Vice President and Prime Minister, H.H. Sheikh Mohammed bin Rashid Al Maktoum.

5 The Abu Dhabi Economic Vision 2030 - Published by The Department of Economic Development (DED) in collaboration with Abu Dhabi Council for Economic Development (ADCEDE) and the General Secretariat of the Executive Council.
Chapter 2
Career opportunities for UAE Nationals

The UAE federal and specific diversification plans of respective Emirates (ranging from 2015 to 2030) offer invaluable insight into the likely direction the UAE economy will head in the years ahead. In terms of this Handbook, research was undertaken to identify from the plans the most important industry sectors and what this means in terms of essential and critical occupations and careers predisposed (existing or new) and most likely to experience growth in the coming years; and more particularly for the next five years.

The various plans were reviewed and the respective priority industry sectors aggregated. This process provided a sound basis for establishing the most commonly cited and where possible prioritized industry sectors. Further, to assist in ranking the industry sectors, more precisely in terms of aiming to identify the most suitable, essential and critical occupations and careers, the following criteria representing a hierarchy of national interest, were used to augment the process:

- National security
- Emiratization level
- Economic growth
- Sector maturity
- Government direction

Based on these criteria, the following key sectors appeared to hold the most potential:

**Energy resources**, which include oil, natural gas, petrochemicals, chemical and mining/quarrying as well as renewable and sustainable energy

**Logistics and transport**, which include aviation, aerospace, air transport, maritime, supply chain services, passenger conveyance, and storage and warehousing

**Utilities and infrastructure**, which include communications (including telecommunications), electricity, including renewable energy sources, engineering services, gas, science and mathematics, utilities support and water

**Building and construction**, which include estates and assets development and management.

**Manufacturing**, which includes design and innovation manufacturing, process and assembly manufacturing, pharmaceuticals, and biotechnology.

Whilst the above represent the top five industry sectors, there are other notable key industry sectors that underpin and will also serve as major contributors to diversifying the UAE economy. These too will provide important jobs and in some instances long-term career opportunities.
These other sectors are:

- Tourism, which includes hospitality, retail and leisure services
- Business, administration and financial services
- Community, health services and social services

Accordingly, the above industries are considered to be those that are most likely to provide both the essential and critical as well as important occupations for UAE Nationals. More importantly, they are likely to create the majority of new and emerging sustainable and long-term career opportunities. Interestingly, it is envisaged that these new and emerging jobs are most likely to materialize in the private sector or government related entities sectors rather than in the government (public) sector. This is consistent with the vision of the UAE leadership of expanding the participation and contribution of the private sector in the UAE economy.

In light of this, the Handbook presents UAE Nationals with the opportunity to learn more about each of the sectors, and in particular the future occupations worthy of attention and consideration.

It is vital to note that the UAE industry is segmented into 12 officially recognized sectors, where by and large the public sector is represented predominantly in one sector - Government services and public administration, and proportionally depending on maturity of the sector in the remaining 11 sectors.

These 12 industry sectors are:

<table>
<thead>
<tr>
<th>No</th>
<th>Recognized UAE Industry Sectors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Government services and public administration</td>
</tr>
<tr>
<td>2</td>
<td>Community, health and social services</td>
</tr>
<tr>
<td>3</td>
<td>Business, administration and financial services</td>
</tr>
<tr>
<td>4</td>
<td>Tourism, hospitality, retail and leisure services including personal care services</td>
</tr>
<tr>
<td>5</td>
<td>Arts, culture and entertainment</td>
</tr>
<tr>
<td>6</td>
<td>Education, learning and social development</td>
</tr>
<tr>
<td>7</td>
<td>Building and construction, estates and assets development and management</td>
</tr>
<tr>
<td>8</td>
<td>Utilities and infrastructure</td>
</tr>
<tr>
<td>9</td>
<td>Energy resources – oil, natural gas, petrochemical, chemical and mining/quarrying</td>
</tr>
<tr>
<td>10</td>
<td>Manufacturing</td>
</tr>
<tr>
<td>11</td>
<td>Logistics and transport</td>
</tr>
<tr>
<td>12</td>
<td>Agriculture, livestock and fishery</td>
</tr>
</tbody>
</table>

The 12 sectors reflect and are representative of the broader UAE demographics in terms of:

- UAE key economic indicators (United Arab Emirates Yearbook 2007 and 2008)
- Identified key Ministry of Economy economic industry sectors
- UAE Chambers of Commerce and industry categories
- Social context
- Employment
- Population size
- Vocational skills mix as well as cross sector skills used
- Current and prospective skills demand of the Emirates
- International experiences.

The National Qualifications Authority (NQA) is a federal policy body established in late 2010 to coordinate, in cooperation with relevant entities, the quality of qualifications in the UAE through developing and maintaining a modern and comprehensive national qualifications system. The Authority is looking to establish a closer interrelationship between qualifications and the needs of industry and the workplace (occupations). NQA is establishing arrangements for developing and approving national qualifications comprised of occupational standards (skills) across the 12 recognized industry sectors.

Having identified the industry sectors most likely to provide future jobs and having cross-referenced these with the NQA’s 12 sectors for which future occupationally related qualifications are to be developed, an important next step was to ensure that when new and emerging occupations were identified, they used commonly and internationally recognized occupational terminology. It was agreed that the International Standard Classification of Occupations, 2008 (ISCO-08) established by the International Labour Organization (ILO), would be used as the titling convention for occupations included in the Handbook. This approach complements the fact that the Ministry of Economy and bureaus of statistics in the UAE utilize this convention too in gathering, analyzing and reporting occupational information within the UAE and internationally.

Having identified the industry sectors most likely to provide growth in jobs and careers in the future, the next procedural step was to determine the basis for confirming the most suitable occupations within those sectors that would be considered essential and critical, as well as important in providing sustainable and long-term career opportunities for UAE Nationals.

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7. The 12 sectors referred to above are detailed in the Qualifications Framework for the Emirates (QF-Emirates) Handbook approved by the NQA Board, 20 February 2012.
8. ISCO is the International Labour Organization’s (ILO) International Standard Classification of Occupations (ISCO) system. It is the internationally recognized system for classifying occupations. It is used by the Ministry of Economy in the UAE for its occupational data gathering and reporting tool. A revised ISCO was updated by the Governing Body of the ILO in December 2008 to ISCO-08.
2.1 Significant and strategic careers (jobs)

Three important ‘occupational criteria’ were identified to inform the process of detecting suitable occupations from an array of data that was gathered and reviewed, for inclusion in the Handbook. Selected occupations were to meet the following criteria:

1. Some level of long-term sustainability and criticality in the economy/industry underpinned by prospective multiple career options, exit points and pathways for future self-growth and recognition.

2. Security, support, and good conditions/remuneration.

3. Perceived attractiveness and occupational status.

It was important to scope the work in terms of current and future labour market trends and needs. This is in recognition of the need for a deeper understanding of the current and future labour market supply and demand in order to ascertain relevant occupations that would align or fit these newly established ‘occupational criteria’. As a result, a process was undertaken to identify and include in the Handbook critical information on:

- the scope and range of industries in the UAE economy, including key facts and trends in terms of occupations, and their potential career opportunities now and in the near future (5 years), and

- a listing of occupations as well an explanation (profile) of the duties or tasks performed, key features and requirements of the job such as knowledge, skills and experience, any essential qualifications, remuneration indicators, and future prospects.

To this end, the next section outlines the industry sectors anticipated to show the highest potential for growth and prospective occupations worthy of consideration, and which may appeal or best reflect the respective needs of UAE Nationals. The subsequent chapter provides 155 selected ‘Occupational Profiles’ of occupations most closely linked and corresponding with the ‘occupational criteria’ referred to above, and listed against the relevant industry sectors.

2.2 Emerging and exciting careers

In reviewing the UAE and various specific strategic plans of respective Emirates, it is evident that the most common and underlying desires are to rapidly improve the UAE’s international competitiveness and diversify the economy, by typically encouraging:

1. increased investment in, and establishment of, high-value added and diverse industry sectors;

2. increased efficiency, flexibility and productivity of existing and future supply of labour and technology;

3. speedy expansion of private sector participation in the economy; and

4. increased participation rates of UAE Nationals in the labour market by establishing and developing a workforce of UAE Nationals, who are highly qualified and engaged in strategically critical, essential and important jobs and industry sectors, that provide them with opportunities to strengthen their leadership role.

Already, “the private sector provides the majority of jobs in the UAE, accounting for nearly 63.3 percent of the total workforce in 2008. While the Federal Government employs 7.9 percent, 10.7 percent work for local governments, 4.1 percent work in joint local-federal departments, and the remainder are employed in diplomatic missions.” Given private sector employment accounts for the largest number of workers and provides the broadest range of opportunities and experiences, commencing a career in the private sector before considering a future in the public sector would be a distinct advantage to aspiring career minded UAE individuals.

The following section provides a précis of each industry sector in terms of the potential in the sector for quality jobs and inspiring career prospects, as well as a sense of the industry sector’s participation and contribution to the UAE economy. UAE Nationals can review, identify and target their preferred industry sector, the job type that aligns with their ambitions and aspirations, and discover the available longer-term career paths.

1. Government services and public administration:

Defence forces and public safety jobs in the armed forces, police, prisons, fire-rescue and security are well represented by UAE Nationals, and career opportunities in other sectors of the economy are more likely to show greater growth and career potential, relative to these occupations and lead to a wider range of career choices.

Government services and public administration are given a level of tacit priority in the respective UAE plans for growth, referred to earlier, as the young country strives to reach the productivity and efficiency levels of leading countries of the world. Whilst government services and public administration did not emerge as a priority industry sector in the research, it nonetheless, is a critical sector of the economy. The future operation and success of the UAE economy will increasingly be dependent on developing leading edge quality public advice, administration and policy; regulation and compliance; and provision of quality client services – e.g. government to government, government to private sector or government to individuals.

A good example is the Federal Government’s e-Government Services Strategy, which is being implemented across all government entities and institutions to accommodate increasing demands of the growing population and economy and at the same time raise standards to the level of most developed countries in the world.

Relative to the expansion of the other industry sectors, this sector is likely to experience lower levels of employment growth. That is, the number of UAE Nationals in the public sector proportionate to output (productivity performance) may decline from past practices, however

in real terms, overall public sector job numbers should rise. It is most likely that the demand in jobs in this sector will relate to policy, regulation and quality services, as alluded to above. Hence, good job prospects in the public sector are most likely to emerge across:

- policy formulation, administration and advice;
- regulation and licensing, inspection and compliance; and
- in quality and e-related client services.

Over the next five years, the UAE job market across this sector is estimated at around 20,000 jobs. Career prospects in this sector are tremendous for those with relevant education and experience in the occupational areas referred to above – policy, regulation and quality services. Education requirements for entry into this field vary with entry level administrative jobs requiring policy, regulation and quality services; typically requiring at least a Diploma. For more senior positions, candidates are likely to require specialist qualifications in a relevant Degree discipline or higher and may include professional development training and additional post-graduate studies. These latter positions are likely to be well paid and enjoy a wide range of benefits such as continuing education scholarships, housing, retirement and so on.

2. Community, Health and Social Services:

Community and Health Service occupations are expected to grow rapidly and include occupations such as specialists, physicians, doctors, nurses and other health care professionals. These jobs will be complemented by managers with expertise in general hospital, specialist child and aged care services administration. Given that the UAE has a relatively young population and participation rates of UAE Nationals are low, there is tremendous job and career pathway opportunities in this sector. Increasing the UAE National workforce pool in this sector will materialize through new hospitals and health care services under construction and soon to become operational.

The UAE has a highly developed health service, including a sophisticated physical infrastructure of well-equipped hospitals, specialized clinics and primary care centres. Currently, there are 26 public hospitals in the UAE with a capacity of almost 4000 beds, over 2000 doctors in all specialisations, and over 1000 public and private clinics. Health care is free for all nationals and laws have been instituted to ensure mandatory health insurance for non-nationals.11

The UAE Yearbook 2010 reports in terms of new facilities under construction. Despite the financial climate, health care in the UAE remains a focus of investment with a number of government and private projects being undertaken in 2010. SEHA, the health services company that operates government hospitals and clinics in Abu Dhabi, is funding a multibillion-dirham project to replace Al Mafraq Hospital, 40 kilometres outside the capital, and Al Ain Hospital, in Al Ain city, by 2013.

The Ajman Health Zone and the Ministry of Health (MoH) are embarking on a Dh500 million expansion project involving Sheikh Khalifa bin Zayed Hospital and the creation of a number of primary health centres, a diabetes and obesity centre and a medical fitness centre. Umm al-Qaiwain Hospital is also undergoing a revamp costing more than Dh400 million and the new 400-bed Jebel Ali Trauma and Emergency Centre in Dubai is due for completion in 2010. The 200-bed Al Jalila Children's Speciality Hospital in Dubai is currently being built and is expected to be ready in 2011.

Mubadala Healthcare, part of the Abu Dhabi government-owned Mubadala Development Company, launched the first part of its major pathology laboratory project in Dubai in December 2009. Its hub in Abu Dhabi is expected to open in 2010 and have a dramatic effect on services. The National Reference Laboratory will be the first of its kind in the region and will test a large number and variety of samples that are currently sent abroad. It will reduce waiting times for results and costs to local healthcare providers.

Additionally, UAE Interact website, reported (30/01/2012):

“One of Abu Dhabi’s flagship healthcare projects, a hospital worth close to US$2 billion (Dh7.34bn), is set to open in the first quarter of next year as the emirate reignites investment in infrastructure and jobs.

The hospital, modeled on the reputed Cleveland Clinic in the US, will have 364 beds, with the option to increase that level to 490, and is designed to operate five different specialist institutes covering digestive diseases, eye, heart and vascular disorders, neurological treatment, and respiratory and critical care.

As one of the major projects in the capital, Cleveland Clinic caps a raft of announcements in the past few days by Abu Dhabi authorities pledging huge investment in development and jobs.”

Medical Secretaries are also in high demand with the new national health insurance rules and the boom in number of health care providers. The introduction of these new providers as well as the emergence of new ancillary medical support infrastructure that will follow as a result of new hospitals under construction will all open up for UAE Nationals notable opportunities for this occupation.

Social Welfare also offers an array of opportunities in public sector jobs. The government offers support to those in need, particularly the elderly, the disabled and divorcées. Benefits can be in the form of financial assistance, which is administered by the Ministry of Social Affairs. The category of potential recipients has now been widened to include additional benefits. This requires increased policy development and advice as well as administration resulting in increased opportunities in related positions. As with other government sectors, career opportunities for UAE Nationals in this category are most likely to emerge in policy, regulation and quality services occupations.

10 UAE Yearbook, 2010 - www.UAEyearbook.com
11 http://www.UAEInteract.com/society/health
3. Business, Administration, Financial and Legal Services:
Careers in accounting, finance, banking, human resources management as well as private legal services at all levels from office clerks to chief executives are likely to be in high demand in all the emerging industry sub-sectors with monthly salaries ranging from 10,000 to 30,000 AED. The highest in demand will be managerial and administrative executive or paraprofessional positions, which require higher qualifications and experience in the relevant sub-sectors.

Accountants and Auditors maintain financial records and monitor transactions for corporations and government organizations. Employment opportunities will be very favourable for UAE Nationals in this field through 2018 due to a low number of graduates in this domain. Emirates-Careers, a recruitment company servicing the UAE and the Middle East, reports demand for accounting and financial professionals will always exist given the pivotal role they play in the financial affairs and responsibilities of organizations. As the economy grows, their demand will likewise increase.

Banking jobs cover a wide range of specialties from tellers to branch managers and investment or corporate banking. This industry, whilst it may have experienced a slight downturn because of the global economic crisis, is nonetheless critical and central to the growth strategy of the UAE economy. Banking is likely to continue to finance the country’s growth plans and in turn will generate new jobs at all levels. This sector represents a good prospect for UAE Nationals aspiring to enter specialist finance positions. These professional jobs typically attract higher salaries nationally and internationally than the industry average.

Finance specialists provide expertise and advice on a wide range of finance topics such as project finance, insurance, organizational budgeting, retirement, investment, real estate planning, and others. More precisely, investment and insurance specialists with good management expertise will be among the top finance positions in demand for UAE Nationals in the near future.

Lawyers are most likely to work in law firms or be self-employed. As the economy grows and matures in critical industries so will the legal work in terms of commercial as well as social aspects. Bachelor level degrees are the minimum requirement for entry level jobs in this sector, but graduate studies and specialization plus experience guarantee higher chances at senior positions.

Management professionals are crucial in all organizational operations as they usually help companies and organizations improve their effectiveness and efficiency. They establish business processes and aim at minimizing costs and maximizing outcomes or profits. Typically, managers need at least a Bachelor level degree and minimum experience in their field of work of 3-5 years. These jobs are expected to grow higher than the normal average for all careers through 2015, however there may be a larger pool of UAE Nationals seeking the same opportunities in these occupations compared to specialist discipline occupations leading to more competition for such jobs. However, attaining an initial specialist discipline degree in allied professional occupations such as engineering, health, social or community services, public policy or planning, finance or accounting, education, arts, information technology or media, hospitality, tourism, travel or retail, or trade and commerce will bode well for any aspiring UAE National seeking to be a manager or potential senior executive.

Marketing and Promotion occupations are also likely to be in high demand for UAE Nationals. Occupations in this sector range from clerical to managerial with salaries is expected to be in line with industry averages. Marketing professionals mainly identify the wants and needs of consumers through market research, interpret collected data, and recommend future strategy in pricing, manufacturing (or how the identified service is to be best presented), distribution, and promotion.

Media and Advertising professionals work in the promotion field, mostly in media companies, to increase brand awareness and sales for their clients. They study business, marketing, or communication and focus on generating public response to their campaigns. This sub-sector has been growing at a tremendous pace in the UAE with the establishment of new entities such as twofour54, Abu Dhabi Sky News Arabia (Abu Dhabi’s first international TV channel) and Digital Domain Media (to establish an animation, visual effects and motion capture studio and Digital Domain Institute media school in Abu Dhabi).

These entities add to the considerable investment UAE has made in Dubai Media City and more recently in Abu Dhabi in media training institutions, such as the vocational academy at Abu Dhabi’s media zone. The aim is to ensure that media is an attractive and accessible profession for UAE Nationals and that it too plays a significant role in helping to diversify the nation’s economy.

Additionally, two government media entities assist in complementing the media field. These include the National Media Council (NMC), which serves as the country’s media regulator. It is responsible for issuing media licenses as well as running the external information department. The other is the Emirates News Agency, which is the country’s primary outlet for Government news.

This sub-sector has great potential including occupations such as journalist, photographers, film, stage and related directors and producers, announcers on radio, television and other media, support paraprofessionals, and technicians.

Public relations professionals, also known as communication specialists, media specialists, and public affairs specialists, communicate with the public on behalf of non-profit organizations, companies, and government agencies. They set strategies and policies for their client’s public relations, and draft internal and external communications to match these strategies. They ensure the delivery of these communication messages to the client’s audience through multiple media channels like the press, social media, email, and other internal communication tools.

12 Ministry of Labour (Med.) Labour Market Information System (LIMS), April 2012
13 http://www.emirates-careers.com/jobs-demand-2012-dubai,
4. Tourism, Hospitality, Retail and Leisure Services:
As the UAE crosses more and more milestones in being placed prominently with top-destination countries in the world, combined with its unique geographical location connecting many continents, the tourism industry is expected to continue to grow in the ensuing decade. It is anticipated that UAE National jobs in this sector will also surpass the average job market growth due to the expansion plans for this industry across all Emirates. It is anticipated that this will result in key jobs opening up in the following areas:

Hospitality: Hotel management, banqueting, booking clerks and event management jobs will increase in demand as the number of hotels grows all across the Emirates to accommodate the increasing number of tourists and business travellers. These jobs are characterized by long working hours and the need for formal training in customer service and hospitality. The career path is usually a fast track one starting at the clerical level. The salaries depend on the career level but the additional job benefits are attractive.

Retail: The growth in the number of malls and retail shops is expected to continue to grow at a rapid pace, with the expansion of the tourism industry especially as UAE tax free sales make shopping a very attractive additional advantage of UAE tourism. These jobs require little formal higher education except at paraprofessional and professional managerial level. Salaries usually match the job, but are mostly dependent on experience.

Travel and Tourism: This field is mostly attractive to the younger generation because of the travel benefits such as reduced travel and accommodation rates. Travel agents and tourism guides require at the minimum a Diploma for entry into this industry and are highly in demand mostly by the national air carriers and airport companies, as well as touristic destinations. As the tourism industry intensifies, the demand for these jobs will grow rapidly. Given this is a relatively new field for the UAE National workforce, opportunities in paraprofessional and professional occupations should be vast.

5. Arts, culture and entertainment:
Multimedia designers use audio, animation, graphics and video in producing CDs, DVDs, television programs, computer games and websites. They work for or alongside advertising agencies, television stations, web development companies and other media companies that develop multimedia presentations. The focus on growing the media industry in Abu Dhabi, Dubai and Sharjah resulted in a surge of major international media providers moving to the UAE, as reported earlier, and a significant increase in demand for media specialists at all levels. This is expected to continue to grow over the next five years as this industry grows locally.

Graphic designers produce computerised designs to communicate client messages in websites, advertising, books, computer games, product packaging, exhibitions and displays, and corporate communications. These jobs are closely linked to the media industry and the general economy growth, which creates demand for advertising and publicity. Therefore, increased opportunities for employment in this sub-sector for high end graphic designers and multimedia specialists is most likely to correspond with a rise in activity and growth in advertising and publicity. As the economy continues to gather momentum, the current number of persons employed is expected to increase too, but most likely above the job market average in the near future. Advertising and publicity tend to be the early winners in up turns in economic activity.

Libraries and Arts: Expert jobs in this sector will grow higher than the average job market due to an already big gap in national calibre and cadres. With the onset of the new National Libraries and the eminent opening of the massive, world class museums in Abu Dhabi, this sector is expected to witness exponential growth.

Librarians use the latest information technology systems and applications in performing their duties. Bachelor and Master level degrees in library sciences are required for librarian positions, however, Diploma level qualifications are also expected to be in demand for library associate (paraprofessional) positions. Competitive salaries are offered to attract young UAE Nationals to this field at all levels.

6. Education, Learning and Social Development:
In the education field, university professors, education managers (e.g. principals), teachers, specialist teachers, counsellors and psychologists are in short-supply when it comes to UAE Nationals’ representation and participation in these occupations. These jobs are identified as the top highly demanded jobs. Significant gaps in UAE Nationals in this sector of the workforce have been identified. These are naturally critical social jobs that usually require a minimum of a Degree or equivalent. The salaries in these jobs are competitive for attracting and retaining national talent in this sector.

Career Counsellors are in extreme short supply and growth opportunities for those with industry experience, is immense.

“Many students ‘shun Dubai universities for overseas’, reported The National, on Tuesday, 1 May 2012:

A policy paper released by the Dubai School of Government and the Knowledge and Human Development Authority has revealed that many students perceive shortcomings with universities in Dubai.

There are 52 higher-learning institutions in Dubai, but problems cited in the paper include a shortage of offerings, a dearth of qualified counsellors and a lack of coordination between the Emirate’s secondary schools and universities.

The paper’s authors, Hanan Al Fardan and Fatma Belrehif, encouraged schools to differentiate between career and guidance counsellors, and stressed the importance of both. They also pointed to the role of parents.”
The Teaching profession is most likely to experience higher than average demand for UAE Nationals. This is particularly acute in relation to the extremely low participation and representation rate of male UAE National teachers in the education system. This is evident both at primary and secondary school levels.

Also, language teachers and education methods specialists are very much in demand as few UAE Nationals hold positions in these fields of specialization. Typical salaries for methods specialists are above average and typically require persons with a teaching qualification augmented by classroom and quality administration experience.

Vocational Education and Training: These jobs represent a high priority within the educational field to supplement the growth in the national diversification of the economy with particular attention to manufacturing as well as other related and allied value-add sectors such as oil and gas industries. Bachelor degrees or equivalent plus industry experience are typical, minimum entry requirements in this field.

Teacher Aides (Assistants) alone constitute a large potential pool of jobs for UAE Nationals due to the mainly young population in the UAE. The economic growth in the local new industries, combined with the downturn in the international economy, resulted in the attraction of multinational young talents and their families to the UAE and caused an exponential growth in demand for primary education teachers.

This is evidenced by an article included in The National, “‘Deal to put more assistants in class”, Melanie Swan, December 21, 2011.

The article stated:

“More than 4,000 children with special needs attend mainstream public schools in Abu Dhabi, with that number expected to rise. Teachers have bemoaned the lack of assistants qualified to deal with them.

“The schools are crying out for our graduates,” said Tim Smith, director of the HCT in Al Ain. In the coming weeks, Adec will begin interviewing the soon-to-be graduates to find suitable job placements for them.

“There is a severe shortage of classroom assistants,” said Katrina Sinclair, the head of the education department. “Adec has now recognized this and as a result our graduates will now all be employed.”

Recent pay rises will take their salaries from Dh12,000 to Dh15,000 a month up to about Dh20,000.”

Univwrsity Lecturers and Administrators have extremely low UAE National participation rates. Opportunities in these fields of work are limitless as demand is and will remain for some time extremely high.

Consequently, job opportunities across the Education, Learning and Social Development sector are outstanding and are expected to continue to grow into the foreseeable future, until maturity.


Architecture is the art and science of designing buildings and structures. Architects develop concepts, images and plans based on the needs of the people, who will use them. These plans cover functionality, safety, and cost effectiveness. A professional degree in architecture is required plus about three (3) years of experience or training. Opportunities and long term careers in this field of work for UAE Nationals are considerable in both the public and private sectors.

Civil Engineers design and supervise the construction of buildings, bridges, roads, canals, and tunnels. Civil engineers work on large government projects like highways or small private projects like family homes. Major sub-specialties include environmental, structural, and transportation engineering. Employment in this field is expected to grow much faster than the average for other careers due to low number of UAE Nationals in this field and the growth of the environmental and construction industry in the UAE.

Construction Managers, also known as project managers and general contractors, oversee all aspects of a building project, from inception to completion. They plan, coordinate, and assign tasks with timelines. They also monitor the cost and quality of the project. A growing number of companies require a Bachelor degree, but frequently, those with a Diploma or Certificate and very good experience enter the field. Good long term and demanding careers are evident in this field of work, as is travel and a range of associated career opportunities for those with good experience.

Town Planning, Cartographers and Surveyors are responsible for measuring and mapping the earth's surface. They measure and map official land, airspace, and water boundaries. They collect, analyze and report data using a variety of specialized computer software. Organizations hiring for these jobs require a minimum of a Bachelor degree for these positions. These occupations can be satisfying and rewarding both in terms of conditions and quality of work.

Worth noting here is that the “Burj Khalifa” in Dubai is currently the tallest building in the world standing at 818 metres. How long will it retain its title? It also lays claim to the longest distance elevator, the highest public observation deck and concrete equivalent to the weight of 100,000 elephants! Surveyors played a part in almost every aspect of this amazing structure.

In relation to UAE infrastructure and urban planning, the UAE Yearbook 2010 states, “There

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is renewed focus on urban planning in the UAE as the recent economic boom has brought with it a rapidly rising population and a wide range of real estate, commercial and industrial development.\(^{16}\)

Property and Facility Managers manage and oversee operations, maintenance, and administrative functions for commercial, industrial, or residential properties. They are likely to see considerable growth in occupational demand. Whilst the UAE’s fast-paced construction phase may be levelling off somewhat compared to its peak between 2006 and 2010, the large volume of dwellings, commercial and industrial properties coming on-line should herald a wave of new jobs. These are likely to be associated with managing and maintaining an array of properties.

Occupations related to property management, facility management and property services would require at least Diploma level qualifications plus specific experience in asset management, energy efficiency and/or risk reduction in real estate investment.

Likely new fields of endeavour in these occupations will be those related to managing large volume estates and facilities on behalf of owners such as ‘Owners Associations or Body Corporates’, where all owners are members of Owners Association or Body Corporate boards, which are formed by law. These bodies are likely to directly employ managers to tend to and maintain their respective estate and common areas. Opportunities for quality management jobs in this sub-sector should thus be above average as large new supplies of property are coming on stream across the UAE and corresponding demand to manage them rises.

8. Utilities and Infrastructure; Energy Resource; and Manufacturing.

All growth needs energy and the UAE has been expanding its energy capacities dramatically during the past 10 years through investing in offshore natural gas rigs, building new electricity plants (including nuclear), and renewable energy sources like the solar energy-based Masdar City. This has resulted in a surge in demand for specialized engineering, environmental and allied jobs.

This industry is of strategic importance due to its role in building the infrastructure and industrial projects necessary for implementation of the UAE diversification plan. It will present about 12,000\(^{16}\) job opportunities for UAE Nationals in engineering occupations. The minimum required qualification for professional occupations is a Bachelor degree in an engineering discipline. These are amongst the highest paying jobs for entry level in the public sector, government related entities and the private sector\(^{17}\). Engineers with graduate degrees will assume managerial jobs, which will also be in high demand.

At the paraprofessional associate and technician levels, civil engineering technicians, construction supervisors, carpenters, draughtspersons, technical officers as well as electrical, mechanical, air conditioning and refrigeration technicians are among the most highly sought trade careers in this field of work. They usually require a Certificate or Diploma as entry level in vocational training in the respective discipline.

This industry sector abounds with boundless opportunities given that the UAE intensifies its diversification strategy away from oil supply to value added products and services. An imposing example is the role Mubadala (an investment company of the Abu Dhabi government), for instance, is playing in advancing the aerospace industry within the UAE. Mubadala has secured for its Aerospace Strata Facility division a direct contract with Boeing airlines to manufacture parts for the Dreamliner series of aircraft. The UAE Interact website reported the following one 18 April 2012:

“Boeing [NYSE: BA] and Mubadala Aerospace yesterday announced a 10-year direct contract for Strata Manufacturing. Mubadala Aerospace’s advanced composite aerostructures facility in Al Ain, to produce commercial composite aerostructures for the 777 and 787 Dreamliner.

In addition, the companies announced a strategic agreement that positions Strata to be a future supplier of the vertical fin for the Dreamliner, a major composite assembly for Boeing’s most advanced airplane program.\(^{18}\)

More exciting is the proposal to build a spaceport by Virgin Galactic in Abu Dhabi. Flight time to the USA from Abu Dhabi is expected to take one hour.

“Virgin Galactic, an offshoot of Richard Branson’s Virgin Group, expects to test fly its first spacecraft beyond the Earth’s atmosphere this year, with commercial suborbital passenger service to follow in 2013 or 2014, company officials said in February. A senior executive has been appointed to set up a port in the UAE capital which will become a second base to Spaceport America’s already-existing base in New Mexico.

In 2009, Abu Dhabi investment firm Aabar Investments had acquired a 32 percent stake in Spaceport America.

Virgin Galactic received its 500th customer deposit for suborbital flights, which cost US $200,000 per person.”\(^{18}\) *Emirates 24/7*\(^{18}\)

Whilst the idea of space travel to the USA may seem farfetched at this present time, it does aim to show that there are endless possibilities fuelled by human ingenuity. Underpinning these great ventures is science and engineering and along with the many opportunities in the oil and energy sector, engineering occupations extend across all of the economy and provide for limitless career pathways into allied occupations. UAE Nationals would be well served should they make the choice in the array of related engineering disciplines.

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16 Ministry of Labour (MoL) Labour Market Information System (LIMS), April 2012

17 Ministry of Labour (MoL) Labour Market Information System (LIMS), April 2012


For women too, engineering has the potential to open up countless career possibilities. Women in these professions in the UAE are starting to make their mark. For example, The National\textsuperscript{20} reported that:

"women are starting to make a big impact in the traditionally male domains of science and engineering. More than 200 industry delegates, including academics and professionals from around the world, many of them from the Mena region “Middle East & North Africa”, will attend the conference on Women in Science and Engineering.

The UAE is on course to have 40 percent of its science and engineering jobs filled by women, a bigger proportion than the US, according to the Petroleum Institute’s (PI) provost, Dr Michael Ohadi. Dr Ohadi, who was educated in the US, said the UAE’s figure stands at about 25 percent, compared to between 15 and 20 percent in the US. By 2015, he hopes to see the total reach 40 percent as institute expands its student body to 1,600. It already scouts for talented female pupils in high schools.

Dr Ohadi suggested that women will thrive in the emerging field of polymer engineering, which mainly uses lighter materials such as plastics to produce clothing, aircraft and cars. “Ladies seem to find this more interesting and they don’t need to be right out in the field. You can be giving diagnoses in an office, looking at the properties or treatment of the polymers,” he said. “Nano and micro technology will also be dominated by women in the oil industry in the coming years,” added Dr Ohadi.

Adnoc, the institute’s partner, where all students work for one year after graduation, is in the process of making the working environment more female friendly, he said. “Family life and having children in the UAE is still expected. Women feel OK working for the first three or four years but after, they may need a job requiring less travel, being closer to the family and so on. However, if the female wants to work in the field, there is nothing prohibiting that.”

At the Higher Colleges of Technology, female enrolment for engineering programmes went up by 124 percent between 2006 and 2010. The Associate Dean of Engineering at Abu Dhabi Men’s College, Shakib Farhat, said: “There is also a growing awareness towards engineering ... and the courses are becoming much more appealing to women, such as electronics, biomedical engineering.”

The projected occupational needs for this industry sector are in the following:

**Aircraft Engine Mechanics, Aircraft Pilots, Air Traffic Controllers** and related professionals all face a growing demand in the job market due to the growth of the tourism, commercial, and aviation sectors in the UAE. There are currently about 14,000\textsuperscript{21} jobs in this sector with expectations with a much higher growth in the next five years.

**Chemical Process Engineers** are concerned with the design, construction, and operation of machines and plants that perform chemical reactions to solve practical problems or make useful products. They help develop paper, dyes, medicines, plastics, fertilisers, foods, and petrochemicals.

**Computer Systems Analysts, Administrators, Technicians, and Computer Networks Technicians** design, manage, and provide support for computer systems and associated software, government organizations, and educational institutions. Excellent job prospects are expected as technology advancements are increasingly adopted by organizations in the UAE to increase their efficiency. Required qualifications range from Diploma level to graduate degrees to cover the needs from the technician to the managerial levels. This area is growing above the job market average and there are about 10,000\textsuperscript{22} jobs in this field in the UAE.

**Electrical Engineers and Technicians** design, implement, and maintain electrical instruments, equipment, facilities, and systems for commercial, industrial, and domestic purposes. They work in manufacturing facilities to ensure compliance with specifications. There are about 5,000\textsuperscript{23} jobs in this field in the UAE with favourable projections for growth with the diversifications plan.

**Electronics Engineers and Technicians** work on a wide range of technologies from personal electronics to broadcast and communication systems. They design, develop, test, and supervise the manufacture of electronic equipment. Qualifications also range from Diploma to graduate degrees. There are about 5,000\textsuperscript{24} jobs in this field in the UAE.

**Environmental Engineers** are concerned with improving the environment, including providing access to clean water, controlling pollution, developing recycling programs, and creating waste management systems. They conduct tests for hazardous wastes in plants and suggest designs to improve waste management systems.

**Industrial Engineers** determine the most effective and cost efficient means of production through the managed use of people, machines, and energy to increase productivity.

**Mechanical engineers** design, develop and test power producing machines, engines, tools, refrigeration, combustion engines, elevators, and so on.

**Telecommunication Engineers and Technicians** work with telecommunications equipment, hardware and services to handle problems and apply solutions using a range of computer software. They design and create telecommunication systems that include voice, data, radio, fibre optics and waves. Required qualifications range from Diploma to graduate degrees with significant weight put on experience in this field. About 5,000 jobs in the UAE are in this field with estimations for a significant growth in the next five years due to the boom in this market.


\textsuperscript{21} Ministry of Labour (MoL) Labour Market Information System (LIMS), April 2012

\textsuperscript{22} Ministry of Labour (MoL) Labour Market Information System (LIMS), April 2012

\textsuperscript{23} Ministry of Labour (MoL) Labour Market Information System (LIMS), April 2012

\textsuperscript{24} Ministry of Labour (MoL) Labour Market Information System (LIMS), April 2012
9. Logistics and Transport:

Individuals who study logistics and transportation management may pursue careers in the cargo, courier, transportation and/or rail industries. Opportunities also exist in the field with large companies that prefer to handle their own shipping and transportation operations rather than relying on a third-party provider. Bachelor degrees are the minimum requirement, and the salaries for UAE Nationals are quite attractive due to the high growth and low supply of a specialized workforce in this field. Paraprofessional and technical occupations require at least Diploma and Certificate qualifications with experience.

This sector represents almost 6 percent\(^\text{25}\) of the UAE labour market, as per 2008 statistics. It is a big employer and with the likes of Emirates Airlines, Etihad Airlines, the new Etihad rail proposed for Abu Dhabi and smaller Emirate entrées into the airline industry and increased public integrated transportation facilities and systems in Abu Dhabi (with its Surface Transport Master Plan) and Dubai (with its new light rail system - Metro), there is much potential in this sector for UAE Nationals.

This is augmented by huge developments underway to make the UAE a regional logistics and transport hub, in areas such as ports, airports and storage infrastructure as well as related systems to manage them once built. Many occupations will arise in logistics and transport management as a result and UAE Nationals are likely to be able to choose from a huge array of emerging occupations that will materialise in this industry sector as it expands rapidly to meet the growing industrial, tourist and domestic logistics and transport demands.

10. Agriculture, Livestock and Fishery:

The share of GDP from this industry sector has declined somewhat over the period from 2005 to 2009 from 2.2% to 1.7% respectively. This industry is undergoing major restructuring through authorities dedicated to aligning the use of natural resources and production with UAE national demand. These authorities created a need for specialists in this field but occupations in this industry are characterized by long working hours, seasonal work load, and frequent mobility with field assignments. However, due to recent developments to better organize the industry, the demand for a UAE National workforce is increasing and the salaries are quite competitive compared with the qualifications required.

Veterinarian occupations, however, are likely to be in high demand as highly prized animals such as camels and horses are tendered to in relation to sports and international export activities they are typically involved in. Management of these animals and livestock is also an emerging pursuit for UAE Nationals with links to the sector.

The camel industry\(^\text{3}\) is significant and burgeoning in the UAE in relation to the camel racing industry sector. Quality racing camels are highly prized and priced and often involve who’s who of UAE citizens. UAE Nationals managing and tending veterinary practices in this sector represent highly prized occupational opportunities for any young and aspiring animal lover and veterinarian.

Veterinarians typically diagnose, treat, or research diseases and injuries of animals. This occupation includes conducting research and development, inspecting livestock, or caring for animals. A veterinarian can specialize in particular animal stocks, such as camels.

Associate Veterinarians (Technologists/Technicians) typically provide routine and urgent medical and surgical care, develop preventive medicine and husbandry programs, ensure animals are shipped safely, and provide veterinary services oversight for conservation programs and support for managers of veterinary operations in a variety of administration and technical veterinary services and tasks.

Good prospects for UAE Nationals exist now and will continue to do so into the future for those interested in careers in animal health and/or management.

\(^{25}\) UAE Yearbook, 2010

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\(^{3}\) camel industry: significant and burgeoning in the UAE in relation to the camel racing industry sector.
Chapter 3

Occupational Profiles

This chapter covers descriptions and related information of the short-listed prospective jobs in the form of ‘Occupational Profiles’. Each profile is categorized to reflect jobs that typically draw on sets of common knowledge and skills, relevant career clusters and career pathways.

The UAE Industry Groupings Career Clusters-Career Pathways diagram contained in this chapter, was designed as a conceptual diagram to illustrate the central and pivotal role a vision statements such as The Abu Dhabi Economic Vision 2030 (and indeed UAE Vision 2021 and Emirate specific plans such as the Dubai Strategic Plan 2015) play in being a catalysts of change in influencing the future direction and future demand for requisite skills. These include:

1. Strategic pillars as per ‘The Abu Dhabi Economic Vision 2030’
2. Strategic enablers
3. Core “Life Skills”
4. Industry groupings with hierarchy level career clusters
5. Career clusters and pathways

At the core of the model are the nine strategic pillars, highlighted in Chapter 1, that provide the catalyst for effecting change across the economy and all supporting infrastructure. The pillars (or four themes in the case of UAE Vision 2021: 1. United in responsibility, 2. United in destiny, 3. United in knowledge and 4. United in prosperity) are placed at the centre. Enablers (shown as the second ring) are then developed to support and execute their achievement by engaging relevant stakeholders such as industries, employers, job seekers, education providers, or students to work together in collaboration to attain the set objectives. This has been done in an effort to illustrate how the vision statements are the central drivers and collectively contribute to economic and social development of the UAE.

The third ring is the “Core Life Skills”. Typically, these skills should be developed as early as possible and reinforced throughout compulsory education (Grade 1 to Grade 12). These are necessary enablers in developing future skills and competencies required for employment and life. UAE Nationals would be expected to develop and possess these skills for employment in order to steer their own development and that of the UAE.
The fourth layer represents industry groupings and career clusters that typically reflect those used in many other countries. The last segmented ring consists of the key industry sector groups that have been extracted from the UAE and specific plans of respective Emirates as important sectors for reform or development. These represent the broadest aggregation of potential careers and pathways in which learners and potential career aspirants can follow to maximize their potential.

This layer (industry groups) also provides a means by which the 155 selected essential and critical as well as important occupations were readily aligned for presentation in the Handbook. More importantly, the industry groupings and career clusters provide very useful information for education and training providers to consider for developing their future programs. Additionally, the groupings provide invaluable information for those (key stakeholders) seeking to better understand the role of industry groups, clustering arrangements for careers, career pathway options and their interrelationship in underpinning activities requiring attention to effect a nation’s vision. Stakeholders include government, employers, education and training providers, career advisors and the community.

Career Clusters, which are identified by bullets, represent a grouping of industry sector occupations and/or broader industry sub-sectors. Twenty one (21) national career clusters have been identified.

### 3.1 Industry Grouping and Career Clusters

Six (6) industry groups were identified from the review of the respective federal and Emirate specific plans and associated research. These are:

<table>
<thead>
<tr>
<th>Industry group 1 - Industrial</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Logistics, Transportation and Distribution</td>
</tr>
<tr>
<td>2  Architecture, Building and Construction</td>
</tr>
<tr>
<td>3  Utilities and Infrastructure</td>
</tr>
<tr>
<td>4  Energy Resources</td>
</tr>
<tr>
<td>5  Manufacturing</td>
</tr>
<tr>
<td>6  Science, Technology, Engineering and Mathematics</td>
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<tr>
<th>Industry group 2 - Community, health and social services</th>
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</thead>
<tbody>
<tr>
<td>1  Health Science</td>
</tr>
<tr>
<td>2  Community Services</td>
</tr>
<tr>
<td>3  Human and Social Services</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Industry group 3 - Government, public administration and education services</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Education and Training</td>
</tr>
<tr>
<td>2  Government and Public Administration</td>
</tr>
<tr>
<td>3  Law, Public Safety, Corrections and Security</td>
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</table>

<table>
<thead>
<tr>
<th>Industry group 4 - Business, administration, tourism, retail and leisure service</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Finance Business</td>
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<tr>
<td>2  Management and Administration</td>
</tr>
<tr>
<td>3  Hospitality, Travel and Tourism</td>
</tr>
<tr>
<td>4  Marketing</td>
</tr>
<tr>
<td>5  Retail</td>
</tr>
</tbody>
</table>
The selected 155 ‘Occupational Profiles’ included in the Handbook, have been aligned and segmented with the respective industry group, and matched to a colour in the diagram that corresponds with the respective industry career cluster.
3.2 Reducing duplication and managing education and training efficiency

There are considerable benefits from classifying career clusters and career pathways into industry groups. One benefit in particular is that common underpinning bodies of knowledge and skills, often recognized in an educational and training discipline, or which support a pre-existing discipline for a newly created job, can be drawn together for educational and training efficiency and efficacy. The changing nature of work impacted on by the knowledge-based economy, including technology, significantly affects historical narrow uses of the term discipline. New jobs are being created all the time and others are becoming redundant over a very short span of time, giving rise to the belief that the jobs of tomorrow are not yet known, but only around the corner.

Narrow classifications of job titles and/or discipline descriptions are no longer current or relevant in the changing world of work. Hybrid uses of new terminologies covering occupations and industry related jobs are emerging and are in vogue. The use of industry groupings and career clusters helps off-set and better represent this changing nature of historical occupational classifications. For instance, there is an ever growing need to provide for a greater degree of flexibility in the titling of jobs.

Notwithstanding, it is generally recognized though that much of the historical discipline fields of learning (knowledge) related to principle theorems (e.g. engineering fundamentals) has not, and is not likely to change in the short or long-term. What will change is how and where such principles are applied. For example, in the past, the principles of electricity may have underpinned several dozen occupations but today underpin many hundreds of related or allied occupations. It may only represent a small portion of learning in one occupational qualification compared to others however these specific fundamental knowledge is the same for all.

The advantages of ensuring related or allied underpinning fundamental knowledge is formally identified, as it pertains to education and training, is to minimise the possible duplication of the same knowledge and its formal recognition across occupations. This is good for credit accumulation and transfer schemes, as efforts are made to formally recognize synergies that exist across occupations and career clusters/pathways.

It is important to note that these career pathways can potentially include hundreds of occupations that may be grouped into clusters, around which educational as well as vocational education and training programs of learning and assessment can be built.

The 21 clusters identified have been sorted, with the above in mind, in terms of discipline, synergy and delivery value into six (6) groups ranked in order of alignment with the twelve (12) UAE nationally recognized industry sectors.

3.3 List of 155 Occupational Profiles

The following is a summary list of 155 selected occupations (using ISCO-08) for which Occupational Profiles have been developed and included in this section. Three lists are presented to assist users in identifying them in order of:

1. ISCO groups – with number of occupations aligned to each group;
2. List of Occupational Profiles by industry groups and national UAE industry sub-sectors; and
3. Alphabetical listing of 155 Occupational Profiles.

3.3.1 ISCO groups – with number of occupations aligned to each group

The ISCO-08 divides jobs into 10 major groups:

1. Managers
2. Professionals
3. Technicians and associate professionals
4. Clerical support workers
5. Service and sales workers
6. Skilled agricultural, forestry and fishery workers
7. Craft and related trades workers
8. Plant and machine operators, and assemblers
9. Elementary occupations
10. Armed forces occupations

Each major group (1 digit) is further organized into sub-major (2 digit), minor (3 digit) and unit (4 digit) groups. The basic criteria used to define the system are the skill level and specialization required to competently perform the tasks and duties of the occupations.
### 1. ISCO groups – with number of occupations aligned to each group

<table>
<thead>
<tr>
<th>ISCO Major Group</th>
<th>ISCO Sub-major - Title</th>
<th>No.*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Managers</td>
<td>11 Chief executives, senior officials and legislators</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>12 Administrative and commercial managers</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>13 Production and specialized services managers</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>14 Hospitality, retail and other services managers</td>
<td>3</td>
</tr>
<tr>
<td>2 Professionals</td>
<td>21 Science and engineering professionals</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>22 Health professionals</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>23 Teaching professionals</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>24 Business and administration professionals</td>
<td>10</td>
</tr>
<tr>
<td>3 Technicians</td>
<td>31 Science and engineering associate professionals</td>
<td>17</td>
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<tr>
<td>and associate</td>
<td>32 Health associate professionals</td>
<td>5</td>
</tr>
<tr>
<td>professionals</td>
<td>33 Business and administration associate professionals</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>34 Legal, social, cultural and related associate professionals</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>35 Information and communications technicians</td>
<td>3</td>
</tr>
<tr>
<td>4 Clerical</td>
<td>42 Customer services clerks</td>
<td>2</td>
</tr>
<tr>
<td>support workers</td>
<td>43 Numerical and material recording clerks</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>44 Other clerical support workers</td>
<td>1</td>
</tr>
<tr>
<td>5 Service and</td>
<td>51 Personal service workers</td>
<td>1</td>
</tr>
<tr>
<td>sales workers</td>
<td>53 Personal care workers</td>
<td>2</td>
</tr>
<tr>
<td>7 Craft and</td>
<td>71 Building and related trades workers, excluding electricians</td>
<td>4</td>
</tr>
<tr>
<td>related trades</td>
<td>72 Metal, machinery and related trades workers</td>
<td>2</td>
</tr>
<tr>
<td>workers</td>
<td>73 Handicraft and printing workers</td>
<td>1</td>
</tr>
<tr>
<td>8 Plant and</td>
<td>83 Drivers and mobile plant operators</td>
<td>3</td>
</tr>
<tr>
<td>machine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>operators, and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>assemblers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Elementary</td>
<td>93 Labourers in mining, construction, manufacturing and transport</td>
<td>1</td>
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<tr>
<td>occupations</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>155</strong></td>
</tr>
</tbody>
</table>

* Number of ‘Occupational Profile(s)’ for each group in the list of 155 jobs included herein.

### 2. List of Occupational Profiles by industry groups and national UAE industry sub-sector

<table>
<thead>
<tr>
<th>ISCO</th>
<th>ISCO - Occupational Title</th>
<th>NQA** - UAE recognized industry sub-sector</th>
</tr>
</thead>
<tbody>
<tr>
<td>1323</td>
<td>Construction managers</td>
<td>Building and construction</td>
</tr>
<tr>
<td>1324</td>
<td>Supply, distribution and related managers</td>
<td>Logistics</td>
</tr>
<tr>
<td>1330</td>
<td>Information and communications technology service managers</td>
<td>Communications</td>
</tr>
<tr>
<td>2114</td>
<td>Geologists and geophysicists</td>
<td>Mining/quarrying</td>
</tr>
<tr>
<td>2120</td>
<td>Mathematicians, actuaries and statisticians</td>
<td>Science and mathematics</td>
</tr>
<tr>
<td>2133</td>
<td>Environmental protection professionals</td>
<td>Agriculture</td>
</tr>
<tr>
<td>2141</td>
<td>Industrial and production engineers</td>
<td>Process and assembly manufacturing</td>
</tr>
<tr>
<td>2142</td>
<td>Civil engineers</td>
<td>Infrastructure development</td>
</tr>
<tr>
<td>2143</td>
<td>Environmental engineers</td>
<td>Property, real estate and facility management</td>
</tr>
<tr>
<td>2144</td>
<td>Mechanical engineers</td>
<td>Engineering services</td>
</tr>
<tr>
<td>2145</td>
<td>Chemical engineers</td>
<td>Engineering services</td>
</tr>
<tr>
<td>2146</td>
<td>Mining engineers, metallurgists and related professionals</td>
<td>Mining/quarrying</td>
</tr>
<tr>
<td>2149</td>
<td>Engineering professionals not elsewhere classified</td>
<td>Engineering services</td>
</tr>
<tr>
<td>2151</td>
<td>Electrical engineers</td>
<td>Electricity</td>
</tr>
<tr>
<td>2152</td>
<td>Electronics engineers</td>
<td>Communications</td>
</tr>
<tr>
<td>2153</td>
<td>Telecommunications engineers</td>
<td>Communications</td>
</tr>
<tr>
<td>2161</td>
<td>Building architects</td>
<td>Building and construction</td>
</tr>
<tr>
<td>2163</td>
<td>Product and garment designers</td>
<td>Retail</td>
</tr>
<tr>
<td>2164</td>
<td>Town and traffic planners</td>
<td>Government services</td>
</tr>
<tr>
<td>2165</td>
<td>Cartographers and surveyors</td>
<td>Government services</td>
</tr>
<tr>
<td>3112</td>
<td>Civil engineering technicians</td>
<td>Engineering services</td>
</tr>
<tr>
<td>3113</td>
<td>Electrical engineering technicians</td>
<td>Engineering services</td>
</tr>
<tr>
<td>3114</td>
<td>Electronics engineering technicians</td>
<td>Engineering services</td>
</tr>
<tr>
<td>3115</td>
<td>Mechanical engineering technicians</td>
<td>Engineering services</td>
</tr>
<tr>
<td>3116</td>
<td>Chemical engineering technicians</td>
<td>Engineering services</td>
</tr>
<tr>
<td>3118</td>
<td>Draughtspersons</td>
<td>Engineering services</td>
</tr>
<tr>
<td>3119</td>
<td>Physical and engineering science technicians not elsewhere classified</td>
<td>Engineering services</td>
</tr>
</tbody>
</table>

** NQA recognized industry sectors disaggregated to sub-sector identification - Refer QF Emirates Handbook approved and published by the NQA Board, 20 February 2012.
<table>
<thead>
<tr>
<th>ISCO</th>
<th>ISCO - Occupational Title</th>
<th>NQA\textsuperscript{27} - UAE recognized industry sub-sector</th>
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</thead>
<tbody>
<tr>
<td>312</td>
<td>Manufacturing supervisors</td>
<td>Design and innovation - manufacturing</td>
</tr>
<tr>
<td>3123</td>
<td>Construction supervisors</td>
<td>Building and construction</td>
</tr>
<tr>
<td>3131</td>
<td>Power production plant operators</td>
<td>Electricity</td>
</tr>
<tr>
<td>3133</td>
<td>Chemical processing plant controllers</td>
<td>Petrochemical and chemical</td>
</tr>
<tr>
<td>3134</td>
<td>Petroleum and natural gas refining plant operators</td>
<td>Petrochemical and chemical</td>
</tr>
<tr>
<td>3135</td>
<td>Metal production process controllers</td>
<td>Engineering services</td>
</tr>
<tr>
<td>3152</td>
<td>Ships' deck officers and pilots</td>
<td>Logistics</td>
</tr>
<tr>
<td>3155</td>
<td>Aircraft pilots and related associate professionals</td>
<td>Logistics</td>
</tr>
<tr>
<td>3154</td>
<td>Air traffic controllers</td>
<td>Logistics</td>
</tr>
<tr>
<td>3155</td>
<td>Air traffic safety electronics technicians</td>
<td>Logistics</td>
</tr>
<tr>
<td>3334</td>
<td>Real estate agents and property managers</td>
<td>Property, real estate and facility management</td>
</tr>
<tr>
<td>3513</td>
<td>Computer network and systems technicians</td>
<td>Engineering services</td>
</tr>
<tr>
<td>3522</td>
<td>Telecommunications engineering technicians</td>
<td>Communications</td>
</tr>
<tr>
<td>7115</td>
<td>Carpenters and joiners</td>
<td>Building and construction</td>
</tr>
<tr>
<td>7123</td>
<td>Plasterers</td>
<td>Building and construction</td>
</tr>
<tr>
<td>7126</td>
<td>Plumbers and pipe fitters</td>
<td>Building and construction</td>
</tr>
<tr>
<td>7127</td>
<td>Air conditioning and refrigeration mechanics</td>
<td>Building and construction</td>
</tr>
<tr>
<td>7212</td>
<td>Welders and flamecutters</td>
<td>Building and construction</td>
</tr>
<tr>
<td>7232</td>
<td>Aircraft engine mechanics and repairers</td>
<td>Engineering services</td>
</tr>
<tr>
<td>8311</td>
<td>Locomotive engine drivers</td>
<td>Logistics</td>
</tr>
<tr>
<td>8312</td>
<td>Railway brake, signal and switch operators</td>
<td>Logistics</td>
</tr>
<tr>
<td>8343</td>
<td>Crane, hoist and related plant operators</td>
<td>Logistics</td>
</tr>
<tr>
<td>9333</td>
<td>Freight handlers</td>
<td>Logistics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ISCO</th>
<th>ISCO - Occupational Title</th>
<th>NQA\textsuperscript{27} - UAE recognized industry sub-sector</th>
</tr>
</thead>
<tbody>
<tr>
<td>2212</td>
<td>Specialist medical practitioners</td>
<td>Health services</td>
</tr>
<tr>
<td>2221</td>
<td>Nursing professionals</td>
<td>Health services</td>
</tr>
<tr>
<td>2240</td>
<td>Paramedical practitioners</td>
<td>Health services</td>
</tr>
<tr>
<td>2262</td>
<td>Pharmacists</td>
<td>Health services</td>
</tr>
<tr>
<td>2263</td>
<td>Environmental and occupational health and hygiene professionals</td>
<td>Health services</td>
</tr>
<tr>
<td>2265</td>
<td>Dieticians and nutritionists</td>
<td>Health services</td>
</tr>
<tr>
<td>2269</td>
<td>Health professionals not elsewhere classified</td>
<td>Health services</td>
</tr>
<tr>
<td>2634</td>
<td>Psychologists</td>
<td>Health services</td>
</tr>
<tr>
<td>2635</td>
<td>Social work and counselling professionals</td>
<td>Community</td>
</tr>
<tr>
<td>3122</td>
<td>Medical and pathology laboratory technicians</td>
<td>Health services</td>
</tr>
<tr>
<td>3221</td>
<td>Nursing associate professionals</td>
<td>Health services</td>
</tr>
<tr>
<td>3257</td>
<td>Environmental and occupational health inspectors and associates</td>
<td>Health services</td>
</tr>
<tr>
<td>3259</td>
<td>Health associate professionals not elsewhere classified</td>
<td>Health services</td>
</tr>
<tr>
<td>3344</td>
<td>Medical secretaries</td>
<td>Health services</td>
</tr>
<tr>
<td>3412</td>
<td>Social work associate professionals</td>
<td>Social services</td>
</tr>
<tr>
<td>5321</td>
<td>Health care assistants</td>
<td>Health services</td>
</tr>
</tbody>
</table>

Total 50

<table>
<thead>
<tr>
<th>ISCO</th>
<th>ISCO - Occupational Title</th>
<th>NQA\textsuperscript{27} - UAE recognized industry sub-sector</th>
</tr>
</thead>
<tbody>
<tr>
<td>1112</td>
<td>Senior government officials</td>
<td>Government services</td>
</tr>
<tr>
<td>1114</td>
<td>Senior officials of special-interest organizations</td>
<td>Business services</td>
</tr>
<tr>
<td>1345</td>
<td>Education managers e.g. principals</td>
<td>Education</td>
</tr>
<tr>
<td>2310</td>
<td>University and higher education teachers</td>
<td>Higher education</td>
</tr>
<tr>
<td>2320</td>
<td>Vocational education teachers</td>
<td>Vocational education and training</td>
</tr>
<tr>
<td>2330</td>
<td>Secondary education teachers</td>
<td>Education</td>
</tr>
<tr>
<td>2341</td>
<td>Primary school teachers</td>
<td>Education</td>
</tr>
<tr>
<td>2351</td>
<td>Education methods specialists</td>
<td>Educational consultancy</td>
</tr>
<tr>
<td>2352</td>
<td>Special needs teachers</td>
<td>Learning and social development</td>
</tr>
<tr>
<td>2353</td>
<td>Other language teachers</td>
<td>Education</td>
</tr>
</tbody>
</table>

\textsuperscript{27} NQA recognized industry sectors disaggregated to sub-sector identification - Refer QF Emirates Handbook approved and published by the NQA Board, 20 February 2012
<table>
<thead>
<tr>
<th>ISCO</th>
<th>ISCO - Occupational Title</th>
<th>NQA³⁸ - UAE recognized industry sub-sector</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Industry Group 4 – Business, administration, tourism, retail and leisure service</td>
<td></td>
</tr>
<tr>
<td>1120</td>
<td>Managing directors and chief executives</td>
<td>Business services</td>
</tr>
<tr>
<td>1121</td>
<td>Finance managers</td>
<td>Financial services</td>
</tr>
<tr>
<td>1212</td>
<td>Human resource managers</td>
<td>Business services</td>
</tr>
<tr>
<td>1213</td>
<td>Policy and planning managers</td>
<td>Business services</td>
</tr>
<tr>
<td>1219</td>
<td>Business services and administration managers not elsewhere classified</td>
<td>Business services</td>
</tr>
<tr>
<td>1221</td>
<td>Sales and marketing managers</td>
<td>Business services</td>
</tr>
<tr>
<td>1222</td>
<td>Advertising and public relations managers</td>
<td>Business services</td>
</tr>
<tr>
<td>1223</td>
<td>Research and development managers</td>
<td>Business services</td>
</tr>
<tr>
<td>1346</td>
<td>Financial and insurance services branch managers</td>
<td>Financial services</td>
</tr>
<tr>
<td>1349</td>
<td>Professional services managers not elsewhere classified</td>
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<tr>
<td>1411</td>
<td>Hotel managers</td>
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</tr>
<tr>
<td>1420</td>
<td>Retail and wholesale trade managers</td>
<td>Retail</td>
</tr>
<tr>
<td>1439</td>
<td>Services managers not elsewhere classified</td>
<td>Business services</td>
</tr>
<tr>
<td>2411</td>
<td>Accountants</td>
<td>Business services</td>
</tr>
<tr>
<td>2412</td>
<td>Financial and investment advisers</td>
<td>Financial services</td>
</tr>
<tr>
<td>2413</td>
<td>Financial analysts</td>
<td>Financial services</td>
</tr>
<tr>
<td>2421</td>
<td>Management and organization analysts</td>
<td>Business services</td>
</tr>
<tr>
<td>2422</td>
<td>Policy administration professionals</td>
<td>Administration</td>
</tr>
<tr>
<td>2423</td>
<td>Personnel and careers professionals</td>
<td>Business services</td>
</tr>
<tr>
<td>2431</td>
<td>Advertising and marketing professionals</td>
<td>Business services</td>
</tr>
<tr>
<td>2513</td>
<td>Web and multimedia developers</td>
<td>Engineering services</td>
</tr>
</tbody>
</table>

Total 16

| Industry Group 5 – Arts, entertainment, multimedia and ITC applications |
|---------------------------|---------------------------------------------------------------|
| 2166 | Graphic and multimedia designers | Engineering services |
| 2511 | Systems analysts                  | Engineering services |
| 2513 | Web and multimedia developers     | Engineering services |

Total 42

³⁸ NQA recognized industry sectors disaggregated to sub-sector identification - Refer QFEmirates Handbook approved and published by the NQA Board, 20 February 2012
2519 Software and applications developers and analysts not elsewhere classified

2522 Systems administrators

2621 Archivists and curators

2622 Librarians and related information professionals

2632 Sociologists, anthropologists and related professionals

2641 Authors and related writers

2642 Journalists

2651 Visual artists

2654 Film, stage and related directors and producers

2656 Announcers on radio, television and other media

2659 Creative and performing artists not elsewhere classified

3431 Photographers

3432 Interior designers and decorators

3433 Gallery, museum and library technicians

3435 Other artistic and cultural associate professionals

3511 Information and communications technology operations technicians

4411 Library clerks

5113 Travel guides

7323 Print finishing and binding workers

Total 22

3. Alphabetical listing of 155 Occupational Profiles

<table>
<thead>
<tr>
<th>No</th>
<th>OCCUPATIONAL TITLE</th>
<th>ISCO</th>
<th>Group</th>
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</thead>
<tbody>
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<td>1</td>
<td>Accountants</td>
<td>2411</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Accounting and bookkeeping clerks</td>
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<td>3</td>
<td>Accounting associate professionals</td>
<td>3313</td>
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</tr>
<tr>
<td>4</td>
<td>Administrative and executive secretaries</td>
<td>3343</td>
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</tr>
<tr>
<td>5</td>
<td>Advertising and marketing professionals</td>
<td>2431</td>
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</tr>
<tr>
<td>6</td>
<td>Advertising and public relations managers</td>
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</tr>
<tr>
<td>7</td>
<td>Aged care services managers</td>
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</tr>
<tr>
<td>8</td>
<td>Air conditioning and refrigeration mechanics</td>
<td>7127</td>
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</tr>
<tr>
<td>9</td>
<td>Air traffic controllers</td>
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<td>1</td>
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<tr>
<td>10</td>
<td>Air traffic safety electronics technicians</td>
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</tr>
<tr>
<td>11</td>
<td>Aircraft engine mechanics and repairers</td>
<td>7232</td>
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</tr>
<tr>
<td>12</td>
<td>Aircraft pilots and related associate professionals</td>
<td>3153</td>
<td>1</td>
</tr>
<tr>
<td>13</td>
<td>Announcers on radio, television and other media</td>
<td>2656</td>
<td>5</td>
</tr>
<tr>
<td>14</td>
<td>Aquaculture and fisheries production managers</td>
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<td>15</td>
<td>Archivists and curators</td>
<td>2621</td>
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</tr>
<tr>
<td>16</td>
<td>Authors and related writers</td>
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<tr>
<td>17</td>
<td>Bank tellers and related clerks</td>
<td>4211</td>
<td>4</td>
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<tr>
<td>18</td>
<td>Biologists, botanists, zoologists and related professionals</td>
<td>2131</td>
<td>6</td>
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<tr>
<td>19</td>
<td>Building architects</td>
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<td>21</td>
<td>Business services and administration managers not elsewhere classified</td>
<td>1219</td>
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<td>(Buyers (Purchasing Specialists</td>
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<td>4</td>
</tr>
<tr>
<td>23</td>
<td>Carpenters and joiners</td>
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<td>Cartographers and surveyors</td>
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<td>25</td>
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<td>26</td>
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<td>31</td>
<td>Commercial sales representatives</td>
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<tr>
<td>32</td>
<td>Computer network and systems technicians</td>
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</tr>
</tbody>
</table>

NQA recognized industry sectors disaggregated to sub-sector identification - Refer QFeminato Handbook approved and published by the NQA Board, 20 February 2012
<table>
<thead>
<tr>
<th>No</th>
<th>OCCUPATIONAL TITLE</th>
<th>ISCO</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>33</td>
<td>Conference and event planners</td>
<td>3332</td>
<td>4</td>
</tr>
<tr>
<td>34</td>
<td>Construction managers</td>
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</tr>
<tr>
<td>35</td>
<td>Construction supervisors</td>
<td>3123</td>
<td>1</td>
</tr>
<tr>
<td>36</td>
<td>Crane, hoist and related plant operators</td>
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<td>37</td>
<td>Creative and performing artists not elsewhere classified</td>
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<td>5</td>
</tr>
<tr>
<td>38</td>
<td>Credit and loans officers</td>
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<td>4</td>
</tr>
<tr>
<td>39</td>
<td>Dieticians and nutritionists</td>
<td>2265</td>
<td>2</td>
</tr>
<tr>
<td>40</td>
<td>Draughtspersons</td>
<td>3118</td>
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<td>41</td>
<td>Economists</td>
<td>2631</td>
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<tr>
<td>42</td>
<td>(Education managers (e.g. Principals)</td>
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<td>3</td>
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<td>43</td>
<td>Education methods specialists</td>
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<td>Electrical engineering technicians</td>
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<td>45</td>
<td>Electrical engineers</td>
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<tr>
<td>46</td>
<td>Electronics engineering technicians</td>
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<tr>
<td>47</td>
<td>Electronics engineers</td>
<td>2152</td>
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<tr>
<td>48</td>
<td>Engineering professionals not elsewhere classified</td>
<td>2149</td>
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<td>49</td>
<td>Environmental and occupational health and hygiene professionals</td>
<td>2263</td>
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<td>50</td>
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<td>Environmental protection professionals</td>
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<td>53</td>
<td>Film, stage and related directors and producers</td>
<td>2654</td>
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<td>Finance managers</td>
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<td>Financial analysts</td>
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<td>56</td>
<td>Financial and insurance services branch managers</td>
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<td>57</td>
<td>Financial and investment advisers</td>
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<td>58</td>
<td>Fitness and recreation instructors and program leaders</td>
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<td>59</td>
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<td>Gallery, museum and library technicians</td>
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<td>61</td>
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<td>Geologists and geophysicists</td>
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<td>63</td>
<td>Government licensing officials</td>
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<td>64</td>
<td>Graphic and multimedia designers</td>
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<tr>
<td>65</td>
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<td>ISCO</td>
<td>Group</td>
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<td>102</td>
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<td>112</td>
<td>Product and garment designers</td>
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<td>Sales and marketing managers</td>
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<td>126</td>
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<td>133</td>
<td>Specialist medical practitioners</td>
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</table>
Industry Group 1

- Logistics, Transportation and Distribution
- Architecture, Building and Construction
- Utilities and Infrastructure
- Energy Resources
- Manufacturing
- Science, Technology, Engineering and Mathematics
Occupational Code : 1323

Title : Construction managers

1. Job Description :
Manage, coordinate and monitor the overall construction project working in a main office or in a field office at a construction site.

2. Job Summary :
Construction managers plan, direct and coordinate the construction of civil engineering projects, buildings and dwellings, either as the manager of a department or as the general manager of an enterprise or organization that does not have a hierarchy of managers. Typically, they require sound knowledge of the financial, technological, materials and legal aspects of the building process and must be able to coordinate these aspects. They plan, organize, direct, control and coordinate the construction of civil engineering projects, buildings and dwellings, and the financial, physical and human resources involved in building and construction. Buildings projects include hotels, factories, office blocks, home unit developments, schools, hospitals and housing developments.

3. Quick Facts :

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) interpreting architectural drawings and specifications;
(b) coordinating labour resources, and procurement and delivery of materials, plant and equipment;
(c) negotiating with building owners, property developers and subcontractors involved in the construction process to ensure projects are completed on time and within budget;
(d) preparing tenders and contract bids;
(e) operating and implementing coordinated work programs for sites;
(f) ensuring adherence to building legislation and standards of performance, quality, cost and safety;
(g) arranging submission of plans to local authorities;
(h) building under contract, or subcontracting specialized building services;
(i) arranging building inspections by relevant authorities;
(j) establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources;
(k) overseeing the selection, training and performance of staff and subcontractors.

3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Working out of a main office or out of a field office at the construction site, construction managers monitor the overall construction project. They may work in private organizations such as large construction and development companies or consultancies. Some are employed by government departments and others are self-employed.

3.4 Qualification / Education Requirements
Bachelor degree in construction engineering, civil engineering, or relevant field of work/ discipline, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
5 - 7 years and above

4.2 Example Employer
Urban Planning Council, Abu Dhabi Municipality, Souroh, Aldar

5. Related Employment Information :
5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Construction project manager - Project builder

Examples of some related occupations:
Building construction supervisor - House builder - Building contractor - Civil engineer - Property developer - Project manager - Construction manager - Construction superintendent
Industry Group 1: Occupational Code: 1324
Title: Supply, distribution and related managers

1. Job Description:
Plan, direct, or coordinate the storage or distribution operations or transport of goods, products, materials, chemicals, stock, cargo, livestock or people.

2. Job Summary:
Supply, distribution and related managers plan, direct and coordinate passenger transportation systems and facilities and the supply, transportation, storage and distribution of products, goods, stock, materials, livestock and/or people either as the manager of a department or as the general manager of an enterprise or organization that does not have a hierarchy of managers. It may also include managing a range of services or activities to limit costs and improve accuracy, customer service, or safety, as well as examining existing procedures or opportunities for streamlining activities to meet product distribution needs or directing the movement, storage, or processing of inventory. Additionally, it encompasses the use of sophisticated integrated management information systems.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) determining, implementing and monitoring purchasing, storage and distribution strategies, policies and plans;
(b) preparing and implementing plans to maintain required stock levels at minimum cost;
(c) negotiating contracts with suppliers to meet quality, cost and delivery requirements;
(d) monitoring and reviewing storage and inventory systems to meet supply requirements and control stock levels;
(e) overseeing the dispatch of road vehicles, trains, vessels or aircraft;
(f) operating recording systems to track all movements of goods, and ensuring re-ordering and re-stocking at optimal times;
(g) liaising with other departments and customers concerning requirements for outward goods and associated forwarding transportation;
(h) overseeing the recording of purchase, storage and distribution transactions;
(i) establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources;
(j) establishing and directing operational and administrative procedures;
(k) planning and directing daily operations;
(l) overseeing the selection, training and performance of staff.

3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement.
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Purchasing managers, buyers, and purchasing agents career opportunities is expected to grow. Typically work normal business hours, in offices or sometimes in areas where the products they supply might be used. May also travel domestically or internationally to find suppliers.

3.4 Qualification / Education Requirements
Bachelor degree in purchasing, business or economics or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :
   4.1 Experience
   5 - 7 years and above

   4.2 Example Employer
   ADNOC Group, Abu Dhabi Distribution Company, Emirates Nuclear Energy Corporation, Abu Dhabi Airports Company (ADAC), Abu Dhabi Ports Company (ADPC), Abu Dhabi Tourism Authority (ADTC), Etihad Rail, Masdar, Mubadala Oil and Gas

5. Related Employment Information :
   5.1 Occupational Size
   More than 5,000 and less than 30,000

   5.2 Indicative Salaries
   Above the industry average

   5.3 Employment Outlook / Job Prospects
   Very good

   5.4 Job Titles / Related Occupations

   Examples of job titles:
   Bus station manager - Logistics manager - Railway station manager - Railway station master - Purchasing manager - Supply and distribution manager - Supply chain manager - Transport company manager - Urban transit system manager - Warehouse manager

   Examples of some related occupations:
   Warehouse Manager - Distribution Manager - Distribution Centre Manager - Shipping Manager - Cold Storage Supervisor - Customer Service Manager - Distribution Operation Manager - Supply Chain Director - Global Supply Chain Director - Supply Chain Vice President - Load Out Supervisor - Shipping Supervisor - Stores Supervisor - Train Master - Transportation Manager - Freight Coordinator - Transportation Director - Fleet Manager - Traffic Manager - Train Operations Manager - Integrated Logistics Programs Director - Logistics Solution Manager
Occupational Code: 1330

Title: Information and communications technology service managers

1. Job Description:
Plan, administer and review the acquisition, development, maintenance and use of computer and telecommunication systems within organizations.

2. Job Summary:
Information and communications technology service managers plan, direct, and coordinate the acquisition, development, maintenance and use of computer and telecommunication systems, either as the manager of a department or as the general manager of an enterprise or organization that does not have a hierarchy of managers.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) consulting with users, management, vendors, and technicians to assess computing needs and system requirements and specifying technology to meet those needs;
(b) formulating and directing information and communication technology (ICT) strategies, policies and plans;
(c) directing the selection and installation of ICT resources and the provision of user training;
(d) directing ICT operations, analyzing workflow, establishing priorities, developing standards and setting deadlines;
(e) overseeing the security of ICT systems;
(f) assigning, reviewing, managing and leading the work of systems analysts, programmers, and other computer-related workers;
(g) evaluating the organization's technology use and needs and recommending improvements, such as hardware and software upgrades;
(h) establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources;
(i) establishing and directing operational and administrative procedures;
(j) overseeing the selection, training and performance of staff;
(k) representing the enterprise or organization at ICT related conventions, seminars and conferences.

3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work on and manage IT computer and telecommunications systems and projects. Usually work regular business hours, but may need to work evenings and weekends or be on call. Work in offices, branches and/or other sites, which may be remote and isolated. May also, travel overseas to work or to attend conferences and seminars.

3.4 Qualification / Education Requirements
Bachelor degree in information and communications technology or management information system, or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience
5 - 7 years and above

4.2 Example Employer
Injazat Data System, Abu Dhabi Systems and Information Centre, C4 Advanced Solutions, Etihad Rail

5. Related Employment Information :

5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations

Examples of job titles:
Application development manager - Chief information officer - Data operations manager - Data processing manager - ICT development manager - Information systems director - Information technology manager (IT manager ) - Internet service provider - Network manager

Examples of some related occupations:
Analyst (information technology) - Business systems analyst - Computer engineer / computer hardware engineers - Computer programmers - Computer systems analysts - Information technology educator - Information technology manager - Programmer (information technology) - Project and program administrator - Systems designer (information technology) - Web designer/developer - Website administrator
**Occupational Code:** 2114

**Title:** Geologists and geophysicists

1. **Job Description:**

   Study the composition, structure, and other physical aspects of the earth. May use geological, physics, and mathematics knowledge in exploration for oil, gas, minerals, or underground water; or in waste disposal, land reclamation, or other environmental problems.

2. **Job Summary:**

   Geologists and geophysicists conduct research, improve or develop concepts, theories and operational methods, or apply scientific knowledge relating to geology and geophysics in such fields as oil, gas and mineral exploration and extraction, water conservation, civil engineering, telecommunications and navigation, and assessment and mitigation of the effects of development and waste disposal projects on the environment. May study the earth's internal composition, atmospheres, oceans, and its magnetic, electrical, and gravitational forces. Includes mineralogists, crystallographers, paleontologists, stratigraphers, geodesists, and seismologists. They also advise on the extraction of minerals, as well as environmental protection and rehabilitation of land after mining.

3. **Quick Facts:**

   **3.1 Job Activities / Tasks**

   Job activities and tasks include:
   - (a) conducting research and improving or developing concepts, theories and operational methods related to geology and geophysics;
   - (b) studying composition and structure of the Earth's crust, examining rocks, minerals, fossils and other materials, to determine processes affecting the development of the Earth, trace evolution of past life, establish nature and chronology of geological formations and assess their commercial applications;
   - (c) interpreting research data and preparing geological reports, maps, charts and diagrams, reports and papers;
   - (d) applying geological knowledge to problems encountered in civil engineering projects such as the construction of dams, bridges, tunnels, and large buildings; and land reclamation projects;
   - (e) using various remote sensing programs to investigate and measure seismic, gravitational, electrical, thermal, and magnetic forces affecting the Earth;
   - (f) estimating weight, size and mass of the Earth and composition and structure of its interior, and studying the nature, activity and predictability of volcanoes, glaciers and earthquakes;
   - (g) charting the Earth's magnetic field and applying this and other collected data for broadcasting, navigation and other purposes;
   - (h) studying and measuring physical properties of seas and the atmosphere and their inter-relationship, such as the exchange of thermal energy;
   - (i) locating and determining the nature and extent of oil, gas and mineral deposits using seismological, gravimetric, magnetic, electrical or radiometric methods;
   - (j) identifying deposits of construction materials and determining their characteristics and suitability for use as concrete aggregates, road fill or for other applications;
   - (k) researching the movement, distribution and physical properties of ground and surface waters;
   - (l) advising in areas such as waste management, route and site selection and the restoration of contaminated sites.

   **3.2 Knowledge / Skills / Attributes**

   - Comprehensive and detailed knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
   - Highly specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
   - Detailed knowledge of research principles and methods;
   - Detailed knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
   - Detailed knowledge of recent developments in the field of work, discipline and/or professional practice;
   - Advanced knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
   - Advanced knowledge of political, government, legislative and regulatory systems related to the field of work;
   - Advanced knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
   - Advanced knowledge of principles, concepts and techniques in sensitively managing highly complex ethical issues;
   - Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
   - Advanced skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate high-level...
recommendations and/or alternative scenarios;
- Manage high level relationships and coordinate related activities of respective stakeholders;
- Substantial skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Conceptualize and convey strategic indications from the spectrum of development experience;
- Advanced negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and highly complex work achievement;
- Manage sensitively and effectively in a multi-cultural environment;
- Work with others to develop innovative solutions to highly complex, unpredictable and unfamiliar problems;
- Communicate with authority and influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed specialist oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to develop, initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well consistently and sensitively manage highly complex ethical issues;
- Achieving results within tight timelines, and capacity to develop and establish new policy directions;
- Highly developed advanced organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Often work regular hours in laboratories and offices. At times, however, those who are deeply involved in research may work long or irregular hours.

3.4 Qualification / Education Requirements
Bachelor of Science and/or Applied Science, or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements:

4.1 Experience
5 - 7 years and above

4.2 Example Employer
Environment and Protected Areas Authority, Environment Agency, National Centre of Meteorology and Seismology, Mubadala Oil and Gas

5. Related Employment Information:

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Geological oceanographer - Geologist - Geophysical oceanographer - Geophysicist

Examples of some related occupations:
1. Job Description:
Research or perform investigations for the purpose of identifying, abating, or eliminating sources of pollutants or hazards that affect either the environment or the health of the population as well as studying, assessing and recording features of the environment and develop methods to conserve the environment and of control or minimise the harmful effects of human activity.

2. Job Summary:
Environmental protection professionals study and assess the effects on the environment of human activity such as air, water and noise pollution, soil contamination, climate change, toxic waste and depletion and degradation of natural resources. They develop plans and solutions to protect, conserve, restore, minimize and prevent further damage to the environment. They may also use their knowledge of various scientific disciplines to collect, synthesize, study, report, and recommend action based on data derived from measurements or observations of air, food, soil, water, and other sources.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) conducting research, performing tests, collecting samples, performing field and laboratory analysis to identify sources of environmental problems and recommending ways to prevent, control and remediate the impact of environmental problems;
(b) assessing the likely impact that potential or proposed activities, projects and developments may have on the environment, and recommending whether such developments should proceed;
(c) developing and coordinating the implementation of environmental management systems to enable organizations to identify, monitor and control the impact of their activities, products and services on the environment;
(d) conducting audits to evaluate environmental impact of existing activities, processes, wastes, noises and substances;
(e) assessing an organization's compliance with government and internal environmental regulations and guidelines, identifying violations and determining appropriate remedial action;
(f) providing technical advice and support services to organizations on how best to deal with environmental problems in order to reduce environmental damage and minimize financial loss;
(g) developing conservation plans.

3.2 Knowledge / Skills / Attributes
- Comprehensive and detailed knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Highly specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Detailed knowledge of research principles and methods;
- Detailed knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Detailed knowledge of recent developments in the field of work, discipline and/or professional practice;
- Advanced knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Advanced knowledge of political, government, legislative and regulatory systems related to the field of work;
- Advanced knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Advanced knowledge of principles, concepts and techniques in sensitively managing highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Advanced skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate high-level recommendations and/or alternative scenarios;
- Manage high level relationships and coordinate related activities of respective stakeholders;
- Substantial skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Conceptualize and convey strategic indications from the spectrum of development experience;
- Advanced negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and highly complex work achievement;
- Manage sensitively and effectively in a multi-cultural environment;
- Work with others to develop innovative solutions to highly complex, unpredictable and unfamiliar problems;
- Communicate with authority and influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed specialist oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to develop, initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and co-operatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well consistently and sensitively manage highly complex ethical issues;
- Achieving results within tight timelines, and capacity to develop and establish new policy directions;
- Highly developed advanced organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work with a range of other professional and technical staff. The amount of indoor and outdoor work they do depends on the individual job.

3.4 Qualification / Education Requirements
Bachelor degree in environmental science, safety environment management quality or relevant discipline, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
5 - 7 years and above

4.2 Example Employer
Environment and Protected Areas Authority, Environment Agency, Al Ain Wildlife Park and Resort, Abu Dhabi Tourism Authority (ADTC)

5. Related Employment Information:
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
- Air Pollution Analyst
- Conservation Officer
- Conservation Scientist
- Ecologist
- Environmental Adviser
- Environmental Auditor
- Environmental Consultant
- Environmental Research Scientist
- Environmental Scientist
- Park Ranger
- Water Quality Analyst

Examples of some related occupations:
- Environmental engineer
- Environmental analyst
- Environmental officer
- Agricultural scientist
- Botanist
- Chemist
- Environmental engineer
- Environmental health officer
- Geologist
- Hydrographer
- Landcare worker
- Life scientist
- Natural resource manager
- Viticulturalist
- Environmental protection specialist
- Hazardous substances scientist
- Environmental health and safety specialist
- Environmental manager
- Research environmental scientist
- Environmental affairs specialist
- Environmental health specialist
Occupational Code: 2141

Title: Industrial and production engineers

1. Job Description:
Industrial engineers determine the most effective ways to use the basic factors of production—people, machines, materials, information, and energy—to make a product.

2. Job Summary:
Industrial and production engineers conduct research and design, organize and oversee the construction, operation and maintenance of industrial production processes and installations. They establish programs for the coordination of manufacturing activities and assess cost effectiveness and safety.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) studying functional statements, organizational charts and project information to determine functions and responsibilities of workers and work units and to identify areas of duplication;
(b) establishing work measurement programs and analyzing work samples to develop standards for labour utilization;
(c) analyzing workforce utilization, facility layout, operational data and production schedules and costs to determine optimum worker and equipment efficiencies;
(d) developing specifications for manufacture, and determining materials, equipment, piping, material flows, capacities and layout of plant and system;
(e) organizing and managing project labour and the delivery of materials, plant and equipment;
(f) establishing standards and policies for installation, modification, quality control, testing, inspection and maintenance according to engineering principles and safety regulations;
(g) inspecting plant to improve and maintain performance;
(h) directing the maintenance of plant buildings and equipment, and coordinating the requirements for new designs, surveys and maintenance schedules;
(i) advising management on new production methods, techniques and equipment;
(j) liaising with materials buying, storing and controlling departments to ensure a steady flow of supplies.

3.2 Knowledge / Skills / Attributes
- Comprehensive and detailed knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Highly specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Detailed knowledge of research principles and methods;
- Detailed knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Detailed knowledge of recent developments in the field of work, discipline and/or professional practice;
- Advanced knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Advanced knowledge of political, government, legislative and regulatory systems related to the field of work;
- Advanced knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Advanced knowledge of principles, concepts and techniques in sensitively managing highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Advanced skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate high-level recommendations and/or alternative scenarios;
- Manage high level relationships and coordinate related activities of respective stakeholders;
- Substantial skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Conceptualize and convey strategic indications from the spectrum of development experience;
- Advanced negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and highly complex work achievement;
- Manage sensitively and effectively in a multi-cultural environment;
- Work with others to develop innovative solutions to highly complex, unpredictable and unfamiliar problems;
- Communicate with authority and influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed specialist oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to develop, initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well consistently and sensitively manage highly complex ethical issues;
- Achieving results within tight timelines, and capacity to develop and establish new policy directions;
- Highly developed advanced organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Most engineering programs involve a concentration of study in an engineering specialty, along with courses in both mathematics and science. Work on and manage complex engineering projects. Usually work regular business hours, but may need to work evenings and weekends or be on call. Work in offices and on construction sites, which may be isolated. May also, travel overseas to work or to attend conferences and seminars.

3.4 Qualification / Education Requirements
Bachelor degree in industrial engineering or relevant discipline, higher qualification or equivalent.

4. Employment Requirements :
   4.1 Experience
   5 - 7 years and above

4.2 Example Employer
Emal, General Holding Company, Strata, ADNOC and other Oil and Gas establishments

5. Related Employment Information :
   5.1 Occupational Size
   More than 5,000 and less than 30,000

   5.2 Indicative Salaries
   Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Industrial efficiency engineer - Industrial engineer - Industrial plant engineer - Production engineer

Examples of some related occupations:
Manufacturing production manager - Process engineer - Engineer - Operations engineer - Engineering manager - Manufacturing specialist - Plant engineer - Supply chain engineer - Tool engineer
Occupational Code: 2142

Title: Civil engineers

1. Job Description:
Design, plan, organize and oversee the building of structures such as dams, bridges, gas and water supply systems, sewerage systems and roads.

2. Job Summary:
Civil engineers conduct research, advise on, design, and direct construction, manage the operation and maintenance of civil engineering structures, or study and advise on technological aspects of particular materials. They also analyze the way structures are likely to behave once they're built, and choose the best materials and construction methods for each design.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) conducting research and developing new or improved theories and methods related to civil engineering;
(b) advising on and designing structures such as bridges, dams, docks, roads, airports, railways, canals, pipelines, waste-disposal and flood-control systems, and industrial and other large buildings;
(c) determining and specifying construction methods, materials and quality standards, and directing construction work;
(d) establishing control systems to ensure efficient functioning of structures as well as safety and environmental protection;
(e) organizing and directing maintenance and repair of existing civil engineering structures;
(f) analyzing the behaviour of soil and rock when placed under pressure by proposed structures and designing structural foundations;
(g) analyzing the stability of structures and testing the behaviour and durability of materials used in their construction.

3.2 Knowledge / Skills / Attributes
- Comprehensive and detailed knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Highly specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Detailed knowledge of research principles and methods;
- Detailed knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Detailed knowledge of recent developments in the field of work, discipline and/or professional practice;
- Advanced knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Advanced knowledge of political, government, legislative and regulatory systems related to the field of work;
- Advanced knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Advanced knowledge of principles, concepts and techniques in sensitively managing highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Advanced skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate high-level recommendations and/or alternative scenarios;
- Manage high level relationships and coordinate related activities of respective stakeholders;
- Substantial skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Conceptualize and convey strategic indications from the spectrum of development experience;
- Advanced negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and highly complex work achievement;
- Manage sensitively and effectively in a multi-cultural environment;
- Work with others to develop innovative solutions to highly complex, unpredictable and unfamiliar problems;
- Communicate with authority and influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed specialist oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to develop, initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well consistently and sensitively manage highly complex ethical issues;
- Achieving results within tight timelines, and capacity to develop and establish new policy directions;
- Highly developed advanced organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Professional engineers work on and manage large complex engineering projects. Usually work regular business hours, but may need to work evenings and weekends or be on call. Work in offices and on construction sites, which may be isolated. May also travel overseas to work or to attend conferences and seminars.

3.4 Qualification / Education Requirements
Bachelor of Science in civil engineering or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
5 - 7 years and above

4.2 Example Employer
Municipality of Abu Dhabi, Urban Planning Council, Department of Transportation

5. Related Employment Information :
5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent with employment of engineers is expected to grow about as fast as the average for all occupations over the next decade, but growth will vary by specialty.

5.4 Job Titles / Related Occupations
Examples of job titles:
Civil engineer - Geotechnical engineer - Structural engineer

Examples of some related occupations:
Structural engineer - Structural tunnelling engineer - Structural design engineer - Senior structural engineer - Senior road engineer - Civil engineer - Civil engineering project manager - Geoscientist - Mining engineer - Metallurgist - Town and traffic planner
Occupational Code: 2143

Title: Environmental engineers

1. Job Description:
Environmental engineers use the principles of biology and chemistry to develop solutions to environmental problems.

2. Job Summary:
Environmental engineers conduct research, advise on, design and direct implementation of solutions to prevent, control or remedy negative impacts of human activity on the environment utilizing a variety of engineering disciplines. They conduct environmental assessments of construction and civil engineering projects and apply engineering principles to environmental impact assessment, natural resources management, pollution control, recycling and waste disposal. Research, design, plan, or perform engineering duties in the prevention, control, and remediation of environmental hazards using various engineering disciplines. Work may include waste treatment, site remediation, or pollution control technology. They also, are concerned with assessing and managing the effects of human and other activity on the natural and built environment.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) conducting research, assessing and reporting on the environmental impact of existing and proposed construction, civil engineering and other activities;
(b) inspecting industrial and municipal facilities and programs to evaluate operational effectiveness and ensure compliance with environmental regulations;
(c) designing and overseeing the development of systems, processes and equipment for control, management, or remediation of water, air, or soil quality;
(d) providing environmental engineering assistance in network analysis, regulatory analysis, and planning or reviewing database development;
(e) obtaining, updating, and maintaining plans, permits, and standard operating procedures;
(f) providing engineering and technical support for environmental remediation and litigation projects, including remediation system design and determination of regulatory applicability;
(g) monitoring progress of environmental improvement programs;
(h) advising corporations and government agencies of procedures to follow in cleaning up contaminated sites to protect people and the environment;
(i) collaborating with environmental scientists, planners, hazardous waste technicians, engineers from other disciplines, and specialists in law and business to address environmental problems.

3.2 Knowledge / Skills / Attributes
- Comprehensive and detailed knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Highly specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Detailed knowledge of research principles and methods;
- Detailed knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Detailed knowledge of recent developments in the field of work, discipline and/or professional practice;
- Advanced knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Advanced knowledge of political, government, legislative and regulatory systems related to the field of work;
- Advanced knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Advanced knowledge of principles, concepts and techniques in sensitively managing highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Advanced skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate high-level recommendations and/or alternative scenarios;
- Manage high level relationships and coordinate related activities of respective stakeholders;
- Substantial skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Conceptualize and convey strategic indications from the spectrum of development experience;
- Advanced negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and highly complex work achievement;
- Manage sensitively and effectively in a multi-cultural environment;
- Work with others to develop innovative solutions to highly complex, unpredictable and unfamiliar problems;
- Communicate with authority and influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed specialist oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to develop, initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well consistently and sensitively manage highly complex ethical issues;
- Achieving results within tight timelines, and capacity to develop and establish new policy directions;
- Highly developed advanced organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work closely with other professionals, at times pooling expertise on particular projects. They may work in offices and outdoors when involved in construction projects.

3.4 Qualification / Education Requirements
Bachelor of Science in environmental engineering or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
5 - 7 years and above

4.2 Example Employer
ADNOC, Environment Agency, Environment and Protected Areas Authority

5. Related Employment Information:
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of some related occupations:
Air pollution control engineer - Environmental analyst - Environmental engineer - Environmental remediation specialist - Environmental Scientist - Radiation protection expert

Examples of some related occupations:
Environmental engineer - Sanitary engineer - Environmental analyst - Hazardous substances engineer - Regulatory environmental compliance manager - Environmental remediation specialist - Air pollution control engineer - Marine engineer CPVEC (Marine Engineer Commercial Passenger Vessel Environmental - Compliance) - Agricultural engineer - Agricultural scientist - Chemical engineer - Chemist - Civil engineer - Environmental scientist - Industrial engineer - Landcare worker - Mechatronic engineer - Natural resource manager
Occupational Code: 2144

Title: Mechanical engineers

1. Job Description:
Research, plan, design, develop, manufacture, and test tools, engines, machines, and other mechanical devices. Mechanical engineering is one of the broadest engineering disciplines.

2. Job Summary:
Mechanical engineers conduct research; advise on, design, and direct production of machines, aircraft, ships, machinery and industrial plant, equipment and systems, advise on and direct their functioning, maintenance and repair, or study and advise on mechanical aspects of particular materials, products or processes. They plan, design and oversee the development, installation, operation and maintenance of machinery. They conduct research to solve practical engineering problems and improve efficiency.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) advising on and designing machinery and tools for manufacturing, mining, construction, agricultural, and other industrial purposes;
(b) advising on and designing steam, internal combustion and other non-electric motors and engines used for propulsion of railway locomotives, road vehicles or aircraft, or for driving industrial or other machinery;
(c) advising on and designing: hulls, superstructures and propulsion systems of ships; mechanical plant and equipment for the release, control and utilization of energy; heating, ventilation and refrigeration systems, steering gear, pumps, and other mechanical equipment;
(d) advising on and designing airframes, undercarriages and other equipment for aircraft as well as suspension systems, brakes, vehicle bodies and other components of road vehicles;
(e) advising on and designing non-electrical parts of apparatus or products such as word processors, computers, precision instruments, cameras and projectors;
(f) establishing control standards and procedures to ensure efficient functioning and safety of machines, machinery, tools, motors, engines, industrial plant, equipment, or systems;
(g) ensuring that equipment, operation and maintenance comply with design specifications and safety standards.

3.2 Knowledge / Skills / Attributes
- Comprehensive and detailed knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Highly specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Detailed knowledge of research principles and methods;
- Detailed knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Detailed knowledge of recent developments in the field of work, discipline and/or professional practice;
- Advanced knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Advanced knowledge of political, government, legislative and regulatory systems related to the field of work;
- Advanced knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Advanced knowledge of principles, concepts and techniques in sensitively managing highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Advanced skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate high-level recommendations and/or alternative scenarios;
- Manage high level relationships and coordinate related activities of respective stakeholders;
- Substantial skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Conceptualize and convey strategic indications from the spectrum of development experience;
- Advanced negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and highly complex work achievement;
- Manage sensitively and effectively in a multi-cultural environment;
- Work with others to develop innovative solutions to highly complex, unpredictable and unfamiliar problems;
- Communicate with authority and influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed specialist oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to develop, initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well consistently and sensitively manage highly complex ethical issues;
- Achieving results within tight timelines, and capacity to develop and establish new policy directions;
- Highly developed advanced organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Mechanical engineers frequently work closely with other professionals, at times pooling expertise on particular projects (e.g. with architects in designing air conditioning plants). Mechanical engineers may work in production plants, in offices and outdoors when involved in construction projects.

3.4 Qualification / Education Requirements
Bachelor degree in mechanical engineering or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements:

4.1 Experience
5 - 7 years and above

4.2 Example Employer
Abu Dhabi Quality and Conformity Council, Atlas Telecom, ADNOC

5. Related Employment Information:

5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Aeronautical engineer - Marine architect - Marine engineer - Mechanical engineer

Examples of some related occupations:
**Occupational Code**: 2145

**Title**: Chemical engineers

1. **Job Description**:

   Chemical engineers design and coordinate the construction and operation of manufacturing facilities and processes which convert raw materials into everyday products such as petrol, toothpaste, pharmaceuticals and plastics.

2. **Job Summary**:

   Chemical engineers conduct research and develop, advise on and direct commercial-scale chemical processes and production of various substances and items such as crude oil, petroleum derivatives, food and drink products, medicines, or synthetic materials. They direct maintenance and repair of chemical plant and equipment and study and advise on chemical aspects of particular materials, products or processes. Also, they design chemical plant equipment and devise processes for manufacturing chemicals and products, such as gasoline, synthetic rubber, plastics, detergents, cement, paper, and pulp, by applying principles and technology of chemistry, physics, and engineering.

3. **Quick Facts**:

   3.1 **Job Activities / Tasks**

   Job activities and tasks include:

   (a) conducting research and advising on, and developing commercial-scale chemical processes to refine crude oil and other liquids or gases, and to produce substances and items such as petroleum derivatives, explosives, food and drink products, medicines, or synthetic materials;

   (b) specifying chemical production methods, materials and quality standards and ensuring that they conform to specifications;

   (c) establishing control standards and procedures to ensure safety and efficiency of chemical production operations and safety of workers operating equipment or working in close proximity to on-going chemical reactions;

   (d) designing chemical plant equipment and devising processes for manufacturing chemicals and products;

   (e) performing tests throughout stages of production to determine degree of control over variables, including temperature, density, specific gravity, and pressure;

   (f) developing safety procedures to be employed;

   (g) preparing estimates of production costs and production progress reports for management;

   (h) performing laboratory studies of steps in manufacture of new products and testing proposed process in small scale operation such as a pilot plant.

3.2 **Knowledge / Skills / Attributes**

   - Comprehensive and detailed knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;

   - Highly specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;

   - Detailed knowledge of research principles and methods;

   - Detailed knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;

   - Detailed knowledge of recent developments in the field of work, discipline and/or professional practice;

   - Advanced knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;

   - Advanced knowledge of political, government, legislative and regulatory systems related to the field of work;

   - Advanced knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;

   - Advanced knowledge of principles, concepts and techniques in sensitively managing highly complex ethical issues;

   - Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;

   - Advanced skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate high-level recommendations and/or alternative scenarios;

   - Manage high level relationships and coordinate related activities of respective stakeholders;

   - Substantial skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;

   - Conceptualize and convey strategic indications from the spectrum of development experience;

   - Advanced negotiation cultural sensitivity and diplomatic skills;

   - Use of information, tools, resources to support high-level and highly complex work achievement;
- Manage sensitively and effectively in a multi-cultural environment;
- Work with others to develop innovative solutions to highly complex, unpredictable and unfamiliar problems;
- Communicate with authority and influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed specialist oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to develop, initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well consistently and sensitively manage highly complex ethical issues;
- Achieving results within tight timelines, and capacity to develop and establish new policy directions;
- Highly developed advanced organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Usually work standard hours, but may be called in to meet demanding deadlines. Those with responsibilities for continuous process plants may be on call 24 hours a day. Some may work shifts during the commissioning of new plants. Workplaces range from laboratories and processing plants to engineering design offices and research institutions.

3.4 Qualification / Education Requirements
Bachelor degree in chemical engineering or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
5 - 7 years and above

4.2 Example Employer
ADNOC, Emirates Nuclear Energy Corporation, Abu Dhabi Food Control Authority

5. Related Employment Information :
5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Chemical engineer - Fuel technologist - Plastics technologist - Refinery process engineer

Examples of some related occupations:
Agricultural engineer - Chemist - Civil engineer - Environmental engineer - Industrial engineer - Materials engineer - Materials scientist - Metallurgist - Patent examiner - Petroleum engineer - Physical science technical officer - Production manager (manufacturing) - Production or plant engineer - Project engineer - Development engineer - Engineering scientist - Process control engineer - Process development engineer - Refinery process engineer
1. Job Description:
Plan and direct the engineering aspects of extracting mineral resources from the earth, and ensure the safe and economically sound development of mines and other surface and underground operations.

2. Job Summary:
Mining engineers, metallurgists and related professionals conduct research on, design, develop and maintain commercial-scale methods of extracting metals from their ores, or minerals, water, oil or gas from the earth and of developing new alloys, ceramic and other materials, or study and advise on mining or metallurgical aspects of particular materials, products or processes.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) determining the location and planning the extraction of coal, metallic ores, non-metallic minerals, and building materials, such as stone and gravel;
(b) determining most suitable methods of efficient mining and extraction, types of machinery to be used, planning layout and directing construction of shafts and tunnels;
(c) determining drilling site and devising methods of controlling the flow of water, oil or gas from wells;
(d) planning and directing storage, initial treatment and transportation of water, oil or gas;
(e) establishing safety standards and procedures and first-aid facilities, especially underground;
(f) conducting research, developing methods of extracting metals from their ores and advising on their application;
(g) investigating properties of metals and alloys, developing new alloys and advising on and supervising technical aspects of metal and alloy manufacture and processing;
(h) maintaining technical liaison and consultancy with other relevant specialists such as geologists and geophysicists;
(i) examining deposits or mines to evaluate profitability.

3.2 Knowledge / Skills / Attributes
- Comprehensive and detailed knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Highly specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Detailed knowledge of research principles and methods;
- Detailed knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Detailed knowledge of recent developments in the field of work, discipline and/or professional practice;
- Advanced knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Advanced knowledge of political, government, legislative and regulatory systems related to the field of work;
- Advanced knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Advanced knowledge of principles, concepts and techniques in sensitively managing highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Advanced skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate high-level recommendations and/or alternative scenarios;
- Manage high level relationships and coordinate related activities of respective stakeholders;
- Substantial skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Conceptualize and convey strategic indications from the spectrum of development experience;
- Advanced negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and highly complex work achievement;
- Manage sensitively and effectively in a multi-cultural environment;
- Work with others to develop innovative solutions to highly complex, unpredictable and unfamiliar problems;
- Communicate with authority and influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed specialist oral and written communication, interpersonal and representation skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to develop, initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well consistently and sensitively manage highly complex ethical issues;
- Achieving results within tight timelines, and capacity to develop and establish new policy directions;
- Highly developed advanced organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
May work on site in remote areas. They often work for international companies and may travel or work overseas.

3.4 Qualification / Education Requirements
Bachelor degree in industrial and production, civil or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements:

4.1 Experience
5 - 7 years and above

4.2 Example Employer
Emal, Emirates Steel, Abu Dhabi Shipping Building Company, Mubadala Oil and Gas

5. Related Employment Information:

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Extractive metallurgist, Mining engineer, Petroleum and natural gas extraction engineer

Examples of some related occupations:
Geologist, Geophysicist, Metallurgist, Process engineer, Research engineer, Test Engineer, Materials and processes manager, Reservoir engineer, Petroleum engineer, Drilling engineer, Petroleum production engineer
1. Job Description:
Research, plan, design, test, manage and apply engineering principles of science and mathematics to develop economical solutions to technical problems in a range of disciplines and fields of work. Their work is the link between scientific discoveries and the commercial applications that meet societal and consumer needs.

2. Job Summary:
Covers engineering professionals not classified in engineering professionals (excluding electrotechnology) or electrotechnology engineers. For instance, the group includes those who conduct research, advise on or develop engineering procedures and solutions concerning workplace safety, biomedical engineering, optics, materials, nuclear power generation, explosives, and as well in diverse fields such as agriculture, biochemical, biomechanical, validation of engineering products, energy, manufacturing, mechatronics, Microsystems, photonics engineers, robotics, nanosystems, environmental, wind energy or solar energy.

3. Quick Facts:
3.1 Job Activities / Tasks
In such cases tasks would include:
(a) applying knowledge of engineering to the design, development, and evaluation of biological and health systems and products, such as artificial organs, prostheses, and instrumentation;
(b) designing devices used in various medical procedures, imaging systems such as magnetic resonance imaging, and devices for automating insulin injections or controlling body functions;
(c) designing components of optical instruments such as lenses, microscopes, telescopes, lasers, optical disc systems and other equipment that utilize the properties of light;
(d) designing, testing, and coordinating the development of explosive ordnance material to meet military procurement specifications;
(e) designing and overseeing construction and operation of nuclear reactors and power plants and nuclear fuels reprocessing and reclamation systems;
(f) designing and developing nuclear equipment such as reactor cores, radiation shielding, and associated instrumentation and control mechanisms;
(g) assessing damage and providing calculations for marine salvage operations;

(h) studying and advising on engineering aspects of particular manufacturing processes, such as those related to glass, ceramics, textiles, leather products, wood, and printing;
(i) identifying potential hazards and introducing safety procedures and devices.

3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions

Work on and manage engineering projects or related activities. Usually work regular business hours, but may need to work evenings and weekends or be on call. Work in offices and on related work sites, which may in some cases be remote or isolated. May also, travel overseas to work or to attend conferences and seminars.

3.4 Qualification / Education Requirements

Bachelor degree in engineering science or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements:

4.1 Experience
5 - 7 years and above

4.2 Example Employer
ADNOC, Emirates Nuclear Energy Corporation, Abu Dhabi Airports Company (ADAC), Etihad Rail, Masdar, Mubadala Aero Space, Mubadala Oil and Gas

5. Related Employment Information:

5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations

Examples of job titles:
Biomedical engineer - Explosive ordnance engineer - Marine salvage engineer - Materials engineer - Optical engineer - Safety engineer

Examples of some related occupations:
Industrial and production engineer - Environmental engineer - Surveyor - Biochemical engineers - Validation engineers - Energy engineers - Manufacturing engineers - Mechatronics engineers - Microsystems engineers - Photonics engineers - Robotics engineers - Nanosystems engineers - Wind energy engineers - Solar energy systems engineers
**Occupational Code**: 2151

**Title**: Electrical engineers

1. **Job Description**:
   Research, design, develop, test, commission or supervise the manufacture, installation, modification, augmentation and/or maintenance of electrical systems including materials, products and processes for commercial, industrial, military, domestic and/or scientific use.

2. **Job Summary**:
   Electrical engineers conduct research and advise on, design, and direct the construction and operation of electrical systems, components, motors, equipment and devices, and advise on and direct their functioning, augmentation, modification, maintenance and repair, or study and advise on technological aspects of electrical engineering materials, products and processes. They may also design, develop, supervise and work on the manufacture, installation, operation and maintenance of electrical systems as well as systems for the generation, distribution, utilisation and control of electric power.

3. **Quick Facts**:
   
   3.1 **Job Activities / Tasks**
   
   Job activities and tasks include:
   
   (a) advising on and designing power stations and systems which generate, transmit and distribute electrical power;
   
   (b) supervising, controlling and monitoring the operation of electrical generation, transmission and distribution systems;
   
   (c) advising on and designing systems for electrical motors, electrical traction and other equipment, or electrical domestic appliances;
   
   (d) specifying electrical installation and application in industrial and other buildings and objects;
   
   (e) establishing control standards and procedures to monitor performance and safety of electrical generating and distribution systems, motors and equipment;
   
   (f) determining manufacturing methods for electrical systems, as well as maintenance and repair of existing electrical systems, motors and equipment.

   3.2 **Knowledge / Skills / Attributes**
   - Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
   - Advanced knowledge of research principles and methods;
   - Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
   - Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
   - Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
   - Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
   - Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
   - Advanced knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
   - Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
   - Develop abstract concepts and convey strategic indications from the spectrum of development experience;
   - Higher negotiation cultural sensitivity and diplomatic skills;
   - Use of information, tools, resources to support high-level and complex work achievement;
   - Work sensitively and effectively in a multi-cultural environment;
   - Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
   - Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work with senior administrators, peer engineers (civil, mechanical, electronic, telecommunications and/or computer scientists) and various workers in the business, building and construction, fabrication and manufacturing industries. They advise employers, associates or clients and consult with scientists, industrial designers, contractors, engineering consulting companies and architects.

3.4 Qualification / Education Requirements
Bachelor degree in electrical engineering or relevant discipline, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience
5 - 7 years and above

4.2 Example Employer
ADWEA, DEWA, Atlas Telecom, TRANSCO, EMAL, DUBAL, EMAL, DUBAL, ADNOC, Emirates Steel, Strata, Oil and Gas establishments

5. Related Employment Information :

5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of the occupations classified here
Electric power generation engineer - Electrical engineer - Electromechanical engineer - Electrical design engineer - Project engineer - Electrical controls engineer - Test engineer - Hardware design engineer - Broadcast engineer - Circuits engineer - Electrical and Instrument Maintenance Supervisor (E and I Maintenance Supervisor) - Electrical project engineer

Examples of some related occupations:
Nuclear power generation engineer - Electronics engineer - Telecommunications Engineer - Broadcast Engineer - Computer engineer - Electrical engineering associate - Electrical or electronics engineering technologist - Electronics engineer - Patent examiner - Electrical design engineer - Project engineer - Electrical controls engineer - Test engineer - Hardware design engineer - Broadcast engineer - Circuits’ engineer - Electrical and instrument maintenance supervisor (E & I Maintenance Supervisor) - Electrical project engineer
Occupational Code: 2152

**Title: Electronics engineers**

1. **Job Description:**
Research, design, develop, test, commission or supervise the manufacture, installation, modification, augmentation and/or maintenance of electronic systems including materials, products and processes for commercial, industrial, military, domestic and/or scientific use.

2. **Job Summary:**
Electronics engineers conduct research on, design, and direct the construction functioning, maintenance and repair of electronic systems and study and advise on technological aspects of electronic engineering materials, products or processes. They also test and/or commission electronic components and systems for commercial, industrial, military, or scientific use employing knowledge of electronic theory and materials properties. Design electronic circuits and components for use in fields such as telecommunications, aerospace guidance and propulsion control, acoustics, or instruments and controls.

3. **Quick Facts:**

   3.1 Job Activities / Tasks
   Job activities and tasks include:
   (a) advising on and designing electronic devices or components, circuits, semi-conductors, and systems;
   (b) specifying production or installation methods, materials and quality standards and directing production or installation work of electronic products and systems;
   (c) establishing control standards and procedures to ensure efficient functioning and safety of electronic systems, motors and equipment;
   (d) organizing and directing maintenance and repair of existing electronic systems and equipment;
   (e) designing electronic circuits and components for use in fields such as aerospace guidance and propulsion control, acoustics, or instruments and controls;
   (f) researching and advising on radar, telemetry and remote control systems, microwaves and other electronic equipment;
   (g) designing and developing signal processing algorithms and implementing these through appropriate choice of hardware and software;
   (h) developing apparatus and procedures to test electronic components, circuits and systems.

3.2 **Knowledge / Skills / Attributes**
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work with senior administrators, peer engineers (civil, mechanical, electrical, telecommunications and/or computer scientists) and various workers in the business, building and construction, fabrication and manufacturing industries. They advise employers, associates or clients and consult with scientists, industrial designers, contractors, engineering consulting companies and architects.

3.4 Qualification / Education Requirements
Bachelor degree in electronics engineering or relevant discipline, higher qualification or equivalent.

4. Employment Requirements :
   4.1 Experience
   5 - 7 years and above

   4.2 Example Employer
   ADNOC, Abu Dhabi Quality and Conformity Council, Taweelah Asia Power Company

5. Related Employment Information :
   5.1 Occupational Size
   More than 5,000 and less than 30,000

   5.2 Indicative Salaries
   Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Computer hardware engineer - Electronics engineer - Instrumentation engineer

Examples of some related occupations:
Telecommunications Engineer - Design engineer - Engineer - Test engineer - Electronics engineer - Product engineer - Engineering manager - Electrical design engineer - Integrated circuit design engineer (IC Design Engineer) - Evaluation engineer - Research and Development Engineer (R&D Engineer)
Occupational Code: 2153

**Title: Telecommunications engineers**

1. **Job Description:**
   Research, design, develop, test, commission or supervise the manufacture, installation, modification, augmentation and/or maintenance of telecommunications systems including materials, products and processes for commercial, industrial, military, domestic and/or scientific use.

2. **Job Summary:**
   Telecommunications engineers conduct research and advise on, design, and direct the construction functioning, maintenance and repair of telecommunication systems and equipment. They study and advise on technological aspects of telecommunication engineering materials, products or processes.

3. **Quick Facts:**
   3.1 **Job Activities / Tasks**
      Job activities and tasks include:
      (a) advising on and designing telecommunications devices or components, systems, equipment and distribution centres;
      (b) specifying production or installation methods, materials, quality and safety standards and directing production or installation work of telecommunications products and systems;
      (c) organizing and directing maintenance and repair of existing telecommunication systems, motors and equipment;
      (d) researching and advising on telecommunications equipment;
      (e) planning and designing communications networks based on wired, fibre optical and wireless communication media;
      (f) designing and developing signal processing algorithms and implementing these through appropriate choice of hardware and software;
      (g) designing telecommunications networks and radio and television distribution systems, including both cable and over the air.

   3.2 **Knowledge / Skills / Attributes**
   - Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
   - Advanced knowledge of research principles and methods;
   - Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
   - Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
   - Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
   - Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
   - Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
   - Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
   - Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
   - Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
   - Manage advanced relationships and coordinate related activities of respective stakeholders;
   - Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
   - Develop abstract concepts and convey strategic indications from the spectrum of development experience;
   - Higher negotiation cultural sensitivity and diplomatic skills;
   - Use of information, tools, resources to support high-level and complex work achievement;
   - Work sensitively and effectively in a multi-cultural environment;
   - Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
   - Communicate with influence, and a proven record of developing and maintaining policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work with senior administrators, peer engineers (civil, mechanical, electrical, electronic and/or computer scientists) and various workers in the business, building and construction, fabrication and manufacturing industries. They advise employers, associates or clients and consult with scientists, industrial designers, contractors, engineering consulting companies and architects.

3.4 Qualification / Education Requirements
Bachelor degree in telecommunications engineering, network engineering or relevant discipline, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
5 - 7 years and above

4.2 Example Employer
Etisalat, Du, Atlas Telecom

5. Related Employment Information :
5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Broadcast engineer - Telecommunications engineer - Telecommunications engineering technologist

Examples of some related occupations:
Electronics engineer - Communications engineer - Production Manager (Manufacturing)
1. Job Description:
Architects work in the construction industry and are involved with designing new buildings, extensions or alterations to existing buildings, or advising on the restoration and conservation of old properties.

2. Job Summary:
Building architects design commercial, industrial, institutional, residential and recreational buildings and plan and monitor their construction, maintenance and rehabilitation. They also, apply creativity and a practical understanding of structures and materials to develop concepts, plans, specifications and detailed drawings for buildings and other structures, as well negotiate with builders and planning authorities, administer building contracts and inspect the work carried out. In some instances they may be required to be registered or certified by a government authority or agency.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) developing new or improved architectural theories and methods;
(b) inspecting sites and consulting clients, management and other stakeholders to determine type, style and size of proposed buildings and alterations to existing buildings;
(c) providing information regarding designs, materials and estimated building times;
(d) preparing project documentation, including sketches and scale drawings, and integrating structural, mechanical and aesthetic elements in final designs;
(e) writing specifications and contract documents for use by builders and calling tenders on behalf of clients;
(f) making necessary contacts to ensure feasibility of projects regarding style, cost, timing, and compliance with regulations;
(g) identifying and finding best solutions for problems regarding function and quality of interior environments of buildings and making necessary designs, drawings and plans;
(h) monitoring construction or rehabilitation work to ensure compliance with specifications and quality standards;
(i) maintaining technical liaison and consultancy with other relevant specialists.

3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
May be involved in project feasibility studies, strategic asset investigations, heritage studies, urban planning, interior design or landscape design. Government authorities or agencies may require Practising Architects to provide proof of compliant Professional Indemnity insurance cover to protect the public and the public interest. Usually work regular business hours, but may need to work evenings and weekends or be on call and attend sites, which may be remote or isolated. May also, travel overseas to work or to attend conferences and seminars.

3.4 Qualification / Education Requirements
Bachelor degree in design architecture, sustainable design or relevant discipline, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
5 - 7 years and above

4.2 Example Employer
Municipality of Abu Dhabi, Urban Planning Council, TDIC

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations

Examples of job titles:
Building architect - Interior architect - Landscape architect

Examples of some related occupations:
Architectural technician - Building contractor - Building surveyor - Construction project manager - Interior designer - Property developer - Quantity surveyor - Surveyor - Urban and regional planner
Occupational Code: 2163

Title: Product and garment designers

1. Job Description:

Combine artistic talent with research on product, materials or textiles use, marketing, and materials to create the most functional and appealing product design.

2. Job Summary:

Product and garment designers design and develop products, materials or textiles for manufacture and prepare designs and specifications of products for mass, batch and one-off production. They are particularly interested in pattern and surface decoration and opportunities to be creative and able to translate ideas into products. Industrial/product designers design a wide range of items, from everyday things like mobile phones to household appliances to cars, to larger things like industrial tools, equipment and machinery, as well as medical products.

3. Quick Facts:

3.1 Job Activities / Tasks

Job activities and tasks include:

(a) determining the objectives and constraints of the design brief by consulting with clients and stakeholders;

(b) formulating design concepts for clothing, textiles, industrial, commercial and consumer products, and jewellery;

(c) harmonizing aesthetic considerations with technical, functional, ecological and production requirements;

(d) preparing sketches, diagrams, illustrations, plans, samples and models to communicate design concepts;

(e) negotiating design solutions with clients, management, and sales and manufacturing staff;

(f) selecting, specifying and recommending functional and aesthetic materials, production methods and finishes for manufacture;

(g) detailing and documenting the selected design for production;

(h) preparing and commissioning prototypes and samples;

(i) supervising the preparation of patterns, programs and tooling, and the manufacturing process.

3.2 Knowledge / Skills / Attributes

- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;

- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;

- Higher knowledge of research principles and methods;

- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;

- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;

- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;

- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;

- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;

- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;

- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;

- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;

- Manage higher level relationships and organize related activities of respective stakeholders;

- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;

- Develop concepts and convey strategic suggestions from the spectrum of development experience;

- Broad level negotiation cultural sensitivity and diplomatic skills;

- Use of information, tools, resources to support broad-level and complex work achievement;

- Work sensitively and effectively in a multi-cultural environment;

- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work within and alongside industries such as fashion, automotive, interior design and technical textiles. They may also work within a studio environment alongside other designers, or as freelance designers working with a customer base.

3.4 Qualification / Education Requirements
Diploma in applied design and technology, visual arts or relevant discipline, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
5 years and a above.

4.2 Example Employer
Al Tayer Group, AL Futtaim Group, Shalhoub Group

5. Related Employment Information:
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Industry average

5.3 Employment Outlook / Job Prospects
Good

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5.4 Job Titles / Related Occupations
Examples of job titles:
Costume designer - Fashion designer - Industrial designer - Jewellery designer

Examples of some related occupations:
Engine designer - Building architect - Landscape architect - Interior designer - Apparel fashion designer - Clothing designer - Dance costume designer - Historic clothing and costume maker - Product engineer - Design engineer - Product designer - Mechanical designer - Product development engineer - Engineer - Product design engineer - Project engineer - Industrial textiles fabricator
Occupational Code: 2164

Title: Town and traffic planners

1. Job Description:
Develop and implement plans and policies for the controlled use of urban and rural land and for traffic systems.

2. Job Summary:
Town and traffic planners develop and implement comprehensive plans and programs for use of land and physical facilities of jurisdictions, such as towns, cities, counties, and metropolitan areas. They conduct research and provide advice on economic, environmental and social factors affecting land use and traffic flows. They also work on large-scale projects such as new suburbs, towns, industrial areas, commercial and retail developments, urban renewal projects and transportation links.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) planning layout and coordinating development of urban areas;
(b) compiling and analyzing data on economic, legal, political, cultural, demographic, sociological, physical and environmental factors affecting land use;
(c) conferring with government authorities, communities and specialists in fields such as architecture, planning, social science the environment and the law;
(d) devising and recommending use and development of land, and presenting narrative and graphic plans, programs and designs to groups and individuals;
(e) advising governments, companies and communities on urban and regional planning issues and proposals;
(f) reviewing and evaluating environmental impact reports;
(g) planning and coordinating the development of land areas for parks, schools, institutions, airports, roadways and related projects, and for commercial, industrial and residential sites;
(h) planning and advising on routing and control of road traffic and public transportation systems for efficiency and safety.

3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;

- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;

- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;

- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;

- Achieving results within tight timelines, and capacity to set and implement new policy directions;

- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions

Transport planners focus on issues which relate to the transport infrastructure. They may also specialize in a wide range of fields, including strategic planning, urban design, environmental impact assessment, residential planning, commercial and industrial planning, heritage planning, tourism planning and social planning.

May require experience in:

- establishing guidelines and being responsible for the review and verification of all applications for subdivision and shore land zoning permits; advises applicants and planning board/authority of application status and compliance with ordinances; coordinates review with appropriate municipal departments;

- drafting planning ordinances, preparing departmental budget and representing the town on various regional planning agencies;

- making recommendations to planning board/authority for appropriate action or additional conditions to be imposed;

- collecting land use data for use in preparation of comprehensive plan and development of zoning regulations;

- attending planning board meetings; including preparation of appropriate notices and supporting documents and preparation and distribution of meeting minutes;

- preparing reports; including maintenance of records; process purchase orders and accounts payable, and monitor special project budgets;

- developing capital improvement projects for the town; including directing the implementation of the five-year capital plan and monitors its progress;

- preparing and drafting long range plans and other special projects as requested;

- assisting and providing technical assistance to various town committees and boards including the authorities, agencies and/or relevant committees;

- performing related work as required.

3.4 Qualification / Education Requirements

Bachelor degree in urban planning or engineering or relevant discipline, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience

5 years and a above.

4.2 Example Employer

Department of Transport, AL Sahraa Group, Mawaqif, Abu Dhabi Airports Company (ADAC), Masdar

5. Related Employment Information :

5.1 Occupational Size

Less than 5,000

5.2 Indicative Salaries

Above the industry average

5.3 Employment Outlook / Job Prospects

Very good

5.4 Job Titles / Related Occupations

Examples of job titles:

Land Planner - Traffic planner - Urban Planner

Examples of some related occupations:

Building architect - Landscape architect - Architect - Civil engineer - Landscape architect

- Quantity surveyor - Surveyor - Community development planner - Planning director - Neighbourhood planner - City planner - Community development director - Regional planner - Airport planner - Building, planning, and zoning director - Community planning and development representative
Occupational Code: 2165

Title: Cartographers and surveyors

1. Job Description:
Research, study, and prepare maps and other spatial data in digital or graphic form for legal, social, political, educational, and design purposes. May work with Geographic Information Systems (GIS).

2. Job Summary:
Cartographers generate geographic, political, and cultural information and measure and map the earth’s surface. A Surveyor establishes boundaries, measures land parcels, and describe them for legal documents. They collect, analyze, and interpret geographic information provided by geodetic surveys, aerial photographs, and satellite data and include the design and evaluation of algorithms, data structures, and user interfaces for GIS and mapping systems. They also apply scientific and mathematical principles to design, prepare and revise maps and charts, plan, direct and conduct survey work to determine, delineate, plan and precisely position tracts of land, natural and constructed features, coastlines, marine floors and underground works, and manage related information systems.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) surveying, measuring and describing land surfaces, mines, underground surfaces, sea, river and lake beds;
(b) noting exact position of various features and recording survey data in digital form;
(c) making charts and maps to be used in determining navigable waters and channels and in planning construction of marine structures;
(d) planning and conducting aerial photographic surveys;
(e) designing, compiling and revising maps and charts using aerial and other photographs, satellite imagery, survey documents and data, existing maps and records, reports and statistics;
(f) designing, preparing and revising maps, charts, plans, three-dimensional models and spatial information databases, often using computer-based techniques, and applying principles from science, mathematics and graphic design;
(g) applying scientific and mathematical principles to design, prepare and revise maps and charts, plan, direct and conduct survey work to determine, delineate, plan and precisely position tracts of land, natural and constructed features, coastlines, marine floors and underground works, and manage related information systems;
(h) undertaking research and development of surveying and photogrammetric measurement systems, cadastral systems and land information systems;
(i) studying and advising on technical, aesthetic and economic aspects of map production;
(j) maintaining technical liaison and consultancy with other relevant specialists.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications;
- Higher knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various products, goods and/or services;
- Higher knowledge of materials, construction processes, quality control, costs, and other techniques for maximizing the effective construction of structures, buildings and facilities;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
May need to travel to collect information. They may be required to liaise with clients, government officials and industry. Spatial information refers to information about the geographical relationship between places, people and other items within a particular area. May also be required to hold additional course outcomes in geometry, trigonometry, drafting, mechanical drawing, calculus, statistics, and physics.

3.4 Qualification / Education Requirements
Bachelor degree in cartography or surveying or relevant discipline, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
5 years and above.
4.2 Example Employer
SCAD, Urban Planning Council, Municipality of Abu Dhabi

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000
5.2 Indicative Salaries
Above the industry average
5.3 Employment Outlook / Job Prospects
Very good
5.4 Job Titles / Related Occupations
Examples of job titles:
Aerial surveyor - Cadastral Surveyor - Cartographer - Hydrographic surveyor - Land surveyor - Mine surveyor - Photogrammetrist

Examples of some related occupations:
Quantity surveyor - Building surveyor - Marine surveyor - Photogrammetric technician - Compiler - Production manager - Stereo compiler - GIS Analyst (Geographic information systems analyst) - Stereoplotter operator - Digital cartographer - Geographic information systems specialist (GIS specialist) - Land information officer - Spatial information scientist - Mapping scientist - Map maker
Occupational Code: 3112

Title: Civil engineering technicians

1. Job Description:
Civil engineering technicians assist civil engineers plan, design and manage the construction of highways, bridges, utilities, and other major infrastructure projects. They also help with commercial, residential, and land development as well as coordinating maintenance and repair activities.

2. Job Summary:
Civil engineering technicians perform technical tasks in civil engineering research, design, construction, operation, maintenance and repair of buildings and other structures, such as water supply and wastewater treatment systems, bridges, roads, dams and airports.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) performing or assisting with field and laboratory tests of soils and construction materials;
(b) providing technical assistance connected with the construction of buildings and other structures, and with surveys or the preparation of survey reports;
(c) ensuring compliance with design specifications, relevant legislation and regulations, and maintenance of desired standards of materials and work;
(d) applying technical knowledge of building and civil engineering principles and practices in order to identify and solve problems arising;
(e) assisting with the preparation of detailed estimates of quantities and costs of materials and labour required for projects, according to the specifications given;
(f) organizing maintenance and repairs;
(g) inspecting buildings and structures during and after construction to ensure that they comply with building, grading, zoning and safety laws and approved plans, specifications and standards, as well as with other rules concerning quality and safety of buildings;
(h) inspecting industrial plant, hotels, cinemas and other buildings and structures to detect fire hazards and advise on how they can be removed;
(i) advising on the installation of fire detectors and sprinkler systems and the use of materials in the construction of buildings and means of transportation to reduce risk of fire and extent of damage and danger if fire occurs.

3.2 Knowledge / Skills / Attributes
- Mathematics - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications;
- Engineering and Technology - Knowledge of the practical application of engineering science and technology; This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services;
- Construction and Processing - Knowledge of materials, construction processes, quality control, costs, and other techniques for maximizing the effective construction of structures buildings and facilities;
- Design - Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models;
- Civil Engineering Fundamentals - Knowledge of structures, facilities, building, soils, composites and materials concerned with designing, building, and maintaining public works, including their designs, uses, repair, and maintenance;
- Coordination of Material Resources - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work;
- Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions;
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Monitoring - Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Quality Control Analysis - Conducting tests and inspections of products, services, or processes to evaluate quality or performance;
- Science - Using scientific rules and methods to solve problems;
- Physics - Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes;
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents;
- Writing - Communicating effectively in writing as appropriate for the needs of the audience;
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences;
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making;
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- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Time Management - Managing one's own time and the time of others;
- Instructing - Teaching others how to do something;
- Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things;
- Category Flexibility - The ability to generate or use different sets of rules for combining or grouping things in different ways;
- Control Precision - The ability to quickly and repeatedly measure and estimate exact positions;
- English (Technical) Language - Knowledge of the structure and content of the engineering related technical English terminologies;
- Information Communications Technology - Knowledge and use of relevant engineering applications and programs;
- Team work or individual - job may require him/her to work alone or in conjunction with engineers, building contractors, architects and scientists.

3.3 Work Context / Conditions

Work on a range of civil projects. Usually work regular business hours, but may need to work evenings and weekends, shift work or be on call and work from a construction site. It may involve hot, dusty and isolated or remote location work. May also, require regular travel between various locations or sites to conduct work.

3.4 Qualification / Education Requirements

Certificate or Diploma in civil engineering, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience

3 - 4 years and above.

4.2 Example Employer

Manazel, Souroh, Al Daar

5. Related Employment Information :

5.1 Occupational Size

More than 5,000 and less than 30,000

5.2 Indicative Salaries

Higher than the industry average

5.3 Employment Outlook / Job Prospects

Excellent

5.4 Job Titles / Related Occupations

Examples of job titles:

Building inspector - Clerk of Works - Civil engineering technician - Fire inspector - Geotechnical technician - Surveying technician

Examples of some related occupations:

Quantity Surveyor - Marine Surveyor - Fire investigator

Other training in technical areas may be obtained in the Armed Forces. Many military technical training programs are highly regarded by employers. Engineering technicians usually begin by performing routine duties under the close supervision of an experienced technician, technologist, engineer, or scientist. As they gain experience, they are given more difficult assignments with only general supervision. Some engineering technicians eventually become supervisors.
**Occupational Code:** 3113

**Title:** Electrical engineering technicians

1. **Job Description:**
Electrical engineering technicians (Electricians) plan, assemble, install, alter, repair, fault find, test, inspect, verify, commission, operate and maintain electrical systems.

2. **Job Summary:**
Electrical engineering technicians (Electricians) perform technical tasks to aid in electrical engineering research, and in the design, manufacture, assembly, testing, commissioning, troubleshooting, construction, operation, maintenance and repair of electrical equipment, facilities and distribution systems. Electrical systems provide heating, lighting, power, security, communication and control in residential, commercial, institutional, industrial and entertainment environments. Electricians may be self-employed or employed by electrical contractors, utilities, operations and maintenance departments of various facilities. Maybe required to be licensed, registered or certified to be permitted to work by a government authority, agency or approved certifying body.

3. **Quick Facts:**

3.1 **Job Activities / Tasks**
Job activities and tasks include:
- (a) providing technical assistance in research on and development of electrical equipment and facilities, or testing prototypes;
- (b) designing and preparing blueprints of electrical installations and circuitry according to the specifications given;
- (c) preparing detailed estimates of quantities and costs of materials and labour required for manufacture and installation according to the specifications given;
- (d) monitoring technical aspects of the manufacture, installation, utilization, maintenance and repair of electrical systems and equipment to ensure satisfactory performance and compliance with specifications and regulations;
- (e) planning installation methods, checking completed installation for safety and controls or undertaking the initial running of the new electrical equipment or systems;
- (f) assembling, installing, testing, calibrating, modifying and repairing electrical equipment and installations to conform with regulations and safety requirements.

3.2 **Knowledge / Skills / Attributes**
- Mathematics - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications;
- Engineering and Technology - Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services;
- Electrical systems, installations and equipment - Knowledge of electrical equipment and materials, installation maintenance and troubleshooting processes, quality control, costs, and other techniques for maximizing the effective installation, repair and maintenance of electrical systems, installations and equipment;
- Design - Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models;
- Electrical Engineering Fundamentals - Knowledge of electrical engineering principles and concepts, theories, techniques and processes related to designing, testing, troubleshooting, using, repairing, and maintaining electrical systems, installations and equipment;
- Coordination of Material Resources - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work;
- Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions;
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Monitoring - Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Quality Control Analysis - Conducting tests and inspections of products, services, or processes to evaluate quality or performance;
- Science - Using scientific rules and methods to solve problems;
- Physics - Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes;
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents;
- Writing - Communicating effectively in writing as appropriate for the needs of the audience;
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences;
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making;
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Time Management - Managing one’s own time and the time of others;
- Instructing - Teaching others how to do something;
- Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things;
- Category Flexibility - The ability to generate or use different sets of rules for combining or grouping things in different ways;
- Control Precision - The ability to quickly and repeatedly measure and estimate exact positions;
- English (Technical) Language - Knowledge of the structure and content of the engineering related technical English terminologies;
- Information Communications Technology - Knowledge and use of relevant engineering applications and programs;
- Team work or individual - job may require him/her to work alone or in conjunction with engineers, building contractors, architects and scientists.

3.3 Work Context / Conditions
Usually work regular hours, but may have to work weekends, shift work or be on call work. They work in commercial, industrial and domestic environments and sometimes in teams or individually. May involve work on new, part or old systems, equipment and components in hot, dusty, isolated or remote locations. It may require regular travel between various locations or sites to conduct work. There also may be occasions for extensive physical work to be performed.

3.4 Qualification / Education Requirements
Certificate or Diploma in electrical installation and/or maintenance, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
3 - 4 years and above.

4.2 Example Employer
Masdar, Abu Dhabi Distribution Company, Emirates Nuclear Energy Corporation, Abu Dhabi Ports Company (ADPC), Etihad Rail, Atlas Telecom, Al Taif, ADNOC, TRANSCO, ADWEA, DEWA, Emirates Steel, EMAL, DUCAB, DUBAL, Mubadala Oil and Gas

5. Related Employment Information :
5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Electrician - Electrical engineering technician - Electric power transmission engineering technician - Electrical installer - Electrical fitter mechanic

Examples of some related occupations:
Electronics engineering technician - Power production plant operator - Electrical mechanic - Cable Jointer - Electronics and communications technician - Lift electrician - Electrical lineworker
Occupational Code: 3114

Title: Electronics engineering technicians

1. Job Description:
Assemble, install, test, operate, maintain, fault find, repair and service electronic systems, equipment, parts and components.

2. Job Summary:
Electronics engineering technicians perform technical tasks to aid in electronic research, and in the design, manufacture, assembly, testing, commissioning, troubleshooting, construction, operation, maintenance and repair of electronic equipment. Electronics engineering technicians may be self-employed or employed by electronics engineering contractors, utilities, operations and maintenance departments of various facilities.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) providing technical assistance in research and development of electronic equipment, or testing prototypes;
(b) designing and preparing blueprints of electronic circuitry according to the specifications given;
(c) preparing detailed estimates of quantities and costs of materials and labour required for the manufacture and installation of electronic equipment, according to the specifications given;
(d) monitoring technical aspects of the manufacture, utilization, maintenance and repair of electronic equipment to ensure satisfactory performance and ensure compliance with specifications and regulations;
(e) assisting in the design, development, installation, operation and maintenance of electronic systems;
(f) planning installation methods, checking completed installation for safety and controls or undertaking the initial running of the new electronic equipment or system;
(g) conducting tests of electronic systems, collecting and analyzing data, and assembling circuitry in support of electronics engineers.

3.2 Knowledge / Skills / Attributes
- Mathematics - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications;
- Engineering and Technology - Knowledge of the practical application of engineering science and technology; This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services;
- Electronic systems and equipment - Knowledge of electronic equipment and materials, equipment maintenance and troubleshooting processes, quality control, costs, and other techniques for maximizing the effective installation, repair and maintenance of electronic systems, installations and equipment;
- Design - Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models;
- Electronic Engineering Fundamentals - Knowledge of electronic engineering principles and concepts, theories, techniques and processes related to designing, testing, troubleshooting, using, repairing, and maintaining electronic systems, installations and equipment;
- Coordination of Material Resources - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work;
- Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions;
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Monitoring - Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Quality Control Analysis - Conducting tests and inspections of products, services, or processes to evaluate quality or performance;
- Science - Using scientific rules and methods to solve problems;
- Physics - Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes;
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents;
- Writing - Communicating effectively in writing as appropriate for the needs of the audience;
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences;
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making;
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Time Management - Managing one's own time and the time of others;
- Instructing - Teaching others how to do something;
- Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things;
- Category Flexibility - The ability to generate or use different sets of rules for combining or grouping things in different ways;
- Control Precision - The ability to quickly and repeatedly measure and estimate exact positions;
- English (Technical) Language - Knowledge of the structure and content of the engineering related technical English terminologies;
- Information Communications Technology - Knowledge and use of relevant engineering applications and programs;
- Team work or individual - job may require him/her to work alone or in conjunction with engineers, contractors, architects and scientists.

3.3 Work Context / Conditions
Usually work regular hours, but may have to work weekends, shift work or be on call work. They work in commercial, industrial and domestic environments and sometimes in teams or individually. May involve work on new, part or old systems, equipment and components in hot, dusty, isolated or remote locations. It may require regular travel between various locations or sites to conduct work. There also may be occasions for extensive physical work to be performed.

3.4 Qualification / Education Requirements
Certificate or Diploma in electronic repair and/or maintenance, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience
3 - 4 years and above.

4.2 Example Employer
Masdar, Abu Dhabi Distribution Company, Emirates Nuclear Energy Corporation, Abu Dhabi Ports Company (ADPC), Etihad Rail, Atlas Telecom, Al Taif, ADNOC, TRANSCO, ADWEA, DEWA, Emirates Steel, EMAL, DUCAB, DUBAL, Mubadala Oil and Gas

5. Related Employment Information :

5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Electronics engineering technician

Examples of some related occupations:
Electrical engineering technician - Telecommunications engineering technician - Electronics mechanic - Electronic equipment assembler.

Other training in technical areas may be obtained in the Armed Forces. Many military technical training programs are highly regarded by employers. Engineering technicians usually begin by performing routine duties under the close supervision of an experienced technician, technologist, engineer, or scientist. As they gain experience, they are given more difficult assignments with only general supervision. Some engineering technicians eventually become supervisors.
Occupational Code: 3115

**Title:** Mechanical engineering technicians

1. **Job Description:**
Apply theory and principles of mechanical engineering to install, modify, develop, test, calibrate or solve problems in machinery and equipment. Maybe undertaken in consultation with engineering professionals, physical scientists or other allied occupations.

2. **Job Summary:**
Mechanical engineering technicians perform technical tasks to aid in mechanical engineering research, and in the design, manufacture, assembly, testing, commissioning, troubleshooting, construction, operation, maintenance and repair of machines, components and mechanical plant and equipment.

3. **Quick Facts:**

3.1 **Job Activities / Tasks**
Job activities and tasks include:
(a) providing technical assistance in research on and development of machines and mechanical installations, facilities and components, or testing prototypes;
(b) designing and preparing layouts of machines and mechanical installations, facilities and components according to the specifications given;
(c) preparing detailed estimates of quantities and costs of materials and labour required for manufacture and installation according to the specifications given;
(d) monitoring technical aspects of manufacture, utilization, maintenance and repair of machines and mechanical installations, facilities and components to ensure satisfactory performance and compliance with specifications and regulations;
(e) developing and monitoring the implementation of safety standards and procedures for marine survey work in relation to ships’ hulls, equipment and cargoes;
(f) assembling and installing new and modified mechanical assemblies, components, machine tools and controls, and hydraulic power systems;
(g) conducting tests of mechanical systems, collecting and analyzing data, and assembling and installing mechanical assemblies in support of mechanical engineers;
(h) ensuring that mechanical engineering designs and finished work are within specifications, regulations and contract provisions.

3.2 **Knowledge / Skills / Attributes**
- Mathematics - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications;
- Engineering and Technology - Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services;
- Production and Processing - Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods;
- Mechanical systems and equipment - Knowledge of mechanical equipment and materials, equipment maintenance and troubleshooting processes, quality control, costs, and other techniques for maximizing the effective installation, repair and maintenance of mechanical systems, installations and equipment;
- Design - Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models;
- Mechanical Engineering Fundamentals - Knowledge of mechanical engineering principles and concepts, theories, techniques and processes related to designing, testing, troubleshooting, using, repairing, and maintaining mechanical systems, installations and equipment;
- Coordination of Material Resources - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work;
- Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions;
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Monitoring - Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Quality Control Analysis - Conducting tests and inspections of products, services, or processes to evaluate quality or performance;
- Science - Using scientific rules and methods to solve problems;
- Physics - Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes;
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents;
- Writing - Communicating effectively in writing as appropriate for the needs of the audience;
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences;
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making;
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Time Management - Managing one's own time and the time of others;
- Instructing - Teaching others how to do something;
- Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things;
- Category Flexibility - The ability to generate or use different sets of rules for combining or grouping things in different ways;
- Control Precision - The ability to quickly and repeatedly measure and estimate exact positions;
- English (Technical) Language - Knowledge of the structure and content of the engineering related technical English terminologies;
- Information Communications Technology - Knowledge and use of relevant engineering applications and programs;
- Team work or individual - job may require him/her to work alone or in conjunction with engineers, contractors, architects and scientists.

3.3 Work Context / Conditions

Usually work regular hours, but may have to work weekends, shift work or be on call work. They work in commercial or industrial establishments and sometimes work in teams or individually. May involve work on new, part or old systems, equipment and components in hot, dusty, isolated or remote locations. It may require regular travel between various locations or sites to conduct work. There also may be occasions for extensive physical work to be performed.

3.4 Qualification / Education Requirements

Certificate or Diploma in mechanical engineering, higher qualification or equivalent.

4. Employment Requirements:

4.1 Experience

3 - 4 years and above.

4.2 Example Employer

Masdar, Abu Dhabi Distribution Company, Emirates Nuclear Energy Corporation, Abu Dhabi Ports Company (ADPC), Etihad Rail, Atlas Telecom, Al Taif, ADNOC, TRANSCO, ADWEA, DEWA, Emirates Steel, EMAL, DUCAB, DUBAL, Mubadala Oil and Gas

5. Related Employment Information:

5.1 Occupational Size

More than 5,000 and less than 30,000

5.2 Indicative Salaries

Higher than the industry average

5.3 Employment Outlook / Job Prospects

Excellent

5.4 Job Titles / Related Occupations

Examples of job titles:
Aeronautics engineering technician - Marine engineering technician - Mechanical engineering technician - Mechanical engineering estimator

Examples of some related occupations:
Industrial machinery mechanic - Mechanical machinery assembler

Other training in technical areas may be obtained in the Armed Forces. Many military technical training programs are highly regarded by employers. Engineering technicians usually begin by performing routine duties under the closed supervision of an experienced technician, technologist, engineer, or scientist. As they gain experience, they are given more difficult assignments with only general supervision. Some engineering technicians eventually become supervisors.
Occupational Code : 3116
Title : Chemical engineering technicians

1. Job Description :
Conduct chemical and physical laboratory tests to assist scientists in making qualitative and quantitative analyses of solids, liquids, and gaseous materials for research and development of new products or processes.

2. Job Summary :
Chemical engineering technicians perform technical tasks to aid in chemical engineering research, and in the design, test, manufacture, construction, operation, troubleshooting, maintenance and repair of chemical plant, equipment and components.

3. Quick Facts :
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) assisting in research on and development of industrial chemical processes, plant and equipment, or testing prototypes;
(b) designing and preparing layouts of chemical plants according to the specifications given;
(c) preparing detailed estimates of quantities and costs of materials and labour required for manufacture and installation according to the specifications given;
(d) monitoring technical aspects of the construction, installation, operation, maintenance and repair of chemical plants to ensure satisfactory performance and compliance with specifications and regulations;
(e) conducting chemical and physical laboratory tests to assist scientists and engineers in making qualitative and quantitative analyses of solids, liquids, and gaseous materials.

3.2 Knowledge / Skills / Attributes
- Mathematics - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications;
- Engineering and Technology - Knowledge of the practical application of engineering science and technology; This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services;
- Production and Processing - Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective production of goods;
- Mechanical systems and equipment - Knowledge of mechanical equipment and materials, equipment maintenance and troubleshooting processes, quality control, costs, and other techniques for maximizing the effective installation, repair and maintenance of industrial systems, installations and equipment;
- Design - Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models;
- Industrial Engineering Fundamentals - Knowledge of industrial engineering principles and concepts, theories, techniques and processes related to designing, testing, troubleshooting, using, repairing, and maintaining industrial systems, installations and equipment;
- Coordination of Material Resources - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work;
- Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions;
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Monitoring - Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Quality Control Analysis - Conducting tests and inspections of products, services, or processes to evaluate quality or performance;
- Science - Using scientific rules and methods to solve problems;
- Physics - Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes;
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents;
- Writing - Communicating effectively in writing as appropriate for the needs of the audience;
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences;
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making;
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Time Management - Managing one's own time and the time of others;
- Instructing - Teaching others how to do something;
- Learning Strategies - Selecting and using training/instructional methods and procedures.
appropriate for the situation when learning or teaching new things;
- Category Flexibility - The ability to generate or use different sets of rules for combining or grouping things in different ways;
- Control Precision - The ability to quickly and repeatedly measure and estimate exact positions;
- English (Technical) Language - Knowledge of the structure and content of the engineering related technical English terminologies;
- Information Communications Technology - Knowledge and use of relevant engineering applications and programs;
- Team work or individual - job may require him/her to work alone or in conjunction with engineers, building contractors, and scientists.

3.3 Work Context / Conditions
Usually work regular hours, but may have to work weekends, shift work or be on call work. They work in industrial environments and sometimes work in teams or individually. May involve work on new, part or old systems, equipment and components in hot, dusty, isolated or remote locations. It may require regular travel between various locations or sites to conduct work. There also may be occasions for extensive physical work to be performed.

3.4 Qualification / Education Requirements
Certificate or Diploma in industrial engineering, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
3 - 4 years and above.

4.2 Example Employer
ADNOC, Emirates Nuclear Energy Corporation, Masdar

5. Related Employment Information :
5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Chemical engineering technician - Chemical engineering estimator

Examples of some related occupations:
Chemical technician

Other training in technical areas may be obtained in the Armed Forces. Many military technical training programs are highly regarded by employers. Engineering technicians usually begin by performing routine duties under the close supervision of an experienced technician, technologist, engineer, or scientist. As they gain experience, they are given more difficult assignments with only general supervision. Some engineering technicians eventually become supervisors.
Occupational Code: 3118

Title: Draughtspersons

1. Job Description:
A draughtsperson produces technical plans and drawings utilized by various industries to construct buildings, machines, mechanical and electronic equipment and public works systems.

2. Job Summary:
Draughtspersons prepare technical drawings, maps and illustrations from sketches, measurements and other data, and copy final drawings and paintings onto printing plates.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) preparing and revising working drawings from sketches and specifications prepared by engineers and designers for the manufacture, installation and erection of machinery and equipment or for the construction, modification, maintenance and repair of buildings, dams, bridges, roads and other architectural and civil engineering projects;
(b) operating computer-aided design and drafting equipment to create, modify and generate hard-copy and digital representations of working drawings;
(c) operating digitizing table or similar equipment to transfer hard-copy representation of working drawings, maps and other curves to digital form;
(d) preparing and revising illustrations for reference works, brochures and technical manuals dealing with the assembly, installation, operation, maintenance and repair of machinery and other equipment and goods;
(e) copying drawings and paintings onto stone or metal plates for printing;
(f) preparing wiring diagrams, circuit board assembly diagrams, and layout drawings used for manufacture, installation, and repair of electrical equipment in factories, power plants, and buildings;
(g) creating detailed working diagrams of machinery and mechanical devices, including dimensions, fastening methods, and other engineering information;
(h) arranging for completed drawings to be reproduced for use as working drawings.

3.2 Knowledge / Skills / Attributes
- Uses traditional tools such as T-squares and draughting pencils as well as computer-aided design and draughting (CADD) resources to perform job; Includes specific proprietary CAAD programs, sketches and uses other related software programs;
- Mathematics - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications;
- Engineering and Technology - Knowledge of the practical application of engineering science and technology; This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services;
- Production and Processing - Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective production of goods;
- Drafting systems, techniques and equipment - Knowledge of drafting equipment and materials, equipment maintenance and troubleshooting processes, quality control, costs, and other techniques for maximizing the effective production of quality blueprints, drawings, sketches, and models;
- Design - Knowledge of design and processing techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models;
- Engineering Fundamentals - Knowledge of engineering principles and concepts, theories, techniques and processes across the range of engineering disciplines that include designing, testing, troubleshooting, using, repairing, and maintaining engineering systems, installations and equipment;
- Coordination of Material Resources - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work;
- Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions;
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Monitoring - Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Quality Control Analysis - Conducting tests and inspections of products, services, or processes to evaluate quality or performance;
- Science - Using scientific rules and methods to solve problems;
- Physics - Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes;
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents;
- Writing - Communicating effectively in writing as appropriate for the needs of the audience;
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences;
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making;
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Time Management - Managing one's own time and the time of others;
- Instructing - Teaching others how to do something;
- Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things;
- Category Flexibility - The ability to generate or use different sets of rules for combining or grouping things in different ways;
- Control Precision - The ability to quickly and repeatedly measure and estimate exact positions;
- English (Technical) Language - Knowledge of the structure and content of the engineering related technical English terminologies;
- Information Communications Technology - Knowledge and use of relevant engine

3.3 Work Context / Conditions
Usually work in draughting offices with regular hours, however may be required to visit a range of worksites and discuss with architects, engineers, contractors, technicians and other allied personnel as to the accuracy, currency and augmentations to site buildings, structures and surroundings to explain, update or modify or drawings, maps and illustration.

3.4 Qualification / Education Requirements
Certificate or Diploma in drafting or related engineering discipline, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
3 - 4 years and above.

4.2 Example Employer
ADWEA, TRANSCO, Abu Dhabi Distribution Company, Dubai Electricity and Water (DEWA), Road Transport Authority, Emirate municipalities.

5. Related Employment Information :
5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Draughtsperson - Technical illustrator

Examples of some related occupations:
Cartographer - Survey

Other training in technical areas may be obtained in the Armed Forces. Many military technical training programs are highly regarded by employers. Engineering draughtspersons usually begin by performing routine duties under the close supervision of an experienced technician, technologist, engineer, or scientist. As they gain experience, they are given more difficult assignments with only general supervision. Some engineering technicians eventually become supervisors. CADD training may be a requirement. Many employers also prefer applicants show demonstrated abilities in design, mathematical calculations and science.
1. Job Description:
This occupation covers physical and engineering science technicians not covered elsewhere, such as time and motion study technicians, quantity surveying technicians, robotics technicians, forensic science technicians or fire investigators.

2. Job Summary:
This unit group covers physical and engineering science technicians not classified under the group physical and engineering science technicians. For instance, the unit group includes those who assist scientists and engineers engaged in developing procedures or conducting research on safety, biomedical, environmental or industrial and production engineering.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) collecting data and providing technical assistance regarding: efficient, safe and economic utilization of personnel, material and equipment; methods of work and sequence of operations and supervision of their implementation; and efficient layout of plant or establishment;
(b) aiding in the identification of potential hazards and introducing safety procedures and devices;
(c) modifying and testing equipment and devices used in the prevention, control, and remediation of environmental pollution, site remediation, and land reclamation;
(d) assisting in the development of environmental pollution remediation devices under the direction of an engineer;
(e) assisting engineers in testing and designing robotics equipment.

3.2 Knowledge / Skills / Attributes
- Mathematics - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications;
- Engineering and Technology - Knowledge of the practical application of engineering science and technology; This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services;
- Production and Processing - Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective production of goods;
- Mechanical/electrical/electronic/industrial systems and equipment - Knowledge of mechanical/electrical/electronic/industrial equipment and materials, equipment maintenance and troubleshooting processes, quality control, costs, and other techniques for maximizing the effective installation, repair and maintenance of mechanical/electrical/electronic/industrial systems, installations and equipment;
- Design - Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models;
- Mechanical/electrical/electronic/industrial Engineering Fundamentals - Knowledge of mechanical/electrical/electronic/industrial engineering principles and concepts, theories, techniques and processes related to designing, testing, troubleshooting, using, repairing, and maintaining industrial systems, installations and equipment;
- Coordination of Material Resources - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work;
- Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions;
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Monitoring - Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Quality Control Analysis - Conducting tests and inspections of products, services, or processes to evaluate quality or performance;
- Science - Using scientific rules and methods to solve problems;
- Physics - Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes;
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents;
- Writing - Communicating effectively in writing as appropriate for the needs of the audience;
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences;
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making;
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Time Management - Managing one’s own time and the time of others;
- Instructing - Teaching others how to do something;
- Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things;
- Category Flexibility - The ability to generate or use different sets of rules for combining or grouping things in different ways;
- Control Precision - The ability to quickly and repeatedly measure and estimate exact positions;
- English (Technical) Language - Knowledge of the structure and content of the engineering related technical English terminologies;
- Information Communications Technology - Knowledge and use of relevant engineering applications and programs;
- Team work or individual - Job may require him/her to work alone or in conjunction with engineers, contractors, architects and scientists.

3.3 Work Context / Conditions
Usually work regular hours, but may have to work weekends, shift work or be on call. They work in commercial and industrial environments and sometimes work in teams or individually. May involve work on new, part or old systems, equipment and components in hot, dusty, isolated or remote locations. It may require regular travel between various locations or sites to conduct work. There also may be occasions for extensive physical work to be performed.

3.4 Qualification / Education Requirements
Certificate or Diploma in an engineering discipline, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
- 3 - 4 years and above.

4.2 Example Employer
Environment Agency, Al Ain Wildlife Park and Resort, National Centre of Meteorology and Seismology, Abu Dhabi Airports Company (ADAC), Abu Dhabi Ports Company (ADPC), Etihad Rail, Mubadala Aero Space, Armed Forces

5. Related Employment Information:
5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Engineering technician (production) - Time and motion study technician - Quantity surveying technician - Robotics technician - Forensic science technician - Fire investigator

Examples of some related occupations:
Production engineer - Time and motion study engineer - Quantity surveyor - Aeronautics engineering technician

Other training in technical areas may be obtained in the Armed Forces. Many military technical training programs are highly regarded by employers. Engineering technicians usually begin by performing routine duties under the close supervision of an experienced technician, technologist, engineer, or scientist. As they gain experience, they are given more difficult assignments with only general supervision. Some engineering technicians eventually become supervisors.
Occupational Code: 3122

Title: Manufacturing supervisors

1. Job Description:
Direct and coordinate the work activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications and schedules.

2. Job Summary:
Manufacturing supervisors coordinate and supervise the activities of production processes as well as process control technicians, machine operators, assemblers, and other related manufacturing staff.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) coordinating and supervising the activities of process control technicians, machine operators, assemblers, and other manufacturing labourers;
(b) organizing and planning the daily work with regard to plans, economy, staff and environment;
(c) preparing cost estimates, records and reports;
(d) identifying shortage of staff or components;
(e) ensuring safety of workers;
(f) instructing and training new staff.

3.2 Knowledge / Skills / Attributes
- Supervision - organizing and coordinating human resources and personnel performance as well as overseeing responsibility for sites and projects;
- Coordination and Organization of Material Resources - Arranging for, and seeing to the appropriate supply and use of equipment, facilities, and materials needed to do certain work;
- Mathematics - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications;
- Engineering and Technology - Knowledge of the practical application of engineering science and technology; This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services;
- Production and Processing - Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective production of goods;
- Mechanical/electrical/electronic/industrial systems and equipment - Knowledge of mechanical/electrical/electronic/industrial equipment and materials, equipment maintenance and troubleshooting processes, quality control, costs, and other techniques for maximizing the effective installation, repair and maintenance of mechanical/electrical/electronic/industrial systems, installations and equipment;
- Design - Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models;
- Mechanical/electrical/electronic/industrial Engineering Fundamentals - Knowledge of mechanical/electrical/electronic/industrial engineering principles and concepts, theories, techniques and processes related to designing, testing, troubleshooting, using, repairing, and maintaining industrial systems, installations and equipment;
- Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions;
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Monitoring - Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Quality Control Analysis - Conducting tests and inspections of products, services, or processes to evaluate quality or performance;
- Science - Using scientific rules and methods to solve problems;
- Physics - Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes;
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents;
- Writing - Communicating effectively in writing as appropriate for the needs of the audience;
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences;
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making;
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Time Management - Managing one's own time and the time of others;
- Instructing - Teaching others how to do something;
- Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things;
- Category Flexibility - The ability to generate or use different sets of rules for combining or grouping things in different ways;
- Control Precision - The ability to quickly and repeatedly measure and estimate exact positions;
- English (Technical) Language - Knowledge of the structure and content of the engineering related technical English terminologies;
- Information Communications Technology - Knowledge and use of relevant engineering applications and programs;
- Team work or individual - job may require him/her to work alone or in conjunction with engineers, building contractors, architects and scientists.

3.3 Work Context / Conditions
Usually work manufacturing or production environments to oversee production performances to meet deadlines production schedules. May work regular hours, however may be required to work weekends and be on call.

3.4 Qualification / Education Requirements
Diploma in a manufacturing or related engineering discipline, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
5 years and above

4.2 Example Employer
Emal , Dubai, Ducab, Emirates Steel, Strata, Abu Dhabi Ports Company (ADPC)

5. Related Employment Information :
5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Area coordinator (manufacturing) - Assembly supervisor - Finishing supervisor - Production supervisor (manufacturing)

Examples of some related occupations:
Manufacturing manager - Plant manager - Manufacturing manager - General production manager - Production control manager - Production superintendent - Supervisor - Manufacturing coordinator - Area plant manager

Occupational Code : 3123
Title : Construction supervisors

1. Job Description :
Plan, direct, coordinate, or budget, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems.

2. Job Summary :
Construction supervisors, coordinate, supervise and schedule the activities of work processes and workers engaged in the construction, augmentation and repair of buildings and structures.

3. Quick Facts :
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) reading specifications to determine construction requirements and planning procedures;
(b) organizing and coordinating the material and human resources required to complete jobs;
(c) examining and inspecting work progress;
(d) examining equipment and construction sites to ensure that health and safety requirements are met;
(e) supervising construction sites and coordinating work with other construction projects;
(f) supervising the activities of building trades workers, labourers and other construction workers.

3.2 Knowledge / Skills / Attributes
- Supervision - organizing and coordinating human resources and personnel performance as well as overseeing responsibility for sites and projects;
- Coordination and Organization of Material Resources - Arranging for, and seeing to the appropriate supply and use of equipment, facilities, and materials needed to do certain work;
- Mathematics - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications;
- Engineering and Technology - Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services;
- Construction and Processing - Knowledge of materials, construction processes, quality control, costs, and other techniques for maximizing the effective construction of
structures buildings and facilities;
- Design - Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models;
- Civil Engineering Fundamentals - Knowledge of structures, facilities, building, soils, composites and materials concerned with designing, building, and maintaining public works, including their designs, uses, repair, and maintenance;
- Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions; Including troubleshooting and determining causes of operating errors and deciding what to do about it;
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Monitoring - Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Quality Control Analysis - Conducting tests and inspections of products, services, or processes to evaluate quality or performance;
- Science - Using scientific rules and methods to solve problems;
- Physics - Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes;
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents;
- Writing - Communicating effectively in writing as appropriate for the needs of the audience;
- Oral Comprehension - The ability to listen to and understand information and ideas through spoken words and sentences;
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making;
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Time Management - Managing one's own time and the time of others;
- Instructing - Teaching others how to do something;
- Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things;
- Category Flexibility - The ability to generate or use different sets of rules for combining or grouping things in different ways;
- Control Precision - The ability to quickly and repeatedly measure and estimate exact positions;
- English (Technical) Language - Knowledge of the structure and content of the engineering related technical English terminologies;
- Information Communications Technology - Knowledge and use of relevant engineering applications and programs;
- Team work or individual - job may require him/her to work alone or in conjunction with engineers, building contractors, architects and scientists.

3.3 Work Context / Conditions
Work on and supervise construction engineering projects. Usually work regular business hours, but may need to work evenings and weekends or be on call. Work in offices and on construction sites, which may be isolated. May also, travel to various workplaces to review progress and performance.

3.4 Qualification / Education Requirements
Diploma in civil or construction engineering or related discipline, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
5 years and above

4.2 Example Employer
Abu Dhabi Sewerage Service Company, Municipality of Abu Dhabi, Musanada

5. Related Employment Information :
5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Building construction supervisor - Site manager (construction)

Examples of some related occupations:
Construction project manager - Project builder - Clerk of Works
Occupational Code: 3131

Title: Power production plant operators

1. Job Description:
Control, operate, adjust or maintain machinery to generate electric power. Includes auxiliary equipment operators.

2. Job Summary:
Power-production plant operators operate, monitor and maintain electricity production generation plants, switchgear and related/auxiliary equipment in electrical control centres which control the production and distribution of electrical or other power in transmission networks. The equipment operated includes nuclear reactors, turbines, generators and other auxiliary equipment in electrical power generating stations.

3. Quick Facts:

3.1 Job Activities/Tasks
Job activities and tasks include:
(a) operating, monitoring and inspecting various types of energy generating power plants;
(b) operating and controlling power generating systems and equipment including boilers, turbines, generators, condensers, and reactors in hydro, thermal, coal, oil, natural gas, and nuclear power plants to generate and distribute electrical power;
(c) controlling start-up and shut-down of power plant equipment, controlling switching operations, regulating water levels and communicating with systems operators to regulate and coordinate transmission loads, frequency and line voltages;
(d) taking readings from charts, meters and gauges at established intervals, troubleshooting and performing corrective action as necessary;
(e) completing and maintaining station records, logs and reports, and communicating with other plant personnel to assess equipment operating status;
(f) cleaning and maintaining equipment such as generators, boilers, turbines, pumps, and compressors in order to prevent equipment failure or deterioration.

3.2 Knowledge/Skills/Attributes
- Public Safety and Security - Knowledge of relevant equipment, policies, procedures, regulations, standards and strategies to promote effective local, state, or national security operations for the protection of people, commerce, data, property, and institutions;
- Power plant operators use computers to report unusual incidents, malfunctioning equipment, or maintenance performed during their shifts;
- Coordination of Material Resources - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work;
- Mathematics - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications;
- Engineering and Technology - Knowledge of the practical application of engineering science and technology: This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services;
- Construction and Processing - Knowledge of materials, construction processes, quality control, costs, and other techniques for maximizing the effective construction of structures buildings and facilities;
- Design - Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models;
- Power Generation Engineering Fundamentals - Knowledge of power production, distribution and related processes, encompassing designing, building, and maintaining power generation and distribution systems, including their designs, uses, repair, and maintenance;
- Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions; Including troubleshooting and determining causes of operating errors and deciding what to do about it;
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Monitoring - Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Quality Control Analysis - Conducting tests and inspections of products, services, or processes to evaluate quality or performance;
- Science - Using scientific rules and methods to solve problems;
- Physics - Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes;
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents;
- Writing - Communicating effectively in writing as appropriate for the needs of the audience;
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences;
- Active Learning - Understanding the implications of new information for both current
and future problem-solving and decision-making:

- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Time Management - Managing one's own time and the time of others;
- Instructing - Teaching others how to do something;
- Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things;
- Category Flexibility - The ability to generate or use different sets of rules for combining or grouping things in different ways;
- Control Precision - The ability to quickly and repeatedly measure and estimate exact positions;
- English (Technical) Language - Knowledge of the structure and content of the engineering related technical English terminologies;
- Information Communications Technology - Knowledge and use of relevant engineering applications and programs.

3.3 Work Context / Conditions
Work at large industrial sites such as power stations. Often are required to work outdoors in all weather conditions, and are exposed to noisy and potentially dangerous situations. Some plant operators work solely indoors in control rooms and offices.

3.4 Qualification / Education Requirements
Diploma in an engineering discipline, higher qualification or equivalent. Employers may also seek recent high school graduates for entry-level operator positions with a Secondary School Certificate particularly good results in physics, science and maths.

4. Employment Requirements:

4.1 Experience
3 - 4 years and above.

4.2 Example Employer
Abu Dhabi Farms Service Centre, Municipality of Abu Dhabi, Abu Dhabi Food Control Authority

5. Related Employment Information:

5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Electric power plant operator - Hydroelectric power plant operator - Nuclear power plant operator - Solar power plant operator - Distribution control operator - Generating station operator - Power system operator

Examples of some related occupations:
Steam engine and boiler operators - Plant operator - Auxiliary operator - Control operator - Unit operator - Power plant operator - Boiler operator - Control centre operator - Control room operator - Plant control operator
1. **Job Description**:
Control or operate entire chemical processes or system of machines.

2. **Job Summary**:
Chemical processing plant controllers operate and monitor chemical plants and related multifunction process control machinery, and adjust and maintain, processing units and equipment which distill, filter, separate, heat or refine chemicals. It includes controlling the operation of chemical production plant and equipment used in processing chemicals and/or minerals and in manufacturing a range of products such as drugs, textiles, ammunition and plastics.

3. **Quick Facts**:

   3.1 **Job Activities / Tasks**
   Job activities and tasks include:
   - (a) operating electronic or computerized control panel from a central control room to monitor and optimize physical and chemical processes for several processing units;
   - (b) adjusting equipment, valves, pumps, controls and process equipment;
   - (c) controlling the preparation, measuring and feeding of raw materials and processing agents such as catalysts and filtering media into plant;
   - (d) controlling process start-up and shut-down, troubleshooting and monitoring outside process equipment;
   - (e) verifying equipment for malfunctions, carrying out routine operating tests and arranging for maintenance;
   - (f) analyzing sample products, performing tests, recording data and writing production logs.

   3.2 **Knowledge / Skills / Attributes**
   - Public Safety - Knowledge of relevant equipment, policies, procedures, regulations, standards and strategies to promote effective plant operations for the protection of people, commerce and property;
   - Chemical processing plant operators use computers to report unusual incidents, malfunctioning equipment, or maintenance performed during their shifts;
   - Coordination of Material Resources - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work;
   - Mathematics - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications;
   - Engineering and Technology - Knowledge of the practical application of engineering science and technology; This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services;
   - Production and Processing - Knowledge of materials, production processes, quality control, costs, and other techniques for maximizing the effective production of chemical and related products;
   - Design - Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models;
   - Chemical Plant Engineering Fundamentals - Knowledge of production processes including water, waste-water, composites and materials encompassing designing, building, and maintaining chemical production and process systems and equipment;
   - Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions; Including troubleshooting and determining causes of operating errors and deciding what to do about it;
   - Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one;
   - Monitoring - Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
   - Quality Control Analysis - Conducting tests and inspections of products, services, or processes to evaluate quality or performance;
   - Science - Using scientific rules and methods to solve problems;
   - Physics - Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes;
   - Reading Comprehension - Understanding written sentences and paragraphs in work related documents;
   - Writing - Communicating effectively in writing as appropriate for the needs of the audience;
   - Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences;
   - Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making;
   - Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
   - Time Management - Managing one's own time and the time of others;
   - Instructing - Teaching others how to do something;
Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things;

Category Flexibility - The ability to generate or use different sets of rules for combining or grouping things in different ways;

Control Precision - The ability to quickly and repeatedly measure and estimate exact positions;

English (Technical) Language - Knowledge of the structure and content of the engineering related technical English terminologies;

Information Communications Technology - Knowledge and use of relevant engineering applications and programs;

Team work or individual - job may require him/her to work alone or in conjunction with engineers, contractors, architects and scientists.

3.3 Work Context / Conditions
May work in production areas that are noisy, hot, dusty and, at times, contain fumes. May work regular hours but on a rotating shift-work basis as these workplaces typically operate 24 hours seven days a week. New and developing occupational, health, safety and environmental laws are improving conditions in the workplace and include the introduction of automated remote control rooms and systems, dust and fume extracting machines, air-conditioning and ventilating systems. Work environment is generally spacious and well lit and more often conducted in control rooms/centres.

3.4 Qualification / Education Requirements
Certificate in an engineering discipline, higher qualification or equivalent. Employers may also seek recent high school graduates for entry-level operator positions with a Secondary School Certificate particularly good results in physics, science and maths.

4. Employment Requirements :

4.1 Experience
3 - 4 years and above.

4.2 Example Employer
Abu Dhabi Farms Service Centre, Municipality of Abu Dhabi, Abu Dhabi Food Control Authority

5. Related Employment Information :

5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Chemical-heat-treating-plant operator - Chemical-filtering and separating equipment operator - Chemical-still and reactor operator - Chemical process technician

Examples of some related occupations:
Petroleum and natural gas refinery operators - Chemical products plant and machine operators - Process technician - Process Plant Equipment Operator
1. Job Description:
Operate and monitor plants and adjust and maintain processing units and equipment which refine, distil and treat petroleum, petroleum-based products and by-products, or natural gas.

2. Job Summary:
Petroleum and natural gas refining plant operators control, monitor and maintain the plant machinery and equipment to produce, refine and pump chemicals, oil, gas and petroleum. Refineries and processing plants use sophisticated computers to control the equipment and processes. Knowledge of chemical and mechanical processes and equipment performance is very important in order to safely optimize production quantity and quality.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) operating electronic or computerized control panel from a central control room to monitor and optimize physical and chemical processes for several processing units;
(b) adjusting equipment, valves, pumps, controls and process equipment;
(c) controlling process start-up and shut-down, troubleshooting and monitoring outside process equipment;
(d) verifying equipment for malfunctions, testing well pipes for leaks and fractures and arranging for maintenance;
(e) analyzing sample products, performing tests, recording data and writing production logs.

3.2 Knowledge / Skills / Attributes
- Public Safety - Knowledge of relevant equipment, policies, procedures, regulations, standards and strategies to promote effective plant operations for the protection of people, commerce and property;
- Petroleum and natural gas refining operators use computers to report unusual incidents, malfunctioning equipment, or maintenance performed during their shifts;
- Coordination of Material Resources - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work;
- Mathematics - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications;
- Engineering and Technology - Knowledge of the practical application of engineering science and technology; This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services;
- Production and Processing - Knowledge of materials, production processes, quality control, costs, and other techniques for maximizing the effective production of petroleum and gas and related products and by-products;
- Design - Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models;
- Petroleum and Natural Gas Refining Fundamentals - Knowledge of production processes including by-products, composites and materials encompassing designing and maintaining petroleum and natural gas refining production and process systems and equipment;
- Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions; Including troubleshooting and determining causes of operating errors and deciding what to do about it;
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Monitoring - Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Quality Control Analysis - Conducting tests and inspections of products, services, or processes to evaluate quality or performance;
- Science - Using scientific rules and methods to solve problems;
- Physics - Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes;
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents;
- Writing - Communicating effectively in writing as appropriate for the needs of the audience;
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences;
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making;
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Time Management - Managing one’s own time and the time of others;
- Instructing - Teaching others how to do something;
- Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things;
- Category Flexibility - The ability to generate or use different sets of rules for combining or grouping things in different ways;
- Control Precision - The ability to quickly and repeatedly measure and estimate exact positions;
- English (Technical) Language - Knowledge of the structure and content of the engineering related technical English terminologies;
- Information Communications Technology - Knowledge and use of relevant engineering applications and programs;
- Team work or individual - job may require him/her to work alone or in conjunction with engineers, contractors and scientists.

3.3 Work Context / Conditions
Work at large industrial sites such as gas plants, oil rigs, or power stations. Often are required to work outdoors in all weather conditions, and are exposed to noisy and potentially dangerous situations. Some plant operators work solely indoors in control rooms and offices.

3.4 Qualification / Education Requirements
Diploma in an engineering discipline, higher qualification or equivalent. Employers may also seek recent high school graduates for entry-level operator positions with a Secondary School Certificate particularly good results in physics, science and maths.

4. Employment Requirements :
4.1 Experience
3 - 4 years and above.

4.2 Example Employer
ADNOC Group, Masdar, Occidental Oil & Gas International LLC

5. Related Employment Information :
5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations

Examples of job titles:
Blender operator (petroleum and natural gas refining) - Paraffin plant operator - Still operator (still petroleum and natural gas refining) - Refinery process technician - Petroleum process operator - Gas plant operator

Examples of some related occupations:
Chemical processing plant controllers - Chemical products plant and machine operators - Mineral products plant technician - Plastics and composites processor - Polymer plant production operator - Power generation plant operator - Water and wastewater - Plant operator - Auxiliary operator
Occupational Code: 3135  

Title: Metal production process controllers

1. Job Description:
Operate, monitor, adjust and maintain multi-function process control machinery and equipment.

2. Job Summary:
Metal production process controllers operate and monitor multi-function process control machinery and equipment to control the processing of metal converting and refining furnaces, metal-rolling mills, metal heat-treating, or metal-extrusion plant. They may work in furnaces fired by gas, oil, coal, electric-arc or electric induction, open-hearth, or oxygen which are used to melt and refine metal before casting or to produce specified types of steel. They may work in metal finishing workplaces that roll steel to form bends, beads, knurls, rolls, or plate, flatten, temper, or reduce the gauge of material/product.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) coordinating and monitoring the operation of a particular aspect of metal processing production through control panels, computer terminals or other control systems, usually from a central control room;
(b) operating multi-function central process control machinery to grind, separate, filter, melt, roast, treat, refine or otherwise process metals;
(c) observing computer printouts, video monitors and gauges to verify specified processing conditions and to make necessary adjustments;
(d) coordinating and supervising production crew such as machine and process operators, assistants and helpers;
(e) starting up and shutting down the production system in cases of emergency or as required by schedule;
(f) providing and organizing training for members of production crew;
(g) maintaining shift log of production and other data and preparing production and other reports.

3.2 Knowledge / Skills / Attributes
- Public Safety - Knowledge of relevant equipment, policies, procedures, regulations, standards and strategies to promote effective plant operations for the protection of people, commerce and property;
- Metal production process operators use computers to report unusual incidents, malfunctioning equipment, or maintenance performed during their shifts;
- Coordination of Material Resources - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work;
- Mathematics - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications;
- Engineering and Technology - Knowledge of the practical application of engineering science and technology; This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services;
- Production and Processing - Knowledge of materials, production processes, quality control, costs, and other techniques for maximizing the effective production metal and metal related products;
- Design - Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models;
- Metal Production Process Fundamentals - Knowledge of metal composition, composites and materials concerned with conceptualizing, designing and producing metal and metal related including production and process systems and equipment;
- Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions; Including troubleshooting and determining causes of operating errors and deciding what to do about it;
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Monitoring - Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Quality Control Analysis - Conducting tests and inspections of products, services, or processes to evaluate quality or performance;
- Science - Using scientific rules and methods to solve problems;
- Physics - Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes;
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents;
- Writing - Communicating effectively in writing as appropriate for the needs of the audience;
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences;
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making;
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Time Management - Managing one’s own time and the time of others;
- Instructing - Teaching others how to do something;
- Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things;
- Category Flexibility - The ability to generate or use different sets of rules for combining or grouping things in different ways;
- Control Precision - The ability to quickly and repeatedly measure and estimate exact positions;
- English (Technical) Language - Knowledge of the structure and content of the engineering related technical English terminologies;
- Information Communications Technology - Knowledge and use of relevant engineering applications and programs;
- Team work or individual - job may require him/her to work alone or in conjunction with engineers, contractors, architects and scientists.

3.3 Work Context / Conditions
Work in hot, dusty and noisy conditions. May work regular hours but on a rotating shift-work basis as these workplaces operate 24 hours seven days a week. New and developing occupational, health, safety and environmental laws are improving conditions in the workplace and include the introduction of automated remote control systems, dust and fume extracting machines, air-conditioning and ventilating systems. Their work can involve significant physical exertion and heat stress. They may also be required to stand for long periods.

3.4 Qualification / Education Requirements
Secondary School Certificate or Certificate in engineering, metal process production or related field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience
3 - 4 years and above.

4.2 Example Employer
Emirates Steel, Emaal, Ducab, Dubal

5. Related Employment Information :

5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Blast furnace operator - Central control caster - Rolling mill control operator

Some related occupations classified elsewhere:
Ladle pourer - Steel roller - Metal finishing machine operator - Automatic furnace operator
- Control room operator - Direct casting operator
Occupational Code: 3152

Title: Ships’ deck officers and pilots

1. Job Description:
Command and navigate ships and similar vessels, guide them into port and perform related functions on shore.

2. Job Summary:
Ships’ deck officers and pilots direct and coordinate the operations of a ship or vessel at sea and when arriving or departing from port to port. Officers, generally navigate and supervise the safe operation of ships or vessels whilst at sea, as well as when in port and at anchor. They coordinate the activities of the crew and control cargo stowage loading and unloading operations in accordance with a manifesto or schedule. Pilots, on the other hand command ships/vessels in harbours, on rivers, and on other restricted waterways. They help ships and vessels enter and leave the harbor precinct during day or night. They work in places where a high degree of specialized knowledge with local weather, wind, tides, currents, and hazards is needed. Often they may be independent contractors and go aboard a ship or vessel to guide it through a particular waterway. Some, maybe called harbor pilots, and work for ports are maybe on stand-by at a port with a tugboat to assist incoming ships or vessels, when required. Maybe required to be licensed, registered or certified to be permitted to work by a government authority, agency or approved certifying body.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) commanding and navigating ship or similar vessel at sea or on inland waterways;
(b) controlling and participating in deck and bridge-watch activities;
(c) navigating vessels into and out of ports and through channels, straits and other waters where special knowledge is required;
(d) ensuring safe loading and unloading of cargo and observance of safety regulations and procedures by crew and passengers;
(e) performing technical supervision of maintenance and repair of ship to ensure compliance with specifications and regulations;
(f) applying knowledge of principles and practices relating to ship’s operation and navigation in order to identify and solve problems arising in the course of their work;
(g) ordering ship’s stores and recruiting crew as required and maintaining record of operations;

(b) transmitting and receiving routine and emergency information with shore stations and other ships.

3.2 Knowledge / Skills / Attributes
- Specialist knowledge of principles, concepts and techniques in field of work and/or discipline;
- Higher knowledge of analyzing, planning, organizing and establishing policies, strategies, projections and/or conditions in the field of work and/or discipline;
- Broad knowledge of research principles and methods;
- Broad knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Knowledge of recent developments in the field of work and/or discipline;
- Knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work;
- Knowledge of political, government, legislative and regulatory systems related to the field of work;
- Knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work and/or discipline and more general subjects including OHSE and cultural understanding and awareness;
- Knowledge of principles, concepts and techniques in sensitively responding to and observing complex ethical issues;
- Effect information technology, management information systems, management techniques and tools for optimal field of work performance;
- Skills in research, analysis, consultation and synthesis of information to evaluate policies, strategies, projections and/or conditions and develop suggestions and/or relevant options;
- Manage broad level relationships and coordinate related activities of respective stakeholders;
- Broad skills and experience in policy analysis, formulation and research, in a sensitive and confidential environment;
- Produce concepts and convey suggestions from the spectrum of development experience;
- Negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop solutions to complex problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders.
stakeholders;
- Developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Well developed leadership and effective organizational skills, with capacity to organize and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and control risks associated with change, as well comply with ethical standards;
- Achieving results within tight timelines, and capacity to implement new policy directions;
- Highly developed organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Typically, work and live for long periods on ships or vessels and be on shift work due to the nature of the work which requires them to be covered for 24 hours a day seven days a week. They may have cramped and uncomfortable quarters. They may experience all sorts of weather and be away from home for long periods. However, there are many who like the life-style and with modern technology living conditions on ships and vessels have improved markedly. They include communications systems that provide opportunities to communicate with families and friends, entertainment systems, gymnasiums, air conditioned quarters, cooked meals and refreshments and so on. Also, as many stop at array of ports which provide for increased opportunities to discover new cultures, people, countries and sceneries.

3.4 Qualification / Education Requirements
Diploma/Associate degree in maritime operations, or related field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
3 - 4 years and above.

4.2 Example Employer

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Ship's captain-sea - Pilot (ship) - Skipper (yacht)

Examples of some related occupations:
Sailor - Master fisher - Ship's master
Occupational Code: 3153

**Title**: Aircraft pilots and related associate professionals

1. **Job Description**:
Fly aircraft to deliver people or goods. Some pilots fly aircraft to aerially spread fertiliser or bait.

2. **Job Summary**:
Aircraft pilots and related associate professionals control the operation of mechanical, electrical and electronic equipment, in order to navigate aircraft for transporting passengers, mail and freight and perform related pre-flight and in-flight tasks. They perform a multitude of tasks and are highly trained. Most pilots are employed in the commercial and military aviation fields. May fly fixed-winged aircraft on non-scheduled air carrier routes, or helicopters. May be required to be licensed, registered or certified to be permitted to work by a government authority, agency or approved certifying body.

3. **Quick Facts**:
   3.1 **Job Activities / Tasks**
   Job activities and tasks include:
   (a) flying and navigating aircraft in accordance with established control and operating procedures;
   (b) preparing and submitting flight plan or examining standard flight plan;
   (c) controlling the operation of mechanical, electrical and electronic equipment and ensuring that all instruments and controls work properly;
   (d) applying knowledge of principles and practices of flying in order to identify and solve problems arising in the course of their work;
   (e) examining maintenance records and conducting inspections to ensure that aircraft are mechanically sound, maintenance has been performed and that all equipment is operational;
   (f) signing necessary certificates and maintaining official records of flight;
   (g) obtaining briefings and clearances before flights and maintaining contact with air traffic or flight control during flight.

3.2 **Knowledge / Skills / Attributes**
   - Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
   - Higher knowledge of research principles and methods;
   - Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
   - Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
   - Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
   - Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
   - Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
   - Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
   - Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
   - Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
   - Manage higher level relationships and organize related activities of respective stakeholders;
   - Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
   - Develop concepts and convey strategic suggestions from the spectrum of development experience;
   - Broad level negotiation cultural sensitivity and diplomatic skills;
   - Use of information, tools, resources to support broad-level and complex work achievement;
   - Work sensitively and effectively in a multi-cultural environment;
   - Work with others to develop creative solutions to complex predictable and new contexts problems;
   - Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
   - Highly developed higher oral and written communication, interpersonal and professional practice;
representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work in small environments at high altitude operating short and long haul flights between airports, and use communications systems. They may work irregular hours. Some do shift work, or seasonal work (agricultural pilots), and often work in conditions that are noisy, and can be difficult or uncomfortable in bad weather. Their work is dependent on the type of aircraft they fly and the mission of the flight. They can be divided into two categories, namely private and professional pilots. Whether they’re dusting crops, transporting packages, or flying a commercial airline internationally, aircraft pilots have a responsibility for safe, efficient flight.

3.4 Qualification / Education Requirements
All pilots cleared to transport cargo or passengers must have a FAA - approved commercial pilot’s license. Most airlines require at least 2 years of vocational technical college/polytechnic Diploma or Associate Degree and/or higher qualified graduates.

4. Employment Requirements :
4.1 Experience
3 - 4 years and above.

4.2 Example Employer
Etihad Airways, Air Force, Presidential Flight, Emirates Airlines

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Flight Engineer - Flying instructor - Navigator (flight) - Pilot (aircraft)

Examples of some related occupations:
Captain - First officer - Line pilot - Charter pilot - Check airman - Flight operations director - Helicopter pilot - Commercial helicopter pilot - EMS helicopter pilot (Emergency Medical Service Helicopter Pilot) - Agricultural pilot
Occupational Code : 3154

Title : Air traffic controllers

1. Job Description :
Coordinate the movement of air traffic to make certain that planes stay a safe distance apart.

2. Job Summary :
Air traffic controllers direct aircraft movements in airspace and on the ground, using radio, radar and lighting systems, and provide information relevant to the operation of aircraft. They control aircraft flight traffic through all aspects of their flight with the priority of safety, followed by other aspects such as ensuring arrivals and departures are on time. They are primarily responsible for controlling and preventing aircraft incidences during flight, and look to maintain orderly air traffic flows and provide timely information and instructions to pilots for the safe execution of the aircraft in-flight. In cases of emergency they notify the relevant search and rescue agencies. Maybe required to be licensed, registered or certified to be permitted to work by a government authority, agency or approved certifying body.

3. Quick Facts :

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) directing and controlling aircraft approaching and leaving airport and their movement on the ground;
(b) directing and controlling aircraft operating in designated airspace sector;
(c) examining and approving flight plans;
(d) informing flight crew and operations staff about weather conditions, operational facilities, flight plans and air traffic;
(e) applying knowledge of principles and practices of air traffic control in order to identify and solve problems arising in the course of their work;
(f) initiating and organizing emergency, search and rescue services and procedures;
(g) directing activities of all aircraft and service vehicles on or near airport runways;
(h) maintaining radio and telephone contact with adjacent control towers, terminal control units and other control centres, and coordinating the movement of aircraft into adjoining areas.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;

Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;

Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;

Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;

Achieving results within tight timelines, and capacity to set and implement new policy directions;

Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

### 3.3 Work Context / Conditions

Usually work in control towers at airports or at radar centres. Typically, work on a rotating shift basis as these workplaces operate 24 hours seven days a week. Environment can be quiet for periods and be very stressful during peak air traffic flows. Requires quick response reaction, with a level of calmness to be displayed, in the instance a potentially high risk incident may occur that could result in a catastrophe. They may travel locally, nationally or internationally to attend meetings and conferences, or visit other control centres and airports.

### 3.4 Qualification / Education Requirements

Diploma/Associate degree in air traffic control, higher qualifications or equivalent.

### 4. Employment Requirements :

#### 4.1 Experience

5 Years and above.

#### 4.2 Example Employer

Abu Dhabi Aviation, ADAC, Air Force, Abu Dhabi Airports Company (ADAC), Dubai Airports, Sharjah International Airport, Fujairah International Airport, related entity the Department of Civil Aviation, International Civil Aviation Organization.

### 5. Related Employment Information :

#### 5.1 Occupational Size

Less than 5,000

#### 5.2 Indicative Salaries

Above the industry average

#### 5.3 Employment Outlook / Job Prospects

Very good

#### 5.4 Job Titles / Related Occupations

Examples of job titles:

Air traffic controller

Examples of some related occupations:

Airport terminal controllers - Tower controllers, air traffic - Ground controllers - Local controllers - En route controllers, air traffic - Radar controllers - Controllers, air traffic - Flight service specialists - Terminal controllers, air traffic
Occupational Code: 3155

Title: Air traffic safety electronics technicians

1. Job Description:
Install, inspect, test, adjust, maintain, troubleshoot, or repair air traffic control and air navigation systems.

2. Job Summary:
Air traffic safety electronics technicians perform technical tasks concerning the design, installation, management, operation, maintenance and repair of air traffic control and air navigation systems. It may include installation, adjustment and maintenance of air traffic control communications, navigation aids (NAVAIDS), and landing systems. May also perform comparison checks on repaired equipment in accordance with test standards. Maybe required to be licensed, registered or certified to be permitted to work by a government authority, agency or approved certifying body.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) carrying out technical duties related to the development of electronic and computerized air navigation systems and equipment, and testing prototypes;
(b) providing technical help in the design and layout of specific interface circuitry of air navigation and aircraft detection tracking systems;
(c) preparing and contributing to the preparation of cost estimates and technical and training specifications for air traffic control and safety equipment;
(d) providing or assisting with the technical supervision of construction, installation and operation of ground-based air navigation equipment and its maintenance and repair to ensure that standards and specifications are met;
(e) applying the knowledge and skills of air traffic safety engineering principles and practices in order to identify and solve problems arising in the course of their work;
(f) developing, modifying and debugging system software;
(g) modifying existing ground-based air navigation systems and equipment to adapt them to new air traffic control procedures, in order to improve capability, reliability and integrity, or to facilitate air traffic control procedures and airspace designation;
(h) controlling, monitoring and certifying communication navigation and surveillance air traffic management equipment and calibrating the ground-based air navigation system to ensure maximum accuracy and safety of flight, take-off and landing operations;

(i) providing technical training and supervising other workers.

3.2 Knowledge / Skills / Attributes
- Mathematics - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications;
- Engineering and Technology - Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services;
- Avionics Electronic and Electrical systems and equipment - Knowledge of avionics electronic and electrical equipment and materials, equipment maintenance and troubleshooting processes, quality control, costs, and other techniques for maximizing the effective installation, repair and maintenance of electronic systems, installations and equipment;
- Design - Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models;
- Electronic Engineering Fundamentals - Knowledge of electronic engineering principles and concepts, theories, techniques and processes related to avionics designing, testing, modifying, troubleshooting, repairing, and maintaining electronic and electrical avionics systems and equipment;
- Coordination of Material Resources - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work;
- Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions;
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Monitoring - Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Quality Control Analysis - Conducting tests and inspections of products, services, or processes to evaluate quality or performance;
- Science - Using scientific rules and methods to solve problems;
- Physics - Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes;
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents;
- Writing - Communicating effectively in writing as appropriate for the needs of the audience;
- Oral Comprehension - The ability to listen to and understand information and ideas
presented through spoken words and sentences;
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making;
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Time Management - Managing one’s own time and the time of others;
- Instructing - Teaching others how to do something;
- Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things;
- Category Flexibility - The ability to generate or use different sets of rules for combining or grouping things in different ways;
- Control Precision - The ability to quickly and repeatedly measure and estimate exact positions;
- English (Technical) Language - Knowledge of the structure and content of the engineering related technical English terminologies;
- Information Communications Technology - Knowledge and use of relevant engineering applications and programs;
- Team work or individual - job may require him/her to work alone or in conjunction with engineers, contractors, architects and scientists.

3.3 Work Context / Conditions
Usually work regular hours, but may have to work weekends, shift work or be on call work. They work in airport related industrial and commercial environments and sometimes work in teams or individually. May involve work on new, part or old systems, equipment and components in hot, dusty, isolated or remote locations. It may require regular travel between various locations or sites to conduct work. There also may be occasions for extensive physical work to be performed.

3.4 Qualification / Education Requirements
Diploma in electronic, electrical or avionics engineering, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
5 years and above

4.2 Example Employer
Zayed Centre for Aeronautics, ADAC, Air Force, Abu Dhabi Airports Company (ADAC), Dubai Airports, Sharjah International Airport, Fujairah International Airport, related entity the Department of Civil Aviation,

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Example of the occupations classified here:
Air traffic safety technician - Air traffic safety engineer
Examples of some related occupations:
Aeronautical engineer - Electronics engineer - Aeromechanic - Aircraft maintenance engineer (avionics) - Avionics technician
Occupational Code: 3334

Title: Real estate agents and property managers

1. Job Description:
Arrange the sale, purchase, rental and lease of real property, usually on behalf of clients on a commission basis.

2. Job Summary:
Plan, direct, or coordinate the selling, buying, leasing, or governance activities of commercial, industrial, or residential real estate properties. Includes managers of homeowner and condominium/body corporate associations/bodies, rented or leased housing apartments, units, buildings, or land (including rights-of-way). Maybe required to be licensed, registered or certified to be permitted to work by a government authority, agency or approved certifying body.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) obtaining information about properties to be sold or leased, the circumstances of their owner and the needs of prospective buyers or tenants;
(b) showing properties to be sold or leased to prospective buyers or tenants and explaining terms of sale or conditions of rent or lease;
(c) facilitating negotiations with tenants and owners on rents and fees;
(d) drawing up leasing and sale agreements and estimating costs;
(e) arranging signing of lease agreements and transfer of property rights;
(f) collecting rent and bond monies on behalf of owner and inspecting properties before, during and after tenancies;
(g) ensuring the availability of workers to perform maintenance of the properties.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Typically, work irregular hours, including weekends and evenings. It may include working and communicating with the public and with associated professionals, such as builders, developers, services contractors, lawyers and solicitors, conveyancing specialists, banking, brokerage houses or local government personnel.

3.4 Qualification / Education Requirements
Diploma in real estate and property sales/management, or related field of work including but not limited to economics, finance, business or law, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
3 - 5 years and above.

4.2 Example Employer
Dubai Property, Souroh, Mubadala, Masdar, Aldar, Emar

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Estate agent - Property manager - Realtor - Salesperson (real estate)

Examples of some related occupations:
Mortgage clerk - Lease administration supervisor - On-Site manager - Resident manager
- Leasing manager - Apartment manager - Business broker - Real estate consultant - Real estate agent - Real estate sales representative - Stock and station agent - Strata managing agent - Body corporate services manager

1. Job Description :
Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system.

2. Job Summary :
Computer network and systems technicians establish, operate and maintain network and other data communications systems. Computer network and systems technicians may be self-employed or employed by computer network and systems engineering contractors, utilities, operations and maintenance departments of various facilities.

3. Quick Facts :
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) operating, maintaining and troubleshooting network systems;
(b) operating and maintaining data communications systems other than networks;
(c) assisting users with network and data communications problems;
(d) identifying areas needing upgraded equipment and software;
(e) installing computer hardware, network software, operating system software and applications software;
(f) performing start up and close down as well as backup and disaster recovery operations for computer networks.

3.2 Knowledge / Skills / Attributes
- Knowledge of computer hardware and software systems and programs;
- Knowledge of computer networks, network administration and network installation;
- Knowledge of economic, cultural and political environment;
- Skills in computer troubleshooting, overcoming viruses and security issues;
- Skills in administering and advising on use of e-mail and internet programs;
- Analytical skills to evaluate network and system performance and determine how changes in the environment will affect it;
- Communication skills to work with many other types of workers and have to be able to describe problems and their solutions to them;
- Information Communications and Technology skills to effect the connections of many
different types of computer equipment and must ensure that they all work together properly;
- Multi-tasking skills, where work may have to be performed on many problems and tasks at the same time;
- Problem-solving skills to be able to quickly resolve problems with computer networks when they occur;
- Monitoring - Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents;
- Writing - Communicating effectively in writing as appropriate for the needs of the audience;
- Oral Comprehension - The ability to provide quality customers services encompassing listening and understanding information and ideas presented through spoken words and sentences;
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making;
- Time Management - Managing one’s own time and the time of others;
- Team work or individual - job may require him/her to work alone or in conjunction with other support or related personnel.

3.3 Work Context / Conditions
Computer network and systems technicians work with the physical computer networks of a variety of organizations and therefore are employed in many industries in a range of conditions.

3.4 Qualification / Education Requirements
Diploma in Computer Science or Information Systems, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience
3 - 4 years and above.

4.2 Example Employer
Emirates Computer Company, Injazat Data System, Dell Company

5. Related Employment Information :

5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations

Examples of job titles:
Computer network technician - Network support technician

Examples of some related occupations:
Computer Support Specialist - Systems Administrator - Teaching information systems security - Network administrator - Network analyst - Computer operator - Web technician - Computer systems analysts - Computer programmers - Computer user support specialists
Occupational Code: 3522

Title: Telecommunications engineering technicians

1. Job Description:
Telecommunications engineering technicians install, maintain and repair electronic communications equipment in telecommunication networks and Internet supply systems.

2. Job Summary:
Telecommunications engineering technicians perform technical tasks connected with telecommunications engineering research, as well as with the design, manufacture, assembly, construction, operation, maintenance and repair of telecommunications systems. Telecommunications engineering technicians may be self-employed or employed by telecommunications engineering contractors, utilities, operations and maintenance departments of various facilities.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) providing technical assistance connected with research and the development of electronic and telecommunications equipment, or testing prototypes;
(b) designing and preparing blueprints of electronic circuitry according to the specifications given;
(c) preparing detailed estimates of quantities and costs of materials and labour required for the manufacture and installation of electronic and telecommunications equipment, according to the specifications given;
(d) providing technical supervision of the manufacture, utilisation, maintenance and repair of electronic equipment and telecommunications systems to ensure satisfactory performance and compliance with specifications and regulations;
(e) applying technical knowledge of electronic and telecommunications engineering principles and practices in order to identify and solve problems arising in the course of their work;
(f) performing related tasks;
(g) supervising other workers.

3.2 Knowledge / Skills / Attributes
- Mathematics - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications;
- Engineering and Technology - Knowledge of the practical application of engineering science and technology; This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services;
- Telecommunications systems and equipment - Knowledge of telecommunications equipment and materials, equipment maintenance and troubleshooting processes, quality control, costs, and other techniques for maximizing the effective installation, repair and maintenance of telecommunications systems, installations and equipment;
- Design - Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models;
- Electronic Engineering Fundamentals - Knowledge of telecommunications engineering principles and concepts, theories, techniques and processes related to designing, testing, troubleshooting, using, repairing, and maintaining telecommunications systems, installations and equipment;
- Coordination of Material Resources - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work;
- Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions;
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Monitoring - Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Quality Control Analysis - Conducting tests and inspections of equipment, services, or processes to evaluate quality or performance;
- Science - Using scientific rules and methods to solve problems;
- Physics - Knowledge and prediction of material science and physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes;
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents;
- Writing - Communicating effectively in writing as appropriate for the needs of the audience;
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences;
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making;
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Time Management - Managing one’s own time and the time of others;
- Instructing - Teaching others how to do something;
- Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things;
- Category Flexibility - The ability to generate or use different sets of rules for combining or grouping things in different ways;
- Control Precision - The ability to quickly and repeatedly measure and estimate exact positions;
- English (Technical) Language - Knowledge of the structure and content of the engineering related technical English terminologies;
- Information Communications Technology - Knowledge and use of relevant engineering applications and programs;
- Team work or individual - job may require him/her to work alone or in conjunction with engineers, contractors, architects and scientists.

3.3 Work Context / Conditions

Work in workshops, offices and telephone exchanges, but may also do some work outdoors and travel to local work sites and telephone exchanges. Conditions vary and can be dirty or noisy. The work may also be stressful because of the need to fix faults quickly.

3.4 Qualification / Education Requirements

Certificate or Diploma in telecommunications engineering technology (installation, testing, troubleshooting, repair and/or maintenance), higher qualification or equivalent.

4. Employment Requirements:

4.1 Experience
3 - 4 years and above.

4.2 Example Employer
Atlas Telecom, Etisalat, Du

5. Related Employment Information:

5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations

Examples of job titles:
Broadcasting and audio-visual technicians - Telecommunications engineering technicians

Examples of some related occupations:
Data communications technician - Communication equipment installers and repairers
OCCUPATIONAL CODE: 7115

TITLE: Carpenters and joiners

1. Job Description:
Construct, repair, restore, and install structural woodwork and related materials.

2. Job Summary:
Carpenters and joiners cut, shape, assemble, erect, maintain and repair various types of structures and fittings made from wood and other materials. Carpenters typically work on-site building, repairing and installing structures such as foundations, walls, roofs, windows, stairways, and doors in large and small buildings. Joiners typically install cabinets, furniture, shelves, siding, drywall and batt or roll insulation. Also included are those such as brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways. Some may do both or all.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) making, altering and repairing structural and other woodwork at a work-bench and on a construction site;
(b) constructing, erecting and installing heavy-framed wooden structures on building sites;
(c) fitting, assembling and altering internal and external fixtures of buildings, such as walls, doors, door and window frames, facings and panelling;
(d) making, repairing and fitting scenic equipment for theatrical performances, motion picture or television productions;
(e) constructing, assembling, altering and repairing wooden fixtures and fittings in train coaches, aircraft, ships, boats, floats, and other vehicles.

3.2 Knowledge / Skills / Attributes
- Knowledge of laws, regulations, standards and codes of the UAE and specific Emirates related to the industry sector and more general subjects including OHSE and cultural understanding and awareness;
- Knowledge of tools, equipment, and materials common to the carpentry trade;
- Knowledge of principles of energy conservation in residential, commercial and industrial structures buildings and facilities;
- Knowledge of the interdependence between and among other occupations on a site, and effects on project completion if not facilitated appropriately;
- Using mathematics to solve problem;
- Using scientific rules and methods to solve problems;
- Skills in the construction, repair, restoration, and installation of wood or related materials;
- Ability to estimate time and materials needed for assigned work projects;
- Using of proprietary and general carpentry and woodwork software applications and management information systems;
- Actively looking for ways to help people;
- Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Flexibility to work effectively in a variety of situations and adapt to new ways of doing things;
- Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Communicating effectively in writing as appropriate for the needs of the audience including understanding written sentences and paragraphs in work related documents;
- Information Communications Technology - Knowledge and use of relevant industry sector IT applications and programs;
- Time Management - Managing one's own time and the time of others;
- Team work or individual - job may require him to work alone or in conjunction with other support or related personnel.

3.3 Work Context / Conditions
Typically, work on-site - industrial, commercial or residential building or in a workshop location, and maybe very mobile going from job to job, and from building highways and bridges to installing kitchen cabinets, they may work both indoors and out.

3.4 Qualification / Education Requirements
Secondary School Certificate, Certificate in carpentry and joinery, higher qualification or equivalent.
4. Employment Requirements:

4.1 Experience
3 - 4 years and above.

4.2 Example Employer
Tawazun, Mubadala, Arabtec Construction

5. Related Employment Information:

5.1 Occupational Size
More than 30,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Carpenter - Finish Carpenter - Framner - Joiner - Shipwright (wood)

Examples of some related occupations:
Cabinet maker - Wheelwright - Building contractor - Construction carpenters

Occupational Code: 7123

Title: Plasterers

1. Job Description:
Apply interior or exterior plaster, cement, stucco, or similar materials. May also set ornamental plaster.

2. Job Summary:
Plasterers install, maintain and repair plasterboard in buildings, and apply decorative and protective coverings of plaster, cement and similar material to the interiors and exteriors of structures. Work involves responsibility for performing skilled plastering work in accordance with building standards, regulations or codes; manufacturer requirements; and/or long standing 'custom and practice in the occupational trade'. Assignments are usually received orally, but may be written and accompanied by sketches or blue prints. Plasterers may be self-employed or employed by plastering contractors, utilities, operations and maintenance departments of various facilities.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) applying one or more coats of plaster to interior walls and ceilings of buildings to produce finished surface using an array of tools and equipment including trowels, brushes, or spray guns;
(b) measuring, marking and installing ornamental plaster panels, and casting and trimming ornamental plaster cornices;
(c) mixing mortar and plaster to desired consistency or direct workers who perform mixing;
(d) creating decorative textures in finish coat, using brushes or trowels, sand, pebbles, or stones;
(e) applying insulation to building exteriors by installing prefabricated insulation systems over existing walls or by covering the outer wall with insulation board, reinforcing mesh, and a base coat;
(f) curing freshly plastered surfaces;
(g) measuring, marking and cutting plasterboard, lifting and positioning panels and securing them to walls, ceilings and battens;
(h) covering joins and nail holes with wet plaster and sealing compounds, and smoothing them using wet brushes and sand paper;
(i) applying protective and decorative covering of cement, plaster and similar materials to exterior building surfaces;

(j) making and installing decorative plaster fixtures of fibrous plaster;

(k) applying and finishing acoustic, insulating and fireproofing materials bonded with plaster, plastic cement and similar materials.

3.2 Knowledge / Skills / Attributes

- Knowledge of laws, regulations, standards and codes of the UAE and specific Emirates related to plastering in the building and construction industry and more general subjects including OHSE and cultural understanding and awareness;

- Knowledge of materials, construction processes, quality control, costs, and other techniques for maximizing the effective construction of structures buildings and facilities;

- Knowledge of tools, equipment, and materials common used in the field of plastering and their usage techniques to produce high quality work;

- Knowledge of principles, concepts and techniques related to the field of plastering;

- Knowledge of principles of drafting in the interpretation and production of sketches, including survey and plot plans, architectural, building, mechanical, and electrical drawings;

- Using mathematics to solve problem;

- Using scientific rules and methods to solve problems;

- Solving and identifying problems and reviewing related information to develop and evaluate options and implement solutions;

- Installing, repairing, modifying, finishing and/or removing plaster products associated materials and which includes preparing, handing, measuring, marking, cutting, troweling, screeding, laying, sanding and/or finishing;

- Using proprietary/specialist and specific industry sector tools and equipment in performing and producing specialist, unique and/or standard quality finishes;

- Actively looking for ways to help people;

- Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;

- Flexibility to work effectively in a variety of situations and adapt to new ways of doing things;

- Considering the relative costs and benefits of potential actions to choose the most appropriate one;

- Communicating effectively in writing as appropriate for the needs of the audience including understanding written sentences and paragraphs in work related documents;

- Information Communications Technology - Knowledge and use of relevant industry sector IT applications and programs;

- Time Management - Managing one’s own time and the time of others;

- Team work or individual - job may require him to work alone or in conjunction with other support or related personnel.

3.3 Work Context / Conditions

Typically, work on-site - industrial, commercial or residential building or in a workshop location, and maybe very mobile going from job to job.

3.4 Qualification / Education Requirements

Secondary School Certificate, Certificate in plastering or related field of work, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience

2 - 3 year and above

4.2 Example Employer

Construction Companies, Al Habtoor Group, Al Hamid Group

5. Related Employment Information :

5.1 Occupational Size

More than 30,000

5.2 Indicative Salaries

Above the industry average

5.3 Employment Outlook / Job Prospects

Very good

5.4 Job Titles / Related Occupations

Examples of job titles:

Plasterer - Ornamental plasterer - Stucco plasterer - Fibrous plasterer - Solid plasterer

Examples of some related occupations:

Brickmasons and block masons - Tile and marble setters - Drywall and ceiling tile installers - Tapers - Paperhangers (wall)
Title: Plumbers and pipe fitters

1. Job Description:
Assemble, install, or repair pipes, fittings, or fixtures of heating, water or gas, drainage or waste systems, according to specifications or plumbing codes.

2. Job Summary:
Plumbers, pipe, gas fitters assemble, install, repair and maintain pipe systems, drains, gutters, ducts and related fittings and fixtures for water, gas, drainage, sewerage, heating cooling and ventilation systems, and for hydraulic and pneumatic equipment. Most people are familiar with plumbers who come to their home to unclog a drain or fix a leaking toilet. Plumbers, pipelayers, pipefitters and steamfitters install, maintain, and repair many different types of pipe systems. Plumbers, pipe, gas fitters may be self-employed or employed by plumbing, piping, gas fitting contractors, utilities, operations and maintenance departments of various facilities.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) examining and using blueprints drawings and specifications to determine the layout of plumbing and ventilation systems and materials required;
(b) measuring, cutting, threading, bending, jointing, assembling, installing, maintaining and repairing pipes, fittings and fixtures of drainage, heating, ventilation, water supply and sewerage systems;
(c) installing gas fixtures, appliances, dishwashers and water heaters, sinks and toilets using hand and power tools;
(d) laying clay, concrete, cast-iron, steel, non-metallic or plastic pipes in ditches to form sewers, drains or water mains, or for other purposes;
(e) planning and preparing the installation, inspections, examinations, repairs, modifications, troubleshooting or testing activities of piping and gasfitting systems that include pipes, fittings and fixtures and associated devices;
(f) establishing methods to meet work schedules and coordinate work activities with other bodies or trades and which includes requesting relevant materials and supplies;
(g) installing, maintaining, modifying, troubleshooting, testing and repairing piping and gasfitting systems;
(h) inspecting, examining and testing installed systems and pipes, using specialist equipment including pressure gauges, hydrostatic testing, observation or other methods.

3.2 Knowledge / Skills / Attributes
- Knowledge of laws, regulations, standards and codes of the UAE and specific Emirates related to plumbing and gasfitting in the building and construction industry and more general subjects including OHSE and cultural understanding and awareness;
- Knowledge of materials, construction processes, quality control, costs, and other techniques for maximizing the effective installation of piping systems in structures buildings and facilities;
- Knowledge of tools, equipment, and materials common used in the field of plumbing and gas, and their usage techniques to produce high quality work;
- Knowledge of principles, concepts and techniques related to the field of plumbing and gasfitting;
- Knowledge of principles of drafting in the interpretation and production of sketches, including survey and plot plans, architectural, building, piping, mechanical, and electrical drawings;
- Using mathematics to solve problem;
- Using scientific rules and methods to solve problems;
- Installing and identifying problems and reviewing related information to develop and evaluate options and implement solutions;
- Installing, repairing, modifying, finishing and/or removing piping and gasfitting products associated devices and which includes preparing, undertaking and completing such work to the required building code standard;
- Using proprietary/specialist and specific industry sector tools and equipment in performing and delivering specialist, unique and/or standard quality services;
- Actively looking for ways to help people;
- Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Flexibility to work effectively in a variety of situations and adapt to new ways of doing things;
- Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Communicating effectively in writing as appropriate for the needs of the audience including understanding written sentences and paragraphs in work related documents;
- Information Communications Technology - Knowledge and use of relevant industry sector IT applications and programs;
- Time Management - Managing one’s own time and the time of others;
- Team work or individual - job may require him to work alone or in conjunction with other support or related personnel.
3.3 Work Context / Conditions
Work in residential (homes), commercial and industrial buildings, schools, hospitals, and other buildings that are under construction, being altered or renovated.

3.4 Qualification / Education Requirements
Secondary School Certificate, Certificate in plumbing or gasfitting or related field of work, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
3 - 4 years and above

4.2 Example Employer
Abu Dhabi Sewerage Services Company, National Drilling Company, Municipality of Abu Dhabi

5. Related Employment Information:
5.1 Occupational Size
More than 30,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Pipe fitter - Pipe layer - Plumber - Drain technician

Examples of some related occupations:
Journeyman plumber - Drain technician - Plumber gasfitter - Gas fitter - Plumbing and heating mechanic - Residential plumber - Service plumber - Commercial plumber - Air conditioning and refrigeration mechanics - Steam fitter

Occupational Code: 7127
Title: Air conditioning and refrigeration mechanics

1. Job Description:
Air conditioning and refrigeration mechanics assemble, install, maintain and repair air conditioning and refrigeration systems and equipment.

2. Job Summary:
Refrigeration and air conditioning mechanics install, maintain, repair and overhaul residential central air conditioning systems, commercial and industrial refrigeration and air conditioning systems and combined heating, ventilation and cooling systems. Refrigeration and air conditioning may be self-employed or employed by refrigeration and air conditioning contractors, utilities, operations and maintenance departments of various facilities.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) interpreting blueprints, drawings or other specifications;
(b) assembling, installing and repairing components such as compressors, motors, condensers, evaporators, switches and gauges for air conditioning and refrigeration systems;
(c) connecting piping and equipment by bolting, riveting, welding or brazing;
(d) testing systems, diagnosing faults and performing routine maintenance or servicing;
(e) advise clients on different refrigeration/air-conditioning systems;
(f) consult with clients and refrigeration/air-conditioning design engineers about system installation;
(g) install or oversee the installation of refrigeration/air-conditioning systems;
(h) check that systems comply with their design;
(i) test and balance systems once they are installed;
(j) repair and maintain existing refrigeration/air-conditioning systems;
(k) diagnose problems in existing refrigeration/air-conditioning systems.

3.2 Knowledge / Skills / Attributes
- Knowledge of laws, regulations, standards and codes of the UAE and specific Emirates related to refrigeration and air conditioning in the industrial, commercial and residential industry sectors and more general subjects including OHSE and cultural understanding and awareness;
- Knowledge of materials, construction processes, quality control, costs, and other techniques for maximizing the effective installation of refrigeration and air conditioning in the industrial, commercial and residential industry sectors;
- Knowledge of tools, equipment, and materials common used in the field of refrigeration and air conditioning in the industrial, commercial and residential industry sectors, and their usage techniques to produce high quality work;
- Knowledge of principles, concepts and techniques related to the field of refrigeration and air conditioning in the industrial, commercial and residential industry sectors;
- Knowledge of principles of drafting in the interpretation and production of sketches, including survey and plot plans, architectural, building, piping, mechanical, refrigeration and air conditioning and electrical drawings;
- Using mathematics to solve problems;
- Using scientific rules and methods to solve problems;
- Solving and identifying problems and reviewing related information to develop and evaluate options and implement solutions;
- Installing, repairing, modifying, testing and/or removing refrigeration and air conditioning systems, products associated devices and which includes preparing, undertaking and completing such work to the required building code standard;
- Using proprietary/specialist and specific industry sector tools and equipment in performing and delivering specialist, unique and/or standard quality services;
- Actively looking for ways to help people;
- Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Flexibility to work effectively in a variety of situations and adapt to new ways of doing things;
- Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Communicating effectively in writing as appropriate for the needs of the audience including understanding written sentences and paragraphs in work related documents;
- Information Communications Technology - Knowledge and use of relevant industry sector IT applications and programs;
- Time Management - Managing one’s own time and the time of others;
- Team work or individual - job may require him to work alone or in conjunction with other support or related personnel.

3.3 Work Context / Conditions
Work indoors and outdoors: on construction sites or container ships, in commercial buildings such as hospitals, supermarkets and industrial and process factories/warehouses as well as residential buildings. They can work in warm or cool conditions. They may also work at heights on ladders and scaffolding or in confined spaces such as ceilings.

3.4 Qualification / Education Requirements
Secondary School Certificate, Certificate in refrigeration and air conditioning or related field of work, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
3 - 4 years and above
4.2 Example Employer
Al Futtaim Group, Bin Humoodah Group, Abu Dhabi Farms Service Centre

5. Related Employment Information:
5.1 Occupational Size
More than 30,000
5.2 Indicative Salaries
Above the industry average
5.3 Employment Outlook / Job Prospects
Very good
5.4 Job Titles / Related Occupations
Examples of job titles:
Air conditioning equipment mechanic - Refrigeration mechanic

Examples of some related occupations:
Heating and air conditioning mechanics and installers - Refrigeration mechanics and installers - Service technicians - Heating, ventilation, air conditioning service technician (HVAC service technician) - Heating, ventilation, air conditioning technician (HVAC Technician) - Heating, ventilation, air conditioning installer (HVAC Installer) - HVAC Specialist (Heating, ventilation, and air conditioning specialist) - HVAC Technician (Heating, ventilation, and air conditioning technician) - Air conditioning technician (AC technician) - Heating, ventilation, air conditioning mechanic (HVAC mechanic) - HVAC installer (Heating, ventilation, and air conditioning installer) mechanic.
Occupational Code : 7212

Title : Welders and flamecutters

1. Job Description :
Join pieces of metal by applying heat, using filler metal or fusion process. Join parts being manufactured, build structures and repair damaged or worn parts.

2. Job Summary :
Welders, boilermakers and flame cutters weld and cut metal parts using gas flame, electric arc and other sources of heat to melt and cut, or to melt and fuse metal. Also, welders, boilermakers and flame cutters use various welding and cutting processes to join structural steel and cut metal in vessels, piping and other components. They also fabricate parts, tools, machines and equipment used in the construction and manufacturing industries. Welders may specialize in certain types of welding such as custom fabrication, ship building and repair, aerospace, pressure vessel, pipeline, structural welding, and machinery and equipment repair.

3. Quick Facts :
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) welding metal parts using gas flame, or an electric arc, thermitite compound or other methods;
(b) operating resistance-welding machines;
(c) using blowtorch to make and repair lead linings, pipes, floors and other lead fixtures;
(d) brazing metal parts together;
(e) cutting metal pieces using gas flame or an electric arc;
(f) joining metal parts by hand soldering;
(g) monitoring the fitting, burning, and welding processes to avoid overheating of parts or warping, shrinking, distortion, or expansion of material;
(h) examining work pieces for defects and measuring work pieces with straight edges or templates to ensure conformance with specifications.

3.2 Knowledge / Skills / Attributes
- Knowledge of principles of drafting in the interpretation and production of sketches, including survey and plot plans, architectural, mechanical, structural, 2D and 3D perspectives/models, layouts, and electrical drawings;
- Knowledge of tools, equipment, plant, and materials common to the field of metal fabrication, manufacture and process production covering welding, boilermaking and flame cutting;
- Knowledge of principles, concepts and techniques related to the field of welding, boilermaking and flame cutting;
- Knowledge of metallurgy and materials science;
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications;
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design, planning, fabrication and process manufacturing of various goods and services;
- Knowledge of materials, fabrication and manufacture processes, quality control, costs, and other techniques for maximizing the effective fabrication of structures, buildings, fixtures, facilities, plant, equipment, devices and components.
- Knowledge and uses of relevant welding and/or flame cutting IT (software) based machines, applications and programs;
- Knowledge of laws, regulations, standards and codes of the UAE and specific Emirates related to welding, boilermaking and flame cutting and more general subjects including OHSE and cultural understanding and awareness;
- Using scientific rules and methods to solve problems;
- Using mathematics to solve problem;
- Specific skills to work quickly and accurately, to visualize a finished product, and conduct tests and inspections of products, services or processes and perform manual/automated/robotic welding and/or flame cutting to the quality standard required;
- Good manual dexterity skills as well as good vision, excellent eye-hand coordination and the ability to concentrate on detailed work;
- Skills to effect routine maintenance on equipment and determine when and what kind of maintenance is needed and monitor gauges, dials, or other indicators to make sure a plant, machine or equipment is working properly;
- Solving and identifying problems and reviewing related information to develop and evaluate options and implement solutions;
- Using proprietary and specific welding and/or flame cutting equipment and software applications as well as management information systems;
- Actively looking for ways to help people;
- Monitoring/assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Flexibility to work effectively in a variety of situations and adapt to new ways of doing things;
- Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Communicating effectively in writing as appropriate for the needs of the audience including understanding written sentences and paragraphs in work related documents;
- Time Management - Managing one’s own time and the time of others;
- Team work or individual - job may require him to work alone or in conjunction with other support or related personnel.

3.3 Work Context / Conditions
May require specific standards based certifications for given welding techniques. May work for employers such as fabrication shops, steel and platform manufacturers, petrochemical refineries, mechanical contractors, transportation contractors (heavy machinery, aircraft, shipbuilding), and specialized welding shops. Their work may be performed outdoors or indoors, and travel may be required to jobs in remote locations. May be self-employed or employed by contractors, utilities, operations and maintenance departments of various companies referred to above.

3.4 Qualification / Education Requirements
Secondary School Certificate, Certificate in welding, boilermaking or related field of work, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
3 - 4 years and above

4.2 Example Employer
Mubadala, AMROC, ADNOC

5. Related Employment Information :
5.1 Occupational Size
More than 30,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Brazier - Flame cutter - Welder

Examples of some related occupations:
Industrial mechanics (millwright) - Sheet metal workers - Steamfitters/pipefitters - Metal fabricators (fitter) - Iron workers - Boilermakers.

Occupational Code : 7232
Title : Aircraft engine mechanics and repairers

1. Job Description :
Fit, troubleshoot, test, service, repair and overhaul aircraft engines and assemblies, such as airframes, hydraulic, and pneumatic systems.

2. Job Summary :
Aircraft engine repairers and mechanics diagnose, adjust, augment, maintain, repair, or overhaul aircraft engines and assemblies, such as hydraulic and pneumatic systems. Includes helicopter and aircraft engine specialists. Maybe required to be licensed, registered or certified to be permitted to work by a government authority, agency or approved certifying body.

3. Quick Facts :
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) fitting, examining, testing and servicing aircraft engines;
(b) replacing engine components or complete engines;
(c) examining and inspecting airframes and aircraft components, including landing gear, hydraulic systems, and de-icers to detect wear, cracks, breaks, leaks, or other problems;
(d) maintaining, repairing, overhauling, modifying and testing aircraft structural, mechanical and hydraulic systems;
(e) reading and interpreting manuals, service bulletins, and other specifications to determine the feasibility and method of repairing or replacing malfunctioning or damaged components;
(f) maintaining, repairing and rebuilding aircraft structures, functional components, and parts such as wings and fuselage, rigging, hydraulic units, oxygen systems, fuel systems, electrical systems, gaskets, and seals;
(g) inspecting completed work to certify that maintenance meets standards and the aircraft is ready for operation;
(h) maintaining repair logs, documenting all preventive and corrective aircraft maintenance;
(i) installing and testing electrical and electronic components, assemblies, and systems in aircraft;
(j) connecting components to assemblies such as radio systems, instruments, magnetos, inverters, and in-flight refuelling systems;
(k) deploying diagnostic tests and troubleshooting techniques to identify faults and determine corrective action;
(l) conducting routine and special inspections as required by regulations.

3.2 Knowledge / Skills / Attributes

- Knowledge of tools, equipment, and materials common used in mechanical and electrical/electronic aircraft systems, and their usage techniques to produce high quality work;
- Knowledge of principles, concepts and techniques of mechanical and electrical/electronic aircraft systems;
- Knowledge of principles of drafting and the interpretation, uses and production of sketches, technical plans, blueprints, models, piping, mechanical, structural and assembly, 2D and 3D perspectives/models, layouts, electronic, refrigeration and air conditioning and electrical drawings and schematics;
- Knowledge of assembling and maintaining mechanical and electrical/electronic aircraft systems;
- Knowledge of repairing and troubleshooting mechanical and electronics aircraft systems;
- Knowledge of fuel, hydraulic, landing gear assemblies and pressurization systems;
- Knowledge of materials, construction processes, quality control, costs, and other techniques for maximizing the effective assembly, servicing, maintenance and/or repair of mechanical and electronics aircraft systems;
- Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes;
- Knowledge of laws, regulations, standards, codes and avionic certification systems of the international aviation industry, UAE and specific Emirates pertaining to aircraft servicing, maintenance and repairs and parts/components assembly, as well as more general subjects including OHSE and cultural understanding and awareness respectively;
- Using mathematics and scientific rules and methods to solve problems;
- Solving and identifying problems and reviewing related information to develop and evaluate options and implement solutions;
- Using manufacturer’s catalogue, technical orders, drawings, schematics, blueprints, repair manuals and engineering bulletins from manufacturer;
- Assembling, repairing, modifying, testing, troubleshooting and/or removing mechanical and electronics aircraft systems associated components and/or devices and which includes preparing, undertaking and completing such work to the standards required;
- Using proprietary/specialist and specific industry sector tools and equipment in performing and delivering specialist, unique and/or standard quality services;
- Actively looking for ways to help people;
- Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Flexibility to work effectively in a variety of situations and adapt to new ways of doing things;
- Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Communicating effectively in writing as appropriate for the needs of the audience including understanding written sentences and paragraphs in work related documents;
- Time Management - Managing one’s own time and the time of others;
- Team work or individual - job may require him to work alone or in conjunction with other support or related personnel.

3.3 Work Context / Conditions

Work regular hours, and in some cases shift work. It may include long hours, evenings and weekends to meet air flight schedules and sometimes maybe on call. Typically, they work in hangars or workshops, and on airfields. May be exposed to working with chemicals such as fuel, oil and hydraulic fuels, which can pose a danger if not correctly handled. The work may be noisy and at times stressful due to aircraft scheduling requirements. May be required to may travel locally, nationally and internationally to investigate faults, conduct tests and where required repairs.

3.4 Qualification / Education Requirements

Secondary School Certificate, Diploma in aircraft engineering mechanics or related field of work, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience
3 - 5 years and above

4.2 Example Employer
ADAC, AMROC, Presidential Flight, Emirates Airlines, Etihad Airways, Mubadala - Strata, Mubadala Aero Space

5. Related Employment Information :

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent
5.4 Job Titles / Related Occupations

Examples of job titles:
Aircraft engine fitter - Aircraft maintenance engineer (airframes) - Aircraft maintenance engineer (engines) - Aircraft maintenance supervisor - Aircraft mechanic - Aircraft restorer - Aircraft service technician - Airframe and power plant mechanic - Airframe mechanic - Aviation maintenance technician - Helicopter mechanic - Jet engine mechanic - Pneumatic systems mechanic (aircraft) - Powerplant mechanic (aircraft) - Rocket engine component mechanic

Examples of some related occupations:
Aircraft maintenance engineer (avionics) - Avionics technician - Aircraft engine assembler - Aviation maintenance technician - Helicopter mechanic - Aircraft mechanic - Aircraft maintenance technician - Aircraft technician

Occupational Code : 8311
Title : Locomotive engine drivers

1. Job Description:
Drive, or assist in driving, trains to transport passengers and/or freight.

2. Job Summary:
Locomotive engineers are among the most experienced and skilled workers on the rail network. Locomotive-engineers (train drivers) drive electric, diesel-electric, steam, or gas-turbine-electric locomotives to transport passengers or freight. Interpret train orders, electronic or manual signals, and railroad rules and regulations. They are in charge of and responsible for driving the locomotive as well as the mechanical operation of the train, train speed, and all train handling. Rail network facilities include main tracks, sidings, towers, signals, buildings, fuel/lube, sanding, and water points, workshops, engine houses, communications and information management systems. Maybe required to be licensed, registered or certified to be permitted to work by a government authority, agency or approved certifying body.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) driving or assisting in driving a steam, electric, diesel-electric or gas-turbine-electric locomotive engine;
(b) driving an underground or elevated passenger train;
(c) inspecting locomotives to verify adequate fuel, sand, water, or other supplies before each journey or to check for mechanical problems;
(d) interpreting train orders, signals, or railroad rules and regulations that govern the operation of locomotives;
(e) monitoring gauges or meters that measure speed, amperage, battery charge, or air pressure in brake lines or in main reservoirs;
(f) monitoring train loading procedures to ensure that freight or rolling stock are loaded or unloaded without damage;
(g) conducting brake examination tests at shunting stations;
(h) driving a locomotive to haul carriages underground or on the surface;
(i) watching for track hazards, observing signals and indicator gauges;
(j) acting promptly and complying with, safety rules in emergency conditions or breakdowns;
(k) identifying faults in breakdown situations;
(l) recognizing relevant rail laws, regulations, codes, standards and practices that apply when crossing different jurisdictions;
(m) operating communications systems to communicate with train crews and traffic controllers to ensure safe operation and scheduling of trains.

3.2 Knowledge / Skills / Attributes
- Knowledge of relevant laws, policies, procedures, regulations, standards, codes and strategies pertaining to the rail transport systems and networks;
- Knowledge of principles, concepts and techniques of locomotives and their drive and braking systems;
- Knowledge of principles, concepts and techniques of handling trains, traction and routes to avoid train partings, derailments and track speed;
- Knowledge of principles, concepts and techniques of rail track systems and networks;
- Knowledge of principles, concepts and techniques of rail signalling systems including incline and decline of the right-of-way and speed limits;
- Knowledge of the practical application of engineering science and technology to rail systems, networks, tracks, locomotives, plant and equipment;
- Knowledge of materials, construction processes, quality control, costs, and other techniques for maximizing the effective and timely transportation of products and goods to destination;
- Knowledge of design techniques, tools, and principles involved in production and uses of maps, sketches, drawings including layout and multi-dimensional layouts, schematics, plans, models;
- Knowledge of power production, distribution and related processes of the locomotive engine to the remainder of the train (e.g. wagons, compartments; freezer containers);
- Knowledge of hazard material transportation, emergency response and national security requirements;
- Driving the locomotive;
- Deploying designated response procedures emergency or national security situations;
- Using communication and IT information systems to report unusual incidents, malfunctioning equipment, or maintenance being performed on rail network;
- Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work;
- Identifying problems and reviewing related information to develop and evaluate options and implement solutions. Including troubleshooting and determining causes of operating errors and deciding what to do about it;
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Monitoring - Monitoring/assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Quality Control Analysis - Conducting tests and inspections of locomotive performance to evaluate quality or effectiveness of on-time delivery;
- Science - Using scientific rules and methods to solve problems;
- Physics - Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes;
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents;
- Writing - Communicating effectively in writing as appropriate for the needs of the audience;
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences;
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making;
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Time Management - Managing one's own time and the time of others;
- Control Precision - The ability to quickly and repeatedly measure and estimate exact positions;
- English (Technical) Language - Knowledge of the structure and content of the rail system and network related technical English terminologies;
- Information Communications Technology - Knowledge and use of relevant rail systems and network management information systems, applications and program;
- Team work or individual - job may require him/her to work alone or in conjunction with engineers, train crews, contractors, regulators, and logistic and transport personnel.

3.3 Work Context / Conditions
The rail industry is typically, a highly regulated sector and drivers may require additional annual re-certification by a regulatory body, and may be required to undertake regular health checks. Rail networks deliver billions of tons of freight and millions of travellers per year to an array of destinations, while subways and light-rail systems transport millions of passengers around metropolitan areas. Typically, work irregular hours, including weekends and evenings.
3.4 Qualification / Education Requirements
Secondary School Certificate, Certificate in locomotive engineering (driving) or related field of work, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
2 - 3 year and above

4.2 Example Employer
Road Transport Authority of Dubai, ADNOC, ADAC, Souroh, Etihad Rail

5. Related Employment Information:
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Locomotive driver - Metropolitan railway driver - Train driver

Examples of some related occupations:
Freight train locomotive engineers - Tram driver - Train operator - Locomotive engineer

1. Job Description:
Operate rail network track switches and signals. Couple or uncouple rolling stock to make up or break up trains. May inspect couplings, air hoses, journal boxes, and hand brakes.

2. Job Summary:
Railway brakers, signallers and shunters take charge of and safeguard railway freight trains during runs, control the movement of railway traffic by operating signals, switch rolling stock and make up trains in railway yards/facilities, make up trains for hauling in yards or facilities and control their movement. Signal engineers by hand or flagging. Rail network facilities include main tracks, sidings, towers, signals, buildings, fuel/lube, sanding, and water points, workshops, engine houses, communications and information management systems.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) taking charge of and safeguarding freight train during run;
(b) controlling flow of railway traffic over section of line by operating signals and switches from control panel or signal box;
(c) switching and coupling rolling stock in railway yards and sidings in accordance with orders about loading, unloading and make-up of trains;
(d) making up trains for hauling by locomotive or cable and directing their movement along haulage ways in a mine or quarry;
(e) checking train systems and equipment such as air conditioning and heating systems, brakes and brake hoses prior to train run;
(f) inspecting couplings, air hoses, journal boxes, and handbrakes to ensure that they are securely fastened and functioning properly;
(g) raising levers to couple and uncouple cars for makeup and breakup of trains and setting brakes on cars including connecting air hoses to cars;
(h) receiving oral or written instructions from yardmasters or yard conductors indicating track assignments and cars to be switched;
(i) setting flares, flags, lanterns, torpedoes or visual warning devices in front and at rear of trains during emergency stops in order to warn oncoming trains;
(j) inspecting tracks, cars, and engines for defects and to determine service needs, sending

Occupational Code: 8312
Title: Railway brake, signal and switch operators
(k) making minor repairs to couplings, air hoses, and journal boxes, using hand tools;
(l) operate and drive locomotives, diesel switch engines, dinkey engines, flatcars, and railcars in train yards and at industrial sites includes refuelling and lubricating engines;
(m) watching for and relay traffic signals to start and stop cars during shunting;
(n) providing customer assistance and information, such as giving directions and handling unusually sized items and/or equipment.

3.2 Knowledge / Skills / Attributes
- Knowledge of railroad switches, couplings and devices used with rolling stock/freight cars in rail yards and on main rail networks;
- Knowledge of timetabling and scheduling systems, signalling systems, operating regulations and safety;
- Knowledge of railway communications systems types, uses and actions in emergency situations;
- Knowledge of relevant laws, policies, procedures, regulations, standards, codes and strategies pertaining to the rail transport systems and networks;
- Knowledge of principles and concepts of locomotives and their drive and braking systems;
- Knowledge of principles and concepts of handling trains, traction and routes to avoid train partings, derailments and track speed;
- Knowledge of principles and concepts of rail track systems and networks;
- Knowledge of principles, concepts and techniques of rail signalling systems including incline and decline of the right-of-way and speed limits;
- Knowledge of arithmetic, algebra, geometry, and their applications;
- Knowledge of the practical application of engineering science and technology to rail systems, networks, tracks, locomotives, plant and equipment;
- Knowledge of materials, construction processes, quality control, costs, and other techniques for maximizing the effective and timely transportation of products and goods to destination;
- Knowledge of design techniques, tools, and principles involved in production and uses of maps, sketches, drawings including layout and multi-dimensional layouts, schematics, plans, models;
- Knowledge of hazard material transportation, emergency response and national security requirements;
- Deploying designated response procedures in emergency or national security situations;
- Using communication and IT information systems to report unusual incidents, malfunctioning equipment, or maintenance being performed on rail network;
- Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work;
- Identifying problems and reviewing related information to develop and evaluate options and implement solutions. Including troubleshooting and determining causes of operating errors and deciding what to do about it;
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Monitoring - Monitoring/assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action.
- Quality Control Analysis - Conducting tests and inspections of locomotive performance to evaluate quality or effectiveness of on-time delivery;
- Science - Using scientific rules and methods to solve problems;
- Physics - Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes;
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents;
- Writing - Communicating effectively in writing as appropriate for the needs of the audience;
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences;
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making;
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Time Management - Managing one's own time and the time of others;
- Control Precision - The ability to quickly and repeatedly measure and estimate exact positions;
- English (Technical) Language - Knowledge of the structure and content of the rail system and network related technical English terminologies;
- Information Communications Technology — Knowledge and use of relevant rail systems and network management information systems, applications and programs;
- Team work or individual — job may require him/her to work alone or in conjunction with engineers, train crews, contractors, regulators, and logistics and transport personnel.
3.3 Work Context / Conditions
The rail industry is typically a highly regulated sector and drivers may require additional annual re-certification by a regulatory body, and may be required to undertake regular health checks. Rail networks deliver billions of tons of freight and millions of travellers per year to an array of destinations, while subways and light-rail systems transport millions of passengers around metropolitan areas. Typically, work irregular hours, including weekends and evenings.

3.4 Qualification / Education Requirements
Secondary School Certificate, Certificate in rail network braking signalling and switch operations or related field of work, higher qualification or equivalent.

4. Employment Requirements :
   4.1 Experience
   2 - 3 year and above

4.2 Example Employer
Etihad Rail, Dubai Metro, RTA

5. Related Employment Information :
   5.1 Occupational Size
   Less than 5,000

   5.2 Indicative Salaries
   Above the industry average

   5.3 Employment Outlook / Job Prospects
   Very good

   5.4 Job Titles / Related Occupations
   Examples of job titles:
   Braker (railway) - Shunter (railway) - Signaller (railway)
   Examples of some related occupations:
   Railway switch operator - Switch coupler

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Occupational Code : 8343
Title : Crane, hoist and related plant operators

1. Job Description :
Operate, monitor and maintain stationary and mobile cranes and other hoisting equipment.

2. Job Summary :
Operate or tend hoists or winches to lift and pull loads using power-operated cable equipment. Excludes "Crane and Tower Operators". Maybe required to be licensed, registered or certified to be permitted to work by a government authority, agency or approved certifying body.

3. Quick Facts :
   3.1 Job Activities / Tasks
   Job activities and tasks include:
   (a) operating and monitoring stationary or mobile cranes by raising and lowering jibs and booms, to lift, move, position or place equipment and materials;
   (b) operating and monitoring equipment for hoisting, lowering or raising workers and materials on construction sites or in mines;
   (c) operating and monitoring lifts and similar equipment;
   (d) operating and monitoring machinery used to haul ferry or barge with goods, passengers and vehicles across short stretches of water;
   (e) operating and monitoring machinery to open and close bridge for the passage of road and water traffic;
   (f) operating and monitoring cranes equipped with dredging attachments to dredge waterways and other areas;
   (g) operating cranes mounted on boats, barges, derricks to lift, move and place equipment and materials;
   (h) operating compressed air, diesel, electric, gasoline, or steam-driven hoists or winches in order to control movement of cableways, cages, derricks, draglines, loaders, railcars, or skips;
   (i) moving or repositioning hoists, winches, loads and materials, manually or using equipment and machines such as trucks, cars, and hand trucks;
   (j) selecting loads or materials according to weight and size specifications;
   (k) signalling and assisting other workers loading or unloading materials;
   (l) attaching, fastening, and disconnecting cables or lines to loads, materials, and equipment, using hand tools;
(m) applying hand or foot brakes and move levers to lock hoists or winches;
(n) oiling/greasing, inspecting and maintaining plant, equipment and tools including also such particular components as winch drums, cables and associated devices.

3.2 Knowledge / Skills / Attributes
- Knowledge of capacity and configuration of rigging materials and hardware, types of tools and equipment required for specific tasks, hand signals, symbols used to identify potential hazards, manufacturers’ specifications and first aid requirements;
- Knowledge of uses and maintenance of hand and power tools;
- Knowledge of maintaining measuring and testing equipment;
- Knowledge of types and uses electronic tracking instruments;
- Knowledge of types and uses of rigging and lifting equipment;
- Knowledge of securing loads and unattended plant and equipment;
- Knowledge of materials handling, sediment and spill control procedures;
- Knowledge of surveying tools and instruments, types and uses;
- Knowledge of map types and uses as well as drawings and plans;
- Knowledge of methods of approach such as accessing underground and overhead obstacles such as building protrusions, roof overhangs, overhead powerlines, sand, bridges and overpasses, and determine if an alternate approach are possible or needed;
- Knowledge of principles, concepts and techniques of cranes, hoists and related plant types and operations including pre, during and post inspections and maintenance;
- Knowledge of arithmetic, algebra, geometry, and their applications;
- Knowledge of the practical application of engineering and material science and technology associates with the use of cranes, hoists and related plant types and operations;
- Knowledge of materials, transportation processes, quality control, costs, and other techniques for maximizing the effective and timely transportation or haulage of products and goods to destination;
- Knowledge of drawing techniques, symbols, tools, and principles involved in the uses of maps, sketches, plans, drawings including layout and multi-dimensional layouts, schematics, plans, models;
- Knowledge of emergency response requirements in the loading, unloading, transportation of hazardous and toxic materials;
- Deploying designated response procedures in emergency situations;
- Using, inspecting and maintaining a variety of cranes, hoists and/or related plant safely and to requirements;
- Using communication and IT information systems to report unusual incidents, malfunctioning equipment, or maintenance being performed on cranes, hoists and related plant types and equipment;
- Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work;
- Identifying problems and reviewing related information to develop and evaluate options and implement solutions. Including troubleshooting and determining causes of operating errors and deciding what to do about it;
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Monitoring - Monitoring/assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action.
- Quality Control Analysis - Conducting tests and inspections of cranes, hoists and related plant types and operations performance to evaluate quality or effectiveness of on-time delivery;
- Science - Using scientific rules and methods to solve problems;
- Physics - Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes;
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents;
- Writing - Communicating effectively in writing as appropriate for the needs of the audience;
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences;
- Active Learning - Understanding the implications of new information for both current and future.

3.3 Work Context / Conditions
Work on a range of projects and sites. Usually work regular business hours, but may need to work evenings and weekends, shift work or be on call and work from a assigned site. It may involve hot, dusty and isolated or remote location work. May also, require regular travel between various locations or sites to conduct work.

3.4 Qualification / Education Requirements
Secondary School Certificate, Certificate in stationary and mobile cranes, hoisting equipment operations or related field of work, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience
2 - 3 year and above
4.2 Example Employer
Abu Dhabi Ports Company (ADPC), ADWEA, TRANSCO, ADDC, DEWA, Etihad Airways, Emirates Airline, EMAL, DUBAL, Emirates Steel

5. Related Employment Information:

5.1 Occupational Size
More than 30,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations

Examples of job titles:
Cable car operator - Chair-lift operator - Crane operator - Funicular driver - Hoist operator
- Mine cage operator - Ski lift operator

Examples of some related occupations:
Lineman - Hoistman - Material handler - Electrical traveling overhead crane operator
(ETOC Operator) - Hoist operator - Service operator - Winch derrick operator

1. Job Description:
Move freight, stock, goods, products or other materials and perform other related general duties associated with freight handling.

2. Job Summary:
Freight handlers carry out tasks such as packing, carrying, loading and unloading freight, stock, goods, products, items, furniture and household items, or other cargo, or loading and unloading ship, rail, vehicle and aircraft cargoes and other freight, or carrying and stacking goods and materials in various warehouses or storage facilities.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) packing containers, office or household furniture, machines, appliances and related goods to be transported from one place to another including re-packing where damage occurs;
(b) carrying goods to be loaded on or unloaded from vans, trucks, wagons, ships, or aircraft including loading and unloading such, using winches or other hoisting devices;
(c) loading and unloading such items as grain, coal, sand, baggage, and other freight items by placing them on conveyer-belts, pipes, and other conveyances;
(d) connecting hoses between main shore installation pipes and tanks of barges, tankers and other ships to load and unload petroleum, liquefied gases and other liquids;
(e) carrying and stacking goods in warehouses and similar establishments;
(f) sorting cargo prior to loading and unloading;
(g) attaching identifying tags to containers or mark them with identifying information;
(h) interpreting work orders or receiving oral instructions to determine work assignments or material or equipment needs;
(i) recording or inputting numbers of units handled or moved, using daily production sheets or work tickets in proprietary and/or supply chain management information systems;
(j) moving freight, stock, or other materials to and from storage or production areas, loading docks, delivery vehicles, ships, or containers, by hand or using trucks, tractors, or other equipment;

Occupational Code: 9333
Title: Freight handlers
(k) sorting cargo before loading and unloading.
(l) assembling product containers or crates, using hand tools and pre-cut lumber/composite/polythene/packing material;
(m) connecting hoses and operating equipment to move liquid materials into and out of storage tanks on vessels;
(n) using needed tools or supplies from storage or trucks and returning them after use;
(o) working safely and according to requirements when handling and/or transporting hazardous or toxic materials and products.

3.2 Knowledge / Skills / Attributes
- Knowledge of laws, regulations, standards and codes of the UAE and specific Emirates related to the logistics and transport sector, particularly freight handling and more general subjects including OHSE and cultural understanding and awareness;
- Knowledge of tools, equipment, and materials commonly used in freight handling;
- Knowledge of principles, concepts and techniques of freight handling within the logistics and transport field;
- Knowledge of principles, concepts and techniques in minimising force to handle, lift, push, pull, or carry objects;
- Knowledge of emergency response requirements in the loading, unloading, transportation of hazardous and toxic materials;
- Deploying designated response procedures in emergency situations;
- Using mathematics to solve problem;
- Using defined to solve problems;
- Solving and identifying problems and reviewing related information to produce options and implement solutions in accordance with requirements;
- Using proprietary and specific industry sector software applications and management information systems;
- Actively looking for ways to help people;
- Monitoring/assessing performance of oneself to make improvements or take corrective action;
- Flexibility to work effectively in a variety of situations and adapt to new ways of doing things;
- Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Communicating effectively as appropriate for the needs of the audience including understanding sentences and paragraphs in work related documents;
- Information Communications Technology - Knowledge and use of relevant industry sector IT applications and programs;
- Time Management - Managing one's own time and the time of others;
- Team work or individual - job may required to work alone or in conjunction with other support or related personnel.

3.3 Work Context / Conditions
May work indoor, outdoor or a combination in conducting the activities. May involve working irregular hours including shift work to meet client requirements as well as working at a number of different locations, in sometimes differing weather conditions. The work maybe quiet demanding, physical and strenuous, and in some cases hot, noisy and dusty.

3.4 Qualification / Education Requirements
Secondary School Certificate, Certificate in freight handling operations or related field of work, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
1 - 2 year and above
4.2 Example Employer
Abu Dhabi Airports Company (ADAC), Emirates Airlines, Etihad Airways, Dnata

5. Related Employment Information :
5.1 Occupational Size
More than 30,000
5.2 Indicative Salaries
Above the industry average
5.3 Employment Outlook / Job Prospects
Very good
5.4 Job Titles / Related Occupations
Examples of job titles: Baggage handler - Freight handler - Warehouse porter
Industry Group 2

- Health Science
- Community Services
- Human and Social and Social Services
1. **Job Description:**
Plan, direct, or coordinate the academic and non-academic activities of preschool and childcare centres or programs, as well as operate/manage the centre.

2. **Job Summary:**
Child care service managers plan, direct, and coordinate the provision of care for children in before-school, after-school, day care and vacation care centres and services. They may also include successfully operating a preschool on one site or multiple sites. Also, they may be required to hire, train, manage and oversee the preschool staff, budget and program servicing to ensure quality early childhood education.

3. **Quick Facts:**

3.1 **Job Activities / Tasks**
Job activities and tasks include:
(a) developing and implementing programs to enhance the physical, social, emotional and intellectual development of young children;
(b) establishing and monitoring budgets and determining allocation of funds for staff, supplies, materials, equipment and maintenance;
(c) overseeing and coordinating the provision care for children in before-school, after-school, day and vacation care centres;
(d) directing and supervising child carers in providing care and supervision for young children;
(e) managing physical facilities and ensuring all buildings and equipment are maintained to ensure the centre is a safe area for children, staff and visitors;
(f) reviewing and interpreting government codes, and developing procedures to meet codes (e.g., concerning safety and security);
(g) monitoring children’s progress and conferring with parents or guardians;
(h) preparing and maintaining records and accounts for a child care centre;
(i) recruiting and evaluating staff and coordinating their professional development.

3.2 **Knowledge / Skills / Attributes**
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Childcare work may be undertaken in childcare centres, home, or the homes of the children in their care. Hours range from full time to part-time work and may include irregular hours.

3.4 Qualification / Education Requirements
Advanced Diploma/Higher Diploma in preschool or child care services, or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements:

4.1 Experience
5 - 6 years and above

4.2 Example Employer
Zayed Higher Organization for Humanitarian Care and Special Needs, Awqaf and Minors Affairs Foundation, Family Development Foundation

5. Related Employment Information:

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Industry average

5.3 Employment Outlook / Job Prospects
Good

5.4 Job Titles / Related Occupations
Examples of job titles:
Child care centre manager

Examples of some related occupations:
Child development improvers - Child behaviour talent - Child psychologists - Preschool director - Preschool administrator - Preschool director - Preschool site coordinator - Executive director - Child care director - Childcare director - Early head start director - Education coordinator - Education director
1. Job Description:
Health services managers are responsible for the day-to-day running of a hospital, primary health organization (PHO), clinic or community health service.

2. Job Summary:
Health service managers plan, direct coordinate and evaluate the provision of clinical and community healthcare services in hospitals, clinics, public health agencies and similar organizations.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) providing overall direction and management for the service, facility, organization or centre;
(b) directing, supervising and evaluating the work activities of medical, nursing, technical, clerical, service, maintenance, and other personnel;
(c) establishing objectives and evaluative or operational criteria for units they manage;
(d) directing or conducting recruitment, hiring and training of personnel;
(e) developing, implementing and monitoring procedures, policies and performance standards for medical, nursing, technical and administrative staff;
(f) monitoring the use of diagnostic services, inpatient beds, facilities, and staff to ensure effective use of resources and assess the need for additional staff, equipment, and service;
(g) controlling administrative operations such as budget planning, report preparation and expenditure on supplies, equipment and services;
(h) liaising with other health and welfare service providers, boards and funding bodies to coordinate the provision of services;
(i) advising government bodies about measures to improve health and welfare services and facilities;
(j) representing the organization in negotiations, and at conventions, seminars, public hearings and forums.

3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;

Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;

Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;

Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;

Achieving results within tight timelines, and capacity to set and implement new policy directions;

Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Usually work at hospitals, large medical centres, community health service centres, clinics, respite centres and rest homes. The work can be stressful as health services manager are generally required to work to tight deadlines. They may travel locally, nationally or internationally to attend meetings and conferences, or visit other hospitals.

3.4 Qualification / Education Requirements
Bachelor degree in health services administration, or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
7 - 10 Years and above.

4.2 Example Employer
Abu Dhabi Health Services Company, Sheikh Khalifa Medical City, Cleveland Clinic Abu Dhabi

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Health facility administrator - Chief public health officer - Clinical director - Community health care coordinator - Director of nursing - Hospital matron - Medical administrator

Examples of some related occupations:
Health and social service manager - Program manager - Clinical director - Director of nursing - Medical records manager - Mental health program manager - Nutrition services manager - Practice administrator - Health support manager - Review programme manager - Team Leader - Health professional - Project manager research partnerships - Regional heart health manager - Aged care service manager
**Occupational Code:** 1343

**Title:** Aged care services managers

### 1. Job Description:
Direct, manage and coordinate health service units and sub-units of hospitals, aged care and community health care facilities, supervise nursing staff and financial resources.

### 2. Job Summary:
Nurse Managers manage health service units and sub-units of hospitals, aged care and community health care facilities, supervise nursing staff and financial resources to enable the provision of safe, cost effective nursing care within specified fields or for particular units, and monitor quality, clinical standards and professional development of nurses. It may include rest home managers are responsible for running homes for elderly people and overseeing the care of rest home residents.

### 3. Quick Facts:

#### 3.1 Job Activities / Tasks
Job activities and tasks include:
(a) providing overall direction and management for a service, facility, organization or centre;
(b) directing, supervising and evaluating the work activities of medical, nursing, technical, clerical, service, maintenance, and other personnel;
(c) establishing objectives and evaluative or operational criteria for units they manage;
(d) directing or conducting recruitment, hiring and training of personnel;
(e) developing, implementing and monitoring procedures, policies and performance standards for nursing, personal care, technical, and administrative staff;
(f) coordinating and administering welfare programs and care services for the elderly;
(g) controlling administrative operations such as budget planning, report preparation, expenditure on supplies, equipment and services;
(h) liaising with other health and welfare providers, boards and funding bodies to coordinate the provision of services;
(i) advising government bodies about measures to improve health and welfare services and facilities;
(j) representing the organization in negotiations, and at conventions, seminars, public hearings and forums.

#### 3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Employment of medical and health services managers is expected to grow faster than the average for all occupations.

3.4 Qualification / Education Requirements
Bachelor degree in aged care services, or relevant field of work/discipline, higher qualification or equivalent and may desire post basic qualification in gerontology, aged care management or business management.

4. Employment Requirements:

4.1 Experience
At least 5 - 7 years experience and/or a minimum of 2 years aged care experience at a senior level.

4.2 Example Employer
Zayed Higher Organization for Humanitarian Care and Special Needs, Al Rahba Hospital, Sheikh Khalifa Medical City

5. Related Employment Information:

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of occupations classified here:
Aged care home director - Community aged care coordinator - Nursing home director - Retirement village coordinator

Examples of some related occupations:
Social and community service managers - Health services manager - Rest home managers
Occupational Code: 1344

Title: Social welfare managers

1. Job Description:
Plans, organizes, directs, controls and coordinates a centre, program or project concerned with social welfare support.

2. Job Summary:
Social welfare managers plan, direct, and coordinate the provision of social and community service programs such as income support, family assistance, children’s services and other community programs and services. It may include overseeing program or organizational budgets and policies regarding patient involvement, program requirements, and benefits. Work may involve directing social workers, counsellors, or probation officers.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) providing overall direction and management for a service, facility, organization or centre;
(b) developing, implementing and monitoring procedures, policies and standards for staff;
(c) monitoring and evaluating resources devoted to the provision of welfare, housing, and other social services;
(d) controlling administrative operations such as budget planning, report preparation, expenditure on supplies, equipment and services;
(e) liaising with other welfare and health services providers, boards and funding bodies to discuss areas of health and welfare service cooperation and coordination;
(f) advising government bodies about measures to improve welfare services and facilities;
(g) representing the organization in negotiations, and at conventions, seminars, public hearings and forums;
(h) establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources;
(i) establishing and directing operational and administrative procedures;
(j) overseeing the selection, training and performance of staff.

3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Social Work is a vast field and the job prospects of a social worker is not specific to a particular field. Social workers deal with persons, families, organizations and groups.

3.4 Qualification / Education Requirements
Bachelor degree in social welfare services, community and social development or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience
5 - 7 years and above

4.2 Example Employer
Family Development Foundation, UAE Red Crescent, Zakat Fund

5. Related Employment Information :

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Community centre manager - Family services manager - Housing services manager - Welfare centre manager

Examples of some related occupations:
Program director - Social services director - Program manager - Vocational rehabilitation administrator - Adoption services manager - Children’s service supervisor - Clinical services director - Community services block grant/outreach social worker (outreach social worker) - Director of child welfare services - Director of social services - Welfare centre manager - Public administration and safety - Health care and social assistance
OCCUPATIONAL CODE: 2211

TITLE: Generalist medical practitioners

1. Job Description:
Diagnose, treat, and help prevent diseases and injuries that commonly occur in the general population. May refer patients to specialists when needed for further diagnosis or treatment.

2. Job Summary:
Generalist medical practitioners (including family and primary care doctors) diagnose, treat and prevent illness, disease, injury, and other physical and mental impairments and maintain general health in humans through application of the principles and procedures of modern medicine. It includes diagnosis of physical and mental illnesses, disorders and injuries, and prescribing medications and treatment to promote or restore good health. They do not limit their practice to certain disease categories or methods of treatment, and may assume responsibility for the provision of continuing and comprehensive medical care to individuals, families and communities.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) conducting physical examinations of patients and interviewing them and their families to determine their health status;
(b) ordering laboratory tests, X-rays and other diagnostic procedures and analyzing findings to determine the nature of disorders or illnesses;
(c) providing continuing medical care for patients including prescribing, administering, counselling on and monitoring curative treatments and preventive measures;
(d) performing surgery and other clinical procedures;
(e) advising individuals, families and communities on health, nutrition and lifestyle which aid prevention or treatment of disease and disorders;
(f) providing referrals to patients and families for specialized care in hospitals, rehabilitation centres or other types of health care centres;
(g) identifying, managing and providing referrals for complications before, during and after childbirth;
(h) recording patients' medical information and history and exchanging information with specialist practitioners and other health workers as required for continuing medical care;
(i) reporting births, deaths and notifiable diseases to government authorities to meet legal and professional requirements;
(j) conducting research in human health and medical services and disseminating the findings such as through scientific reports;
(k) planning and participating in programs designed to prevent the occurrence and spread of common diseases.

3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Medical practitioners sometimes have to deal with unpleasant conditions due to a patient’s illness or injury. Deploying strict hygiene practices is important. Depending on their area of specialization may have to work long, demanding and irregular hours. This may include working on weekends and at night or being on call 24 hours a day. They are involved in a wide range of activities including consultations, attending emergencies, performing operations and arranging medical investigations. As well as caring for patients, medical practitioners work with many other health professionals, and may participate in, and undertake research. They may also be required to be registered or licensed with a relevant government authority or agency.

Generalist medical practitioners typically require completion of a university-level degree in basic medical education plus postgraduate clinical training or equivalent to be recognized as a competent performer. Included are medical interns who have completed their university education in basic medical education and are undertaking postgraduate clinical training.

3.4 Qualification / Education Requirements
Bachelor of Medical Science, Medicine or Surgery or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
7 - 10 Years and above.

4.2 Example Employer
Khalifa Hospital, Al Mafraq Hospital, Towam hospital

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
District medical doctor - therapist - Family medical practitioner - General practitioner (GP) - Medical doctor (general) - Medical officer (general) - Resident medical officer specializing in general practice - Physician (general) - Primary health care physician

Examples of some related occupations:
Specialist physician (internal medicine) - Surgeon - Psychiatrist - Clinical officer - Feldscher - Physician - Family physician - Family practice physician - Family practice doctor
Occupational Code: 2212

Title: Specialist medical practitioners

1. Job Description:
Diagnose and treat physical and mental diseases and disorders using specialist testing, diagnostic, medical and surgical techniques.

2. Job Summary:
Specialist medical practitioners (medical doctors) diagnose, treat and prevent illness, disease, injury, and other physical and mental impairments in humans, using specialized testing, diagnostic, medical, surgical, physical and psychiatric techniques, through application of the principles and procedures of modern medicine. They specialize in certain disease categories, types of patient or methods of treatment and may conduct medical education and research in their chosen areas of specialization. They practise in a range of special interest areas including anaesthesiology, dermatology, gynecology and obstetrics, internal medicine, ophthalmology, paediatrics, pathology, psychiatry, radiology and surgery.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) conducting physical examinations of patients and interviewing them and their families
to determine their health status;
(b) considering medical information provided by a referring doctor or other health care provider;
(c) ordering specialized diagnostic tests to determine the nature of disorders or illnesses;
(d) prescribing, administering and monitoring patients’ responses to treatments, medications, anaesthetics, psychotherapies, physical rehabilitation programmes and other preventive and curative measures;
(e) performing surgery of a general or specialized nature;
(f) managing complications before, during and after childbirth;
(g) recording patients' medical information and exchanging information with other health professionals to ensure the provision of comprehensive care;
(h) reporting births, deaths and notifiable diseases to government authorities to meet legal and professional requirements;
(i) providing information to patients and families and communities about preventive measures, treatment and care for specific ailments;
(j) performing autopsies to determine cause of death;
(k) conducting research into specific human disorders and illnesses and preventive or curative methods and disseminating the findings such as through scientific reports;
(l) planning and participating in programs designed to prevent the occurrence and spread of specific diseases.

3.2 Knowledge / Skills / Attributes
- Comprehensive and detailed knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Highly specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Detailed knowledge of research principles and methods;
- Detailed knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Detailed knowledge of recent developments in the field of work, discipline and/or professional practice;
- Advanced knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Advanced knowledge of political, government, legislative and regulatory systems related to the field of work;
- Advanced knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Advanced knowledge of principles, concepts and techniques in managing highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Advanced skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate high-level recommendations and/or alternative scenarios;
- Manage high level relationships and coordinate related activities of respective stakeholders;
- Substantial skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Conceptualize and convey strategic indications from the spectrum of development experience;
- Advanced negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and highly complex work achievement;
- Manage sensitively and effectively in a multi-cultural environment;
- Work with others to develop innovative solutions to highly complex, unpredictable and unfamiliar problems;
- Communicate with authority and influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed specialist oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to develop, initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well consistently and sensitively manage highly complex ethical issues;
- Achieving results within tight timelines, and capacity to develop and establish new policy directions;
- Highly developed advanced organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Specialist medical practitioners sometime have to deal with unpleasant conditions due to a patient’s illness or injury. Deploying strict hygiene practices is critically important. Depending on their area of specialization may have to work long, demanding and irregular hours. This may include working on weekends and at night or being on call 24 hours a day. They are involved in a wide range of activities including consultations, attending emergencies, performing operations and arranging medical investigations. As well as caring for patients, medical practitioners work with many other health professionals, and may participate in, and undertake research. They may also be required to be registered or licensed with a relevant government authority or agency.

Specialist Medical Practitioner typically require completion of supervised postgraduate training, administered by a relevant professional authority / body / agency and undertaken through an accredited facility, in a specific area of interest or equivalent and to be recognized as a competent performer. May require membership to a relevant professional body.

3.4 Qualification / Education Requirements
Post graduate degree in a relevant specialized field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
10 Years and above.

4.2 Example Employer
Abu Dhabi Health Services Company, Al Mafraq Hospital, Tawam Hospital, Mubadala Health Care

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Anaesthetist - Cardiologist - Emergency medicine specialist - Gynecologist - Obstetrician - Ophthalmologist - Pediatrician - Pathologist - Preventive medicine specialist - Psychiatrist - Radiologist - Resident medical officer in specialist training - Specialist physician (internal medicine) - Surgeon

Examples of some related occupations:
Industrial medicine specialist - Occupational medicine specialist - Public health physician - Anthropologist - Cardiac technologist - Consultant physician - Life scientist - Medical imaging technologist - Natural therapist - Osteopath - Pathologist - Psychiatrist - Speech pathologist - Surgeon - Biomedical researcher - Dental practitioner - Dental surgeon - Oral and maxillofacial surgeon - Clinical psychologist - Epidemiologists
Occupational Code: 2221

Title: Nursing professionals

1. Job Description:
Assess, plan, provide and evaluate preventative, curative and rehabilitative care for patients, clients and residents in a wide variety of settings. It includes developing and implementing care (nursing) plans, and maintaining medical records as well administering nursing care to ill, injured, convalescent, or disabled patients.

2. Job Summary:
Nursing professionals provide treatment, support and care services for people who are in need of nursing care due to the effects of ageing, injury, illness or other physical or mental impairment, or potential risks to health. They assume responsibility for the planning and management of the care of patients, including the supervision of other health care workers, working autonomously or in teams with medical doctors and others in the practical application of preventive and curative measures. Areas of specialist nursing practice include mental health, nursing, aged care, cancer/oncology nursing, critical care, perioperative, community health, rural and remote area nursing, policy, research, management, education and workplace health and safety. They may be required to be licensed or registered by a Nursing Registration Board, agency or equivalent to be permitted to practise.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) planning, providing and evaluating nursing care for patients according to the practice and standards of modern nursing;
(b) coordinating the care of patients in consultation with other health professionals and members of health teams;
(c) developing and implementing care plans for the biological, social, and psychological treatment of patients in collaboration with other health professionals;
(d) planning and providing personal care, treatments and therapies including administering medications, and monitoring responses to treatment or care plan;
(e) cleaning wounds and applying surgical dressings and bandages;
(f) monitoring pain and discomfort experienced by patients and alleviating pain using a variety of therapies, including the use of pain-killing drugs;
(g) planning and participating in health education programmes, health promotion and nurse education activities in clinical and community settings;
(h) answering questions from patients and families and providing information about prevention of ill-health, treatment and care;
(i) supervising and coordinating the work of other nursing, health and personal care workers;
(j) conducting research on nursing practices and procedures and disseminating findings such as through scientific papers and reports.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Usually work according to a rotating seven-day roster which includes morning, afternoon and night shifts, weekends and public holidays. In other areas, the hours depend on the service. Licensing or registration is typically a prerequisite to employment.

3.4 Qualification / Education Requirements
Bachelor degree in nursing, paramedicine, or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience
5 years and above

4.2 Example Employer
Khalifa Medical City, Al. Rahba Hospital, Cornish Hospital, Mubadala Health Care

5. Related Employment Information :

5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations

Examples of job titles:
Clinical nurse consultant - District nurse - Nurse anaesthetist - Nurse educator - Nurse practitioner - Operating theatre nurse - Professional nurse - Public health nurse - Specialist nurse

Examples of some related occupations:
Nurse researcher - Nurse practitioner - Nurse manager - Nurse educator - Practice nurse - Community health nurse - Mental health nurse - Nursing unit manager - Clinical nurse specialist - Professional midwife - Paramedical practitioner - Associate professional nurse - Associate professional midwife - Nursing aide (hospital) - Registered nurse (RN) - Staff RN (Staff Registered Nurse) - Charge nurse - Operating room registered nurse (OR RN) - Oncology RN (Oncology Registered Nurse) - Relief charge nurse - Cardiac Care Unit Nurse (CCU Nurse) - Certified nurse operating room (CNOR) - Coronary care unit nurse (CCU Nurse)
**Occupational Code**: 2240

**Title**: Paramedical practitioners

1. **Job Description**:

Provide pre-hospital emergency care, treatment and specialized care for sick or injured patients in emergency medical settings. People's lives often depend on their quick reaction and first response competent care.

2. **Job Summary**:

Paramedical practitioners provide advisory, diagnostic, curative and preventive medical services for humans more limited in scope and complexity than those carried out by medical doctors. They work autonomously, or with limited supervision of medical doctors, and apply advanced clinical procedures for treating and preventing diseases, injuries and other physical or mental impairments common to specific communities including assessing injuries, administering emergency medical care, and extricating trapped individuals and responding to emergency calls, performing medical services. They may be required to transport injured or sick persons to medical facilities.

3. **Quick Facts**:

3.1 **Job Activities / Tasks**

Job activities and tasks include:

- (a) conducting physical examinations of patients and interviewing them and their families to determine their health status, and recording patients' medical information;
- (b) performing basic or more routine medical and surgical procedures, including prescribing and administering treatments, medications and other preventive or curative measures, especially for common diseases and disorders;
- (c) administering or ordering diagnostic tests, such as x-ray, electrocardiogram, and laboratory tests;
- (d) performing therapeutic procedures, such as injections, immunizations, suturing and wound care, and infection management;
- (e) assisting medical doctors with complex surgical procedures;
- (f) monitoring patients’ progress and response to treatment, and identifying signs and symptoms requiring referral to medical doctors;
- (g) advising patients and families on diet, exercise and other habits which aid prevention or treatment of disease and disorders;
- (h) identifying and referring complex or unusual cases to medical doctors, hospitals or other places for specialized care;

(i) reporting births, deaths and notifiable diseases to government authorities to meet legal and professional reporting requirements.

3.2 **Knowledge / Skills / Attributes**

- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work in teams and in shifts. They typically work in medical facilities, and in some instances may be required to assist at a range of major incidents, including multi-motor vehicle accidents and medical emergencies inside and outside domestic premises, commercial/industrial/building sites and public areas in all kinds of weather conditions.

3.4 Qualification / Education Requirements
Bachelor degree in paramedical practice or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
5 years and above

4.2 Example Employer
Abu Dhabi Health Company, AL Raha Hospital, Al Noor Hospital

5. Related Employment Information:
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Advanced care paramedic - Clinical officer (paramedical) - Feldscher - Primary care paramedic - Surgical technician

Examples of some related occupations:
General practitioner - Surgeon - Medical assistant - Emergency paramedic - Emergency medical technician - Firefighter/EMT (Firefighter/Emergency Medical Technician) - Firefighter/Paramedic - EMT/Dispatcher (Emergency Medical Technician/Dispatcher) - Firefighter first responder - First responder - Flight paramedic - Emergency care attendant
Occupational Code: 2262
Title: Pharmacists

1. Job Description:
Supply, dispense, design, manufacture and research medicines and drugs in, or for, hospitals and community pharmacies, and advise on their appropriate use.

2. Job Summary:
Pharmacists store, preserve, compound, and dispense medicinal products and counsel on the proper use and adverse effects of drugs and medicines following prescriptions issued by medical doctors and other health professionals. They conduct research into the formulation, production, storage, quality control and distribution of medicines and drugs. Also, they may contribute to researching, testing preparing, prescribing and monitoring medicinal therapies for optimizing human health. Industrial pharmacist tend to be involved in research and the development, manufacture, testing, analysis and marketing of pharmaceutical and medical products. They may also be required to be registered or licensed with a relevant government authority or agency.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) receiving prescriptions for medicinal products from medical doctors and other health professionals, checking patients’ medicine histories, and ensuring proper dosage and methods of administration and drug compatibility before dispensing;
(b) preparing or supervising the preparation and labelling of liquid medicines, ointments, powders, tablets and other medications to fill prescriptions;
(c) providing information and advice to prescribers and clients regarding drug interactions, incompatibility and contra-indications, side effects, dosage and proper medication storage;
(d) collaborating with other health care professionals to plan, monitor, review, and evaluate the quality and effectiveness of the medicine therapy of individual patients, and the effectiveness of particular drugs or therapies;
(e) maintaining prescription files and recording issue of narcotics, poisons and habit-forming drugs in accordance with legal and professional requirements;
(f) storing and preserving vaccines, serums and other drugs subject to deterioration;
(g) advising clients on and supplying non-prescription medicines and diagnostic and therapeutic aids for common conditions;
(h) supervising and coordinating the work of pharmacy technicians, pharmacy interns and pharmacy sales assistants;
(i) conducting research to develop and improve pharmaceuticals, cosmetics and related chemical products;
(j) conferring with chemists, engineering professionals and other professionals about manufacturing techniques and ingredients;
(k) testing and analyzing drugs to determine their identity, purity and strength in relation to specified standards;
(l) evaluating labels, packaging and advertising of drug products;
(m) developing information and risks of particular drugs.

3.2 Knowledge / Skills / Attributes
- Comprehensive and detailed knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Highly specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Detailed knowledge of research principles and methods;
- Detailed knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Detailed knowledge of recent developments in the field of work, discipline and/or professional practice;
- Advanced knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Advanced knowledge of political, government, legislative and regulatory systems related to the field of work;
- Advanced knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Advanced knowledge of principles, concepts and techniques in sensitively managing highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Advanced skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate high-level recommendations and/or alternative scenarios;
- Manage high level relationships and coordinate related activities of respective stakeholders;
- Substantial skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Conceptualize and convey strategic indications from the spectrum of development experience;
- Advanced negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and highly complex work achievement;
- Manage sensitively and effectively in a multi-cultural environment;
- Work with others to develop innovative solutions to highly complex, unpredictable and unfamiliar problems;
- Communicate with authority and influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed specialist oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to develop, initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well consistently and sensitively manage highly complex ethical issues;
- Achieving results within tight timelines, and capacity to develop and establish new policy directions;
- Highly developed advanced organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
The demand for prescription drugs caused by a demand in the size and aging of populations is growing. The work of pharmacists is changing as continued advancement occur in drug technology, science and distribution systems. More specialized, targeted and designer drugs will come available thus broadening the role and responsibilities of the Pharmacist from the traditional pharmacy setting. They are more likely to now be involved in on-line sales, insurance coverage and benefit agreements, out patient visits and aged care settings and so on. Quality assurance checks of their work will expand and thus registration or licensure measures are likely to be strengthened by relevant government authority or agency to protect the public.

3.4 Qualification / Education Requirements
Bachelor of Pharmaceutical Science, Pharmacy or related fields of work, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
7 - 10 Years and above.
4.2 Example Employer
Al Mafraq Hospital, Madinat Zayed Hospital, Tawam Hospital, Mubadala Health Care

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000
5.2 Indicative Salaries
Higher than the industry average
5.3 Employment Outlook / Job Prospects
Excellent
5.4 Job Titles / Related Occupations
Examples of job titles:
Dispensing chemist - Hospital pharmacist - Industrial pharmacist - Retail pharmacist
Examples of some related occupations:
Staff pharmacist - Clinical pharmacist - Pharmacist in charge (PIC) - Pharmacy manager - Registered pharmacist - Hospital pharmacist - Outpatient pharmacy manager - Pharmacy informaticist - Pharmacologist - Pharmaceutical technician - Community pharmacist - Hospital pharmacist - Industrial pharmacist - Consultant pharmacist - Government pharmacist
Occupational Code: 2263

Title: Environmental and occupational health and hygiene professionals

1. Job Description:
Review, evaluate, and analyze work or commercial environments and design programs and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical, and biological agents or ergonomic factors.

2. Job Summary:
Environmental and occupational health and hygiene professionals assess, plan and implement programs to recognize, monitor and control environmental factors that can potentially affect human health, to ensure safe and healthy working conditions, and to prevent disease or injury caused by chemical, physical, radiological and biological agents or ergonomic factors. May conduct inspections and enforce adherence to laws and regulations governing the health and safety of individuals. May be employed in the public or private sector. It also includes environmental protection officers.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) developing, implementing and reviewing programs and policies to minimize potential environmental and occupational risks to health and safety;
(b) preparing and implementing plans and strategies for the safe, economic and suitable disposal of commercial, industrial, medical and household wastes;
(c) implementing prevention programs and strategies for communicable diseases, food safety, waste water treatment and disposal systems, recreation and domestic water quality, contaminated and hazardous substances;
(d) identifying, reporting and documenting hazards, and assessing and controlling risks in the environment and workplace and advising on compliance with relevant law and regulations;
(e) developing, implementing and monitoring programs to minimize workplace and environmental pollution involving chemical, physical and biological hazards;
(f) advising on methods to prevent, eliminate, control, or reduce the exposure of workers, students, the public and the environment to radiological and other hazards;
(g) promoting ergonomic principles within the workplace such as matching furniture, equipment and work activities to the needs of employees;

(b) providing education, information, training, and advice to persons at all levels on aspects of occupational hygiene and environmental health;
(i) recording and investigating injuries and equipment damage, and reporting safety performance;
(j) coordinating arrangements for the compensation, rehabilitation and return to work of injured workers.

3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

### 3.3 Work Context / Conditions

Work in offices, but may spend much time in the field, conducting inspections of industrial, commercial domestic properties, food premises, hairdressers, factories, swimming pools, etc. Conditions at times may be unpleasant, particularly if inspecting insanitary housing or food premises, or investigating odour or pollution complaints. They may work regional or rural locations, spending much of their time travelling to and from sites or inspections.

### 3.4 Qualification / Education Requirements

Bachelor degree in environment, occupational health and safety, or a related field, such as engineering, biology, or chemistry, for some specialist positions.

### 4. Employment Requirements :

#### 4.1 Experience

5 years and above

#### 4.2 Example Employer

The Centre of Waste Management, Abu Dhabi Food Control Authority, Abu Dhabi Municipality

### 5. Related Employment Information :

#### 5.1 Occupational Size

Less than 5,000

#### 5.2 Indicative Salaries

Higher than the industry average

#### 5.3 Employment Outlook / Job Prospects

Excellent

#### 5.4 Job Titles / Related Occupations

Examples of job titles:
- Environmental Health Officer
- Occupational Health and Safety Adviser
- Occupational Hygienist
- Radiation Protection Expert

Examples of some related occupations:
- Environment engineer
- Health and safety manager
- Safety specialist
- Safety consultant
- Health and safety adviser
- Corporate safety director
- Environmental health and safety manager
- Loss control consultant
- Risk control consultant
- Environmental health sanitary
- Industrial hygienist
Occupational Code : 2265

Title : Dieticians and nutritionists

1. Job Description :
Plan and conduct food service or nutritional programs to assist in the promotion of health and control of disease and apply the art and science of human nutrition to help people understand the relationship between food and health.

2. Job Summary :
Dieticians and nutritionists assess, plan and implement programs to enhance the impact of food and nutrition on human health and provide information to assist patients make informed choices about establishing and following a healthy diet. They may also provide advise on treatment options that could be explored. In some instances they may supervise activities of a department providing quantity food services, counsel individuals, or conduct nutritional research. Registration or licensure with a relevant government authority or agency may be a prerequisite to practice.

3. Quick Facts :
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) instructing individuals, families and communities on nutrition, the planning of diets and preparation of food to maximize health benefits and reduce potential risks to health;
(b) planning diets and menus, supervising the preparation and serving of meals, and monitoring food intake and quality to provide nutritional care in settings offering food services;
(c) compiling and assessing data relating to health and nutritional status of individuals, groups and communities based on nutritional values of food served or consumed;
(d) planning and conducting nutrition assessments, intervention programmes, and education and training to improve nutritional levels among individuals and communities;
(e) consulting with other health professionals and care providers to manage the dietary and nutritional needs of patients;
(f) developing and evaluating food and nutrition products to meet nutritional requirements;
(g) conducting research on nutrition and disseminating the findings at scientific conferences and in other settings.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
May have a high level of contact with the public. Usually work in institutes, foundations, schools, hospitals, homes, government agencies, not-for-profit organizations and in the community. They may also work in hospices, community and residential centres and the courts. Typically, they undertake to visit people in their locations, centres or homes. The work can often be very stressful, as they may deal with challenging and highly distressed patients or clients.

3.4 Qualification / Education Requirements
Bachelor degree in nutrition and dietetics, food and nutrition or a related field, such as food and nutrition, exercise and sport science or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
5 years and above

4.2 Example Employer
Khalifa Medical City, Gulf Diagnostic Centre Hospital, NMC Hospital, Mubadala Health Care

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Clinical dietician - Food service dietician - Nutritionist - Public health nutritionist - Sports nutritionist
Examples of some related occupations:
Dietician - Registered dietician - Correctional food service supervisor - Dietary manager, nutritionist, - Outpatient dietician, - Paediatric clinical dietician - Registered dietician - Consumer scientist - Dietary aide - Environmental health officer - Health promotion practitioner - Home economist - Sports scientist - Weight loss counsellor
Occupational Code : 2269

Title : Health professionals not elsewhere classified

1. Job Description :
Provide diagnostic, preventive, curative and rehabilitative health services not covered by recognized main stream health professionals and not classified under the main stream health professionals group. They include such occupations as podiatrist, occupational therapist, recreational therapist, chiropractor, osteopath and other professionals.

2. Job Summary :
Health professionals not classified in health professionals (main group) and include such occupations as podiatrist, occupational therapist, recreational therapist, chiropractor, osteopath and other professionals providing diagnostic, preventive, curative and rehabilitative health services. Typically, these other health professionals provide health services related to dentistry, pharmacy, environmental health and hygiene, occupational health and safety, physiotherapy, nutrition, hearing, speech, vision and rehabilitation therapies. Also included are all other human health professionals. Excluded are doctors, traditional and complementary medicine practitioners, veterinarians, nurses, midwives and paramedical professionals. Some occupations may require registration or licensure to be permitted to work as a prerequisite with a relevant authority or agency.

3. Quick Facts :
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) interviewing patients and conducting diagnostic tests to determine their health status, functional limitations and the nature of physical or mental disorders, illnesses or other health problems;
(b) developing and implementing treatment plans for injuries, illnesses and other physical and mental impairments;
(c) evaluating and documenting patients’ progress through treatment plans, and referring patients and families to medical doctors or other health care providers for specialized, rehabilitative or other care services as needed;
(d) administering therapeutic care and treatment to patients, including through application of manual and physical chiropractic and osteopathic techniques;
(e) recommending environmental adaptations in the home, leisure, work and school environments on an individual or group basis to enable individuals with functional limitations to perform their daily activities and occupations;

(f) planning and implementing therapeutic programs on an individual and group basis for improving and maintaining physical, cognitive, emotional and social functioning, including through the use of arts and crafts, dance and movement, music and other recreational activities;
(g) identifying and prescribing treatments for conditions affecting the foot, ankle and related structures of the leg due to illness, disease or other physical impairment, and prescribing corrective footwear and advising on foot care to manage foot ailments;
(h) performing minor surgical procedures such as on the foot and ankles.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;

- Broad level negotiation cultural sensitivity and diplomatic skills;

- Use of information, tools, resources to support broad-level and complex work achievement;

- Work sensitively and effectively in a multi-cultural environment;

- Work with others to develop creative solutions to complex predictable and new contexts problems;

- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;

- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;

- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;

- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;

- Achieving results within tight timelines, and capacity to set and implement new policy directions;

- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work in the public or private sector and may be required to work in an array of health related places. May sometimes have to deal with unpleasant conditions due to a patient's illness or injury. Adopting strict hygiene practices is important. Depending on their area of specialization they may have to work shift, long, demanding and/or irregular hours. This may include working on weekends and at night or being on call 24 hours a day.

3.4 Qualification / Education Requirements
Bachelor degree in specific field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience
5 years and above

4.2 Example Employer
Health Authority, Abu Dhabi Health Company, Ministry of Health

5. Related Employment Information :

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Arts therapist - Chiropractor - Dance and movement therapist - Occupational therapist - Osteopath - Podiatrist - Recreational therapist

Examples of some related occupations:
Arts therapist - Dance and movement therapist - Occupational therapist - Podiatrist - Recreational therapist
**Occupational Code:** 2634

**Title:** Psychologists

1. **Job Description:**
   Assess and evaluate individuals’ problems through observations, interviews, case history and psychological tests and provide suggested remedial treatment and/or counselling.

2. **Job Summary:**
   Psychologists research into and study the mental disorders, processes and behaviour of human beings as individuals or in groups, and apply this knowledge to promote personal, social, educational or occupational adjustment and development. They typically study issues associated with how people think and feel and provide treatment and counselling in order to reduce distress and behavioural and psychological problems. They also promote mental health and positive behaviour in individuals and groups. Maybe required to be licensed, registered or certified to be permitted to work by a government authority, agency or approved certifying/societal body.

3. **Quick Facts:**

   **3.1 Job Activities / Tasks**
   Job activities and tasks include:
   (a) planning and carrying out tests to measure mental, physical and other characteristics such as intelligence, abilities, aptitudes, potentialities, etc., interpreting and evaluating results, and providing advice;
   (b) analyzing the effect of heredity, social, occupational and other factors on individual thought and behaviour;
   (c) conducting counselling or therapeutic interviews with individuals and groups, and providing follow-up services;
   (d) maintaining required contacts, such as those with family members, educational authorities or employers, and recommending possible solutions to, and treatment of, problems;
   (e) studying psychological factors in the diagnosis, treatment and prevention of mental illnesses and emotional or personality disorders, and conferring with related professionals;
   (f) preparing scholarly papers and reports;
   (g) formulating achievement, diagnostic and predictive tests for use by teachers in planning methods and content of instruction;
   (h) conducting surveys and research studies on job design, work groups, morale, motivation, supervision and management;

   (i) developing theories, models and methods to interpret and describe human behaviour.

3.2 **Knowledge / Skills / Attributes**
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Usually work regular business hours, but may have to work evenings and weekends, depending on client availability and deadlines. They often work in locations such as offices, hospitals, clients’ homes, schools and prisons and may work in emotionally draining and stressful circumstances. They may be required to travel locally, nationally or internationally to visit or meet clients/stakeholders. They may also undertake research, write reports and attend conferences and seminars.

3.4 Qualification / Education Requirements
Bachelor degrees in psychology and may need to hold a Master’s degree in psychology (Psy. D.) or related field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
5 - 7 years and above

4.2 Example Employer
Abu Dhabi Education Council, Shaheen Development, Zayed Higher Organization for Humanitarian Care and Special Needs

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Clinical psychologist - Educational psychologist - Organizational psychologist - Psychotherapist - Sports psychologist

Examples of some related occupations:
Forensic psychologist - Child psychologist - Clinical therapist - Out-patient therapist - Pediatric psychologist - Behavioural psychologist - Eating disorder specialist - Sex offender treatment professional - Counsellor - Psychotherapist - Chemical dependency therapist - Counselling services director - Applied behaviour science specialist (ABSS) - Therapist - Clinical counsellor - College counsellor - Counselling psychologist - Organizational psychologist - Educational and developmental psychologist - Clinical neuropsychologist - Sport and exercise psychologist - Clinical psychologist - Psychiatrist
1. Job Description:
Provide advice, advocacy and support to people with personal and social problems including providing support in helping them decide on actions they can take to solve problems and create change in their lives. They also help with community and social issues.

2. Job Summary:
Social work and counselling professionals provide advice and guidance to individuals, families, groups, communities and organizations in response to social and personal difficulties. They assist clients to develop plans, skills and access resources and support services needed to respond to issues arising from unemployment, poverty, disability, genetic disorder, addiction, criminal and delinquent behaviour, marital or domestic and other problems. Social workers help people by giving them information, advice and access to resources like healthcare facilities and counselling services. They may also provide care and case management or interventions designed to promote health, prevent disease, and address barriers to access to healthcare. The fields of work are diverse and typically cover specialist fields such as family, youth and child welfare services; medical and health services; disability services; psychiatric and general mental health services; juvenile and family law courts; aged care and disabilities; income support; and mediation. Maybe required to be licensed, registered or certified to be permitted to work by a government authority, agency or approved certifying body.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) interviewing clients individually, in families, or in groups, to assess their situation and problems and determine the types of services required;
(b) analyzing the client’s situation and presenting alternative approaches to resolving problems;
(c) compiling case records or reports for courts and other legal proceedings;
(d) providing counselling, therapy and mediation services and facilitating group sessions to assist clients to develop skills and insights needed to deal with and resolve their social and personal problems;
(e) planning and implementing programs of assistance for clients including crisis intervention and referral to agencies that provide financial assistance, legal aid, housing, medical treatment and other services;
(f) investigating cases of abuse or neglect and taking action to protect children and other at risk persons;
(g) working with offenders during and after sentence, to help them to integrate into the community and to change attitudes and behaviour in order to reduce further offending;
(h) providing advice to prison governors and to probation and parole review boards that help determine whether, and under what conditions, an offender should be incarcerated, released from prison or undergo alternative correctional measures;
(i) acting as advocates for client groups in the community and lobbying for solutions to problems affecting them;
(j) developing prevention and intervention programs to meet community needs;
(k) maintaining contact with other social service agencies, educational institutions and health care providers involved with clients to provide information and obtain feedback on clients’ overall situation and progress.

3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate...
ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
These professionals deal with people who face life-threatening situations, such as criminal activity or substance abuse. May be employed by hospitals and can interact with doctors, nurses and hospice workers and provide the services needed such as visit at-home care or treatment referrals to sick, infirm and disabled people. Some social workers travel to visit clients or run group meetings. In regional areas they may travel long distances. They may also be involved in private practice, research or teaching.

3.4 Qualification / Education Requirements
Bachelor degree in community and social development, social science or related field of work/discipline, higher qualification or equivalent. In some instances may require Master of Science (M.S.) in Early Childhood Studies with a specialization in Administration, Management and Leadership or Ph.D. in Human Services.

4. Employment Requirements :
4.1 Experience
5 – 7 years and above
4.2 Example Employer
Abu Dhabi Tawteen Council, Emirates Heritage Club, Family Development Foundation

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000
5.2 Indicative Salaries
Above the industry average
5.3 Employment Outlook / Job Prospects
Very good
5.4 Job Titles / Related Occupations
Examples of job titles:
Adictions counsellor - Bereavement counsellor - Child and youth counsellor - District social welfare officer - Family counsellor - Marriage counsellor - Parole officer - Probation officer - Family crises and assault counsellor - Social worker - Women's welfare organizer

Examples of some related occupations:
Occupational Code: 3212

Title: Medical and pathology laboratory technicians

1. Job Description:
Take and process samples, conduct tests and specified procedures, prepare and examine tissues, solids and fluids, and perform other functions associated with the operation of diagnostic medical laboratories.

2. Job Summary:
Medical and pathology laboratory technicians perform routine and sometimes complex clinical tests of the human body on specimens of bodily fluids and tissues, as well as solids in order to obtain detailed information about the health of a patient or cause of death. May study, analyze and monitor these and write routine reports in accordance with requirements. Use a range of laboratory equipment, technologies instruments as well as defined mediums (such as chemicals), techniques and practices to conduct controlled tests in an endeavour to determine causes and affects. May in some cases assist in performing autopsies. In some instances may be required to be registered or certified to be permitted to work by a government authority, agency or approved certifying body.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) conducting chemical analysis of body fluids, including blood, urine, and spinal fluid, to determine presence of normal and abnormal components;
(b) operating, calibrating and maintaining equipment used in quantitative and qualitative analysis, such as spectrophotometers, calorimeters, flame photometers, and computer-controlled analysers;
(c) entering data from analysis of laboratory tests and clinical results into records-keeping systems and reporting results to medical practitioners and other health professionals;
(d) analyzing samples of biological material for chemical content or reaction;
(e) setting up, cleaning, and maintaining laboratory equipment;
(f) analyzing laboratory findings to check the accuracy of the results;
(g) establishing and monitoring programs to ensure the accuracy of laboratory results and developing, standardizing, evaluating, and modifying procedures, techniques and tests used in the analysis of specimens;
(h) obtaining specimens, cultivating, isolating and identifying microorganisms for analysis;
(i) examining cells stained with dye to locate abnormalities;
(j) inoculating fertilized eggs, broths, or other bacteriological media with organisms.

3.2 Knowledge / Skills / Attributes
- Specialist knowledge of principles, concepts and techniques in field of work and/or discipline;
- Higher knowledge of analyzing, planning, organizing and establishing policies, strategies, projections and/or conditions in the field of work and/or discipline;
- Broad knowledge of research principles and methods;
- Broad knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Knowledge of recent developments in the field of work and/or discipline;
- Knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work;
- Knowledge of political, government, legislative and regulatory systems related to the field of work;
- Knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work and/or discipline and more general subjects including OHSE and cultural understanding and awareness;
- Knowledge of principles, concepts and techniques in sensitively responding to and observing complex ethical issues;
- Effect information technology, management information systems, management techniques and tools for optimal field of work performance;
- Skills in research, analysis, consultation and synthesis of information to evaluate policies, strategies, projections and/or conditions and develop suggestions and/or relevant options;
- Manage broad level relationships and coordinate related activities of respective stakeholders;
- Broad skills and experience in policy analysis, formulation and research, in a sensitive and confidential environment;
- Produce concepts and convey suggestions from the spectrum of development experience;
- Negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop solutions to complex problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Well developed leadership and effective organizational skills, with capacity to organize and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and control risks associated with change, as well comply with ethical standards;
- Achieving results within tight timelines, and capacity to implement new policy directions;
- Highly developed organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Typically, work regular business hours, although there maybe requirements for weekend work, evenings or shift work to attend patient and medical requirements. They tend to spend most of their time working in purpose built laboratories, hospitals or medical centres and often may travel to regional locations to conduct laboratory activities for patients and/or medical related establishments or staff. Typically, handle a range of products and samples that may be hazardous (such as chemicals) and/or infectious tissues, solids and fluids. Maintaining high level of self-hygiene and avoiding direct exposure to infectious patients is a primary consideration.

3.4 Qualification / Education Requirements
Advanced or Higher Diploma in laboratory operations, medical laboratory technology or related field of work/discipline, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
3 - 4 years and above.

4.2 Example Employer
Abu Dhabi Quality and Conformity Council, The National Rehabilitation Centre, SEHA, Mubadala Health Care

5. Related Employment Information:
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Blood-bank technician - Cytology technician - Medical laboratory technician - Pathology technician

Examples of some related occupations:
Forensic science technician - Pathologist - Veterinary technician - Phlebotomist - Audiometrist - Forensic scientist - Laboratory worker - Microbiologist - Medical laboratory technician (MLT) - Medical laboratory technician (medical lab tech) - Laboratory assistant (lab assistant) - Laboratory technician - Phlebotomist - Clinical laboratory scientist - Laboratory supervisor - Non-registered technician - Laboratory associate (lab associate) - Toxicology laboratory technician - Medical technologist (MT) - Medical laboratory technologist (medical lab tech) - Clinical laboratory scientist (CLS) - Clinical laboratory manager - Microbiologist - Clinical laboratory technologist - Cytology laboratory manager - Medical technician - Research assistant - Pathology laboratory director - Attending pathologist - Anatomic pathologist - Associate pathologist - Cytopathologist - Dermatopathologist - Forensic pathologist - Oral pathologist - Operating theatre technician - Physical science technical officer - Veterinary nurse
Occupational Code: 3221

Title: Nursing associate professionals

1. Job Description:
Provide acute, preventative, curative and rehabilitative nursing care in hospitals, hospices, aged-care facilities, the community and other healthcare centres and settings under the direction and supervision of registered nurses and other medical professionals and practitioners.

2. Job Summary:
Nursing associate professionals provide basic nursing and personal care for people in need of such care due to effects of ageing, illness, injury, or other physical or mental impairment. They generally work under the supervision of, and in support of implementation of health care, treatment and referrals plans established by, medical, nursing and other health professionals. Maybe required to be licensed, registered or certified to be permitted to work by a government authority, agency or approved certifying body.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) providing nursing and personal care and treatment and health advice to patients as per care plans established by health professionals;
(b) administering medications and other treatments to patients, monitoring patients’ condition and responses to treatment, and referring patients and their families to a health professional for specialized care as needed;
(c) cleaning wounds and applying surgical dressings;
(d) updating information on patients’ condition and treatments received in record-keeping systems;
(e) assisting in planning and managing the care of individual patients;
(f) assisting in giving first-aid treatment in emergencies.

3.2 Knowledge / Skills / Attributes
- Specialist knowledge of principles, concepts and techniques in field of work and/or discipline;
- Higher knowledge of analyzing, planning, organizing and establishing policies, strategies, projections and/or conditions in the field of work and/or discipline;
- Broad knowledge of research principles and methods;
- Broad knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Knowledge of recent developments in the field of work and/or discipline;
- Knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work;
- Knowledge of political, government, legislative and regulatory systems related to the field of work;
- Knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work and/or discipline and more general subjects including OHSE and cultural understanding and awareness;
- Knowledge of principles, concepts and techniques in sensitively responding to and observing complex ethical issues;
- Effect information technology, management information systems, management techniques and tools for optimal field of work performance;
- Skills in research, analysis, consultation and synthesis of information to evaluate policies, strategies, projections and/or conditions and develop suggestions and/or relevant options;
- Manage broad level relationships and coordinate related activities of respective stakeholders;
- Broad skills and experience in policy analysis, formulation and research, in a sensitive and confidential environment;
- Produce concepts and convey suggestions from the spectrum of development experience;
- Negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop solutions to complex problems;
- Communicate with effect, and proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Well developed leadership and effective organizational skills, with capacity to organize and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and control risks associated with change, as well comply with ethical standards;
- Achieving results within tight timelines, and capacity to implement new policy directions;
Highly developed organizational skills, including the ability to organize priorities and meet tight deadlines.

### 3.3 Work Context / Conditions

Often undertake shift work in hospitals, clinics, rest homes, hospices and nursing homes. May be required to lift and move patients, or do household work, and can be on their feet for most of the day. They may also be exposed to diseases and have contact with body fluids. May travel locally to patients’ homes, and may sometimes be required to stay overnight at a patient’s home.

### 3.4 Qualification / Education Requirements

Diploma/Associate degree in nursing/health assistant, enrolled nurse or related field of work/discipline, higher qualification or equivalent.

### 4. Employment Requirements:

#### 4.1 Experience

3 - 4 years and above.

#### 4.2 Example Employer

SEHA, Latifa Hospital, Khalifa Hospital (different branches)

### 5. Related Employment Information:

#### 5.1 Occupational Size

More than 5,000 and less than 30,000

#### 5.2 Indicative Salaries

Above the industry average

#### 5.3 Employment Outlook / Job Prospects

Very good

#### 5.4 Job Titles / Related Occupations

**Examples of job titles:**
- Associate professional nurse
- Assistant nurse
- Enrolled nurse
- Practical nurse

**Examples of some related occupations:**
- Professional nurse
- Clinical nurse consultant
- Specialist nurse
- Professional midwife
- Associate professional midwife
- Nursing assistant
- Nursing aide (hospital or clinic)
- Nursing aide (home)

### Occupational Code: 3257

**Title:** Environmental and occupational health inspectors and associates

#### 1. Job Description:

Conduct inspections and enforce adherence to laws and regulations governing the health and safety of individuals, as well, provide and promote advice and information. May be employed in the public or private sector.

#### 2. Job Summary:

Environmental and occupational health inspectors and associates investigate the implementation of rules and regulations relating to environmental factors that may affect human health, safety and environment in the workplace, and safety of processes for the production, distribution and sale of goods and services. They may implement and evaluate programs to restore or improve safety and sanitary conditions under the supervision of occupational health, safety and environment professionals and provide or promote advice or information to the social partners and the community on best practice health, safety and environment practices, procedures and requirements. They may conduct investigative incidents, accidents and complaints related to workplace issues and refer exceptional or important cases to relevant senior staff and/or legal departments. It includes assessing, advising, administering, supervising, reviewing or performing inspections, investigations primarily concerned with determining compliance or otherwise with laws and regulations. They may also conduct oral, written, visual, or performance testing and produce detailed technical compliance reports.

#### 3. Quick Facts:

##### 3.1 Job Activities / Tasks

Job activities and tasks include:

(a) advising employers’ and workers’ representatives on the implementation of government and other rules and regulations concerning occupational safety and the working environment;

(b) inspecting places of work to ensure that the working environment, machinery and equipment conform to government and other rules, regulations and standards related to sanitation and/or occupational and environmental health and safety;

(c) giving advice on environmental sanitary problems and techniques;

(d) inspecting places of work and, by interviews, observations and other means, obtaining information about work practices and accidents to determine compliance with safety rules and regulations;

(e) inspecting areas of production, processing, transport, handling, storage and sale of products to ensure conformity with government and other rules, regulations and standards;
(f) advising enterprises and the general public on the implementation of government and other rules and regulations concerning hygiene, sanitation, purity and grading of primary products, food, drugs, cosmetics and similar goods;

(g) inspecting establishments to ensure that they conform to government and other rules and regulations concerning emission of pollutants and disposal of dangerous wastes

(h) initiating action to maintain or improve hygiene and prevent pollution of water, air, food or soil;

(i) promoting preventive and corrective measures such as control of disease carrying organisms and of harmful substances in the air, hygienic food handling, proper disposal of waste and cleaning of public places;

(j) estimating quantities and costs of materials and labour required for health, safety and sanitation remediation projects.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Usually work regular business hours, but may need to work evenings and weekends or be on call work. May need to visit sites and conduct investigations, inspections or examinations to affirm compliance with governing laws and regulations or otherwise relating to relevant laws and regulations. May from time to time be confronted by individuals disgruntled with decisions and need to respond effectively and calmly in difficult and sensitive situations. May also, travel overseas to develop knowledge base, or to attend conferences and seminars.

3.4 Qualification / Education Requirements
Diploma/Associate degree in occupational health, safety and environment or related field of work/discipline, higher qualification or equivalent.
4. Employment Requirements:
   4.1 Experience
   3 - 4 years and above.
   4.2 Example Employer
   Environment Agency, ADNOC Group, International Fund for Houbara Conservation, Abu Dhabi Airports Company (ADAC), Mubadala Oil and Gas

5. Related Employment Information:
   5.1 Occupational Size
   More than 5,000 and less than 30,000
   5.2 Indicative Salaries
   Above the industry average
   5.3 Employment Outlook / Job Prospects
   Very good
   5.4 Job Titles / Related Occupations
   Examples of job titles:
   Food sanitation and safety inspector - Health inspector - Occupational health and safety inspector - Sanitarian - Sanitary inspector
   Examples of some related occupations:
   Environmental health officer - Occupational health and safety adviser - Occupational hygienist - Radiation protection expert - Safety specialist - Safety consultant - Environmental health and safety manager - Loss control consultant - Loss control representative - Risk control consultant

Occupational Code: 3259
Title: Health associate professionals not elsewhere classified

1. Job Description:
   Interview, examine, administer, monitor, record and distribute health related information, therapeutic care and/or treatment associated with a patient's injury, disorder, illness or other physical or mental health status, conducted in some instances under the supervision of relevant health associate professionals. It includes preparing, using and maintaining technology, equipment and instruments for a range of healthcare related activities, plans and procedures.

2. Job Summary:
   Health associate professionals not classified health associate professionals are included herein. For instance the group includes occupations such as HIV counsellor, family planning counsellor and other health associate professionals. Maybe required to be licensed, registered or certified to be permitted to work by a government authority, agency or approved certifying body.

3. Quick Facts:
   3.1 Job Activities / Tasks
   Job activities and tasks include:
   (a) interviewing and examining patients to obtain information on their health status and the nature and extent of injury, illness or other physical or mental health condition;
   (b) providing information and counselling to patients and families about certain health conditions, prevention and treatment options, treatment adherence, and personal behaviours that can affect health outcomes;
   (c) administering therapeutic care and treatment to patients;
   (d) performing certain basic clinical procedures, such as administration of HIV antibody tests or insertion of intrauterine devices;
   (e) dispensing and advising on dietary supplements, antiretroviral and prophylaxis medications, and other healthcare products;
   (f) monitoring patients' progress through treatment plans, and identifying signs and symptoms requiring referral to a medical doctor or other health professional;
   (g) recording information on patients' health status and responses to treatment in medical records-keeping systems;
   (h) sharing information with other health care providers when required to ensure continuing and comprehensive care.
3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiations cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work in the public or private sector and may be required to work in an array of healthcare related places. May sometimes have to deal with unpleasant conditions due to a patient’s illness or injury. Adopting strict hygiene practices is important. Depending on their area of specialization they may have to work shift, long, demanding and/or irregular hours. This may include working on weekends and at night or being on call 24 hours a day.

3.4 Qualification / Education Requirements
Diploma/Associate degree in applied science for the specialist field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
3 - 4 years and above.

4.2 Example Employer
SEHA, Sheikh Khalifa Medical City, NMC Hospital, Mubadala Health Care

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average
5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations

Examples of job titles:
Anaesthesia technician - Family planning counsellor - HIV counsellor - Respiratory therapy technician - Chiropractor - Osteopath

Examples of some related occupations:
Orthoptist - Clinical orthoptist

Occupational Code: 3344
Title: Medical secretaries

1. Job Description:
Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory policies, procedures and practices.

2. Job Summary:
Medical secretaries, using specialized knowledge of medical terminology and health care delivery procedures, assist health professionals and other workers by performing a variety of communication, documentation, administrative and internal coordination functions, to support health workers in medical facilities and other health-care related organizations.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) scheduling and confirming medical appointments and communicating messages for medical staff and patients;
(b) compiling, recording and reviewing medical charts, reports, documents and correspondence;
(c) interviewing patients to complete forms, documents and case histories;
(d) completing insurance and other claims forms;
(e) maintaining medical files and records and technical library;
(f) preparing financial statements and billing procedures;
(g) assisting in the preparation of budgets, drafting of contracts and purchasing or acquisition orders;
(h) supervising the work of office support workers and other office staff.

3.2 Knowledge / Skills / Attributes
- Performing and coordinating a medical office’s administrative activities;
- Storing, retrieving, and integrating medical and related information for dissemination to staff and clients;
- Serving as information and communication managers for an office;
- Planning and scheduling meetings and appointments;
- Organizing and maintaining paper and electronic files;
- Managing office projects;
- Conducting research and disseminating information by using the telephone, mail services, websites, and e-mail;
- May handle travel and guest arrangements;
- High level word processing skills and use computers to do tasks previously handled by managers and professionals; such as creating spreadsheets, composing correspondence, managing databases, and creating presentations, producing reports and documents using desktop publishing software and digital graphics;
- Negotiating with vendors, maintaining and examining leased equipment, purchasing supplies, managing areas such as medical laboratories and providers, stockrooms or medical libraries, and retrieving data from various sources;
- Providing high-level administrative support for an office and for top medical practitioners and/or executives of an organization; performing generalist clerical tasks than do secretaries and more information management;
- Arranging conference calls and supervising other clerical staff, they may handle more complex responsibilities such as reviewing incoming memos, submissions, and reports in order to determine their significance and to plan for their distribution;
- Preparing agendas and managing arrangements for meetings of committees and executive boards;
- Preparing correspondence and medical papers such as complaints, motions, and responses under the supervision of a medical practitioner or health services manager/executive.

3.3 Work Context / Conditions
Managers and professionals have assumed many tasks traditionally assigned to medical secretaries and medical administrative assistants, such as keyboarding and answering the telephone. Because they do less dictation and word processing, they now have time to support more members of the medical fraternity. In a number of organizations, medical secretaries and medical administrative assistants work in teams to work flexibly and share their expertise. Many provide training and orientation for new staff, conduct research on the Internet, and operate and troubleshoot new office technologies. Specific job duties vary with experience and titles; such as medical secretary, medical practice manager or medical office administrative assistant.

3.4 Qualification / Education Requirements
Diploma in medical secretaries and medical administrative assistants or related field of work, higher qualification or equivalent.

4. Employment Requirements:

4.1 Experience
2 - 3 years and above.

4.2 Example Employer
SEHA, Sheikh Khalifa Medical City, NMC Hospital

5. Related Employment Information:

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Medical secretary - Medical practice manager - Medical office administrative assistant - Hospital ward secretary - Patient care secretary - Medical stenographer - Medical insurance assistant - Billing secretary - Pathology secretary - Medical transcriptionist - Medical stenographer

Examples of some related occupations:
Medical records technician - Medical assistant - Medical office receptionist - Secretary (general)
1. Job Description:
Assist in providing advice, advocacy and support to people with personal and social problems, and helping with community and social issues.

2. Job Summary:
Social work associate or paraprofessionals assist in administering and implementing social assistance programs and community services and assist clients to deal with personal and social problems. Social workers are generally considered those who hold a professional or paraprofessional qualification in social work. In a number of countries and jurisdictions, registration or licensure of people working as social workers is required and there are mandated qualifications. In other places, professional associations set academic and experiential requirements for admission to membership. Includes Single Subject Design (SSD), Social systems and social change. The field of community practice social work encompasses community organizing, social planning, and human service management. Maybe required to be licensed, registered or certified to be permitted to work by a government authority, agency or approved certifying body.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) collecting information relevant to clients’ needs and assessing their relevant skills, strengths and deficits;
(b) helping persons with disabilities or the elderly to obtain services and to improve their ability to function in society;
(c) assisting clients to identify options and develop plans of action while providing necessary support and assistance;
(d) assisting clients to identify and access community resources including legal, medical and financial assistance, housing, employment, transportation, assistance with moves, day care and other referral services;
(e) counselling clients living in group homes and half-way houses, supervising their activities and assisting in pre-release and release planning;
(f) participating in the selection and admission of clients to appropriate programs;
(g) providing crisis intervention and emergency shelter services;
(h) implementing life skills workshops, substance abuse treatment programs, behaviour management programs, youth services programs and other community and social service programs under the supervision of social work or health care professionals;
(i) assisting in evaluating the effectiveness of interventions and programs by monitoring and reporting on clients’ progress;
(j) maintaining contact with other social service agencies, schools and health care providers involved with clients to provide information and obtain feedback on clients’ overall situation and progress.

3.2 Knowledge / Skills / Attributes
- Specialist knowledge of principles, concepts and techniques in field of work and/or discipline;
- Higher knowledge of analyzing, planning, organizing and establishing policies, strategies, projections and/or conditions in the field of work and/or discipline;
- Broad knowledge of research principles and methods;
- Broad knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Knowledge of recent developments in the field of work and/or discipline;
- Knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work;
- Knowledge of political, government, legislative and regulatory systems related to the field of work;
- Knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work and/or discipline and more general subjects including OHSE and cultural understanding and awareness;
- Knowledge of principles, concepts and techniques in sensitively responding to and observing complex ethical issues;
- Effect information technology, management information systems, management techniques and tools for optimal field of work performance;
- Skills in research, analysis, consultation and synthesis of information to evaluate policies, strategies, projections and/or conditions and develop suggestions and/or relevant options;
- Manage broad level relationships and coordinate related activities of respective stakeholders;
- Broad skills and experience in policy analysis, formulation and research, in a sensitive and confidential environment;
- Produce concepts and convey suggestions from the spectrum of development experience;
- Negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop solutions to complex problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Well developed leadership and effective organizational skills, with capacity to organize and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and control risks associated with change, as well comply with ethical standards;
- Achieving results within tight timelines, and capacity to implement new policy directions;
- Highly developed organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Usually work in institutes, foundations, schools, hospitals, homes, government agencies, not-for-profit organizations and in the community. They may also work in hospices, community and residential centres and the courts. Typically, they visit people in their locations, centres or homes. In regional areas they may travel long distances. The work can often be very stressful, as they may deal with challenging and highly distressed patients or clients. In some instances may deal with people who face life-threatening situations, such as criminal activity or substance abuse. They can interact with doctors, nurses and hospice workers to provide the services needed. May be employed by hospitals to assist professional social workers. They may also be employed in private practice, research or teaching by relevant professional social work practices.

3.4 Qualification / Education Requirements
Diploma/Associate degree in social work or related field of work/discipline, higher qualification or equivalent. In some instances may require individuals to work towards a Bachelor degree in social work, Masters in Social Work (MSW) or Doctoral degree (Ph.D. or DSW).

4. Employment Requirements :
4.1 Experience
4 - 6 Years and above

4.2 Example Employer
Family Development Foundation, Khalifa Fund, Marriage Fund, Ministry of Social Affairs, federal or local hospitals or community health and support centres, Ministry of Social Affairs

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles: Community development worker - Community service worker - Crisis intervention worker - Disability services worker - Family services worker - Life skills instructor - Mental health support worker - Welfare support worker - Women's shelter supervisor - Youth services worker

Examples of some related occupations: Marriage counsellor - Parole officer - Probation officer - Social worker - Care and protection social worker - Clinical social worker - Community social worker - Cultural services social worker - Social services social worker - Youth justice social worker
Occupational Code: 5321

Title: Health care assistants

1. Job Description:
Involves direct working relationships with patients and participation as a member of the treatment or nursing care team in direct service to patients to provide assistance, support and care to patients in a variety of health, welfare and community settings.

2. Job Summary:
Health care assistants provide direct personal care and assistance with activities of daily living to patients and residents in a variety of health care environments such as hospitals, clinics, and residential nursing care facilities. They generally work in implementation of established care plans and practices, and under the direct supervision of medical, nursing or other health professionals or associate professionals.

3. Quick Facts:
   3.1 Job Activities / Tasks
   Job activities and tasks include:
   (a) providing care, support and treatment to patients and residents of medical, rehabilitative and residential care facilities as per treatment plans established by medical, nursing and other health professionals;
   (b) assisting patients with personal and therapeutic care needs such as personal hygiene, feeding, dressing, physical mobility and exercise, communication, taking oral medications and changing dressings;
   (c) positioning, lifting and turning patients and transporting them in wheelchairs or on movable beds;
   (d) maintaining patients’ environmental hygiene standards, such as cleaning patient rooms and changing bed-linen;
   (e) providing massage and other non-pharmacological pain relief measures, such as during pregnancy and labour
   (f) observing patients’ condition, responses and behaviour and reporting changes to a health professional;
   (g) may also include: (i) assisting doctors and nurses in the care and treatment of the ill receiving medical, surgical, psychiatric, or outpatient treatment; (ii) assisting surgeons or nurses in operating rooms by performing “scrub” technician duties; (iii) assisting obstetricians or nurses in delivery rooms by observing the patient in labour and assisting with delivery by washing and charting the newborn; (iv) assisting in premature and regular nurseries by observing infants and caring for them; and (vi) assist doctors and nurses in ambulatory care units by setting up examination rooms.

3.2 Knowledge / Skills / Attributes
- Knowledge of laws of the UAE and specific Emirates related to health services and more general subjects including cultural systems.
- Knowledge of simple, routine tasks which require little or no previous training;
- Knowledge of a variety of common procedures that typically requires some previous training or experience;
- Knowledge of standardized patient care and skill sufficient to perform procedures such as catherizing, irrigating, and suctioning patients; and other supporting procedures such as patient charting and patient/family teaching; to conduct procedures such as reality orientation, one-to-one therapy, small group therapy and large group therapy accompanied by supporting procedures such as patient charting and patient/family teaching;
- Knowledge of equipment terminology (rotating frames, cardiac monitors, respiratory therapy machines, etc.); drug terminology (names from the drug formulary); and supply terminology (bandages, solutions, sterile trays, etc.) and skill sufficient to identify and use equipment, drugs and supplies properly and to communicate proper use with nurses, medical staff and family members;
- Knowledge of surgical equipment, instruments and supplies setup and patient positioning and draping techniques and skill sufficient to prepare the operating room for surgery ranging from hernia to extensive genitourinary surgery and sufficient knowledge of surgical procedures and terminology and manual dexterity to pass instruments to the surgeon;
- Knowledge of and skill sufficient in surgical procedures and terminology and manual dexterity to pass instruments to the surgeon;
- Understanding of diseases and illnesses (such as diabetes) and skill sufficient to teach patients (diabetic self-care) and to impress upon patients and family members the necessity to continue the procedures as proper health care;
- Knowledge of the standard medical terminology for the human body, physical and emotional reactions, nursing care, and contraindications to medications and skill sufficient to provide and gather information in patient care/family conferences with nurses, doctors, patients and family members;
- Using of proprietary and general health software applications and management information systems;
- Actively looking for ways to help people;
- Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
3.3 Work Context / Conditions
Often undertake shift work in hospitals, clinics, rest homes, hospices and nursing homes. May be required to lift and move patients, or do household work. That may need to be on their feet for most of the day in attending to patients. As well, they may also be exposed to infectious diseases and come in contact with body fluids. The may be required to travel locally to patients’ homes, and may sometimes be required to stay overnight to provide patient care at their home.

3.4 Qualification / Education Requirements
Secondary School Certificate or Diploma/Associate degree in health care support, nursing assistant or related field, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
3 years and above

4.2 Example Employer
SEHA, Al Mafraq Hospital, Cornish Hospital, Dubai Hospital (Dubai Government DOHMS), Rashid Hospital (Dubai Government DOHMS), Al Baraha Hospital (Ministry of Health), Al Amal Hospital (Ministry of Health), Ruwais Hospital (Ruwais - (Private)), Al Ain Hospital, Mubadala Health Care

5. Related Employment Information:
5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Birth assistant (clinic or hospital) - Nursing aide ( clinic or hospital) - Patient care assistant - Psychiatric aid

Examples of some related occupations:
Nurse (professional) - Nurse (associate professional) - Ambulance worker - Nursing aide (home)
Industry Group 3

- Education and Training
- Government and Public Administration
- Law, Public Safety, Corrections and Security
Occupational Code: 1112

Title: Senior government officials

1. Job Description:
Provide high-level analysis and expert advice on major government initiatives and policy and may work as a delegate for and representative of their home country.

2. Job Summary:
Senior government officials advise governments on policy matters, oversee the interpretation and implementation of government policies and legislation by government departments and agencies, represent their country abroad and act on its behalf, or carry out similar tasks in intergovernmental organizations. They plan, organize, direct, control and evaluate the overall activities of municipal or local, regional and national government departments, boards, agencies or commissions in accordance with legislation and policies established by government and legislative bodies.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) advising national, state, regional or local governments and legislators on policy matters;
(b) advising on the preparation of government budgets, laws and regulations, including amendments;
(c) establishing objectives for government departments or agencies in accordance with government legislation and policy;
(d) formulating or approving and evaluating programs and procedures for the implementation of government policies in conjunction or consultation with government;
(e) recommending, reviewing, evaluating and approving documents, briefs and reports submitted by middle managers and senior staff members;
(f) ensuring appropriate systems and procedures are developed and implemented to provide budgetary control;
(g) coordinating activities with other senior government managers and officials;
(h) making presentations to legislative and other government committees regarding policies programs or budgets;
(i) overseeing the interpretation and implementation of government policies and legislation by government departments and agencies.

3.2 Knowledge / Skills / Attributes
- Knowledge of policy analysis;
- Knowledge of public policy making;
- Knowledge of principles, concepts and techniques for conducting policy analysis;
- Knowledge of macroeconomic management, finance, statistics and fiscal policy;
- Knowledge of the role of budget institutions in shaping fiscal performance;
- Knowledge of public expenditure review and public financial management;
- Knowledge of political, government, legislative and regulatory systems;
- Knowledge of policies, public issues, legislation, and/or the operations of governments, businesses, and organizations;
- Knowledge of processes and procedures legislative proposals, and prepare speeches, correspondence, and policy papers for governmental use;
- Knowledge of in current political, economic, and social trends including relevant government policy decisions;
- Skills in research, analysis, consultation and synthesis of information to produce recommendations and to evaluate programs and policies, and generate relevant options;
- Manage high level relationships and coordinate related activities of respective stakeholders;
- Substantial skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex problems;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change;
- High level oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Highly developed organizational skills, including the ability to manage priorities and meet tight deadlines.
3.3 Work Context / Conditions
Typically, work long and irregular hours, which may include evenings and weekends to complete assigned tasks and priorities. Often work in offices, but may spend time at different worksites within respective establishment or organization liaising with local supervisors and/or subordinates. Their work can be quiet stressful at times caused by the need to develop and negotiate annual performance plans and budgets for the department or section, and then implement, manage and ensure ongoing approved financial, technology, legal and human resource budgets, plans and deadlines are met. May undertake negotiations, to effect business closure and to achieve results, contributing increased stress levels. May travel often to meet with existing or prospective clients, stakeholders and/or officials, and attend, in some cases present at, conferences or seminars.

3.4 Qualification / Education Requirements
Bachelor degree in public policy or related field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
8 years and above

4.2 Example Employer
National Consultative Council, Department of Municipality, Crown Prince Court, Abu Dhabi Tourism Authority (ADTC)

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Industry average

5.3 Employment Outlook / Job Prospects
Good

5.4 Job Titles / Related Occupations
Examples of job titles: Ambassador - City administrator - Civil service commissioner - Consul-general - Director-general (government department) - Director-general (intergovernmental organization) - Fire commissioner - Inspector-general (police) - Permanent head (government department) - Police commissioner - Secretary-general, government administration - Under-secretary (government)

Examples of some related occupations:
Senior strategic policy advisor - Senior policy advisor

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Occupational Code : 1114
Title : Senior officials of special-interest organizations

1. Job Description :
Typically work to a board, stakeholder council of members or leadership group and establish direction and exercise leadership in providing and setting the direction, and guiding the planning, coordination, management and oversight of a special interest entity/organization.

2. Job Summary :
Senior officials of special-interest organizations determine, formulate and direct the implementation of policies of special-interest organizations, such as political-party organizations, associations, employers’ organizations, trade and industry associations, humanitarian or charity organizations, not-for-profit organizations or sports associations, and represent their organizations and act on their behalf.

3. Quick Facts :
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) determining and formulating the policies, rules and regulations of the organization;
(b) planning, directing and coordinating the general functioning of the organization;
(c) reviewing the operations and results of the organization and reporting to boards of directors and governing bodies, the organization's membership and funding agencies;
(d) negotiating on behalf of the organization, its members and relevant special-interest groups;
(e) promoting the interests of the organization, its members and relevant special-interest groups before the legislature, government or general public;
(f) planning, organizing and directing sections charged with implementing the organization's policies, programmes, rules and regulations;
(g) ensuring appropriate systems and procedures are developed and implemented to provide budgetary control;
(h) monitoring and evaluating performance of the organization or enterprise against established objectives and policies;
(i) representing the organization at official occasions and board meetings, in negotiations, at conventions, public hearings and forums.
3.2 Knowledge / Skills / Attributes
- Knowledge of policy analysis and development;
- Knowledge of principles, concepts and techniques for conducting policy analysis;
- Knowledge of economic management, finance, statistics and fiscal policy within field of work;
- Knowledge of the role of budget institutions in shaping fiscal performance within field of work;
- Knowledge of public expenditure review and public financial management within field of work;
- Knowledge of political, government, legislative and regulatory systems related to the field of work;
- Knowledge of policies, public issues, legislation, and/or the operations of governments, businesses, and organizations;
- Knowledge of processes and procedures legislative proposals, and prepare speeches, correspondence, and policy papers for organizational and public use;
- Knowledge of in current political, economic, and social trends including relevant government policy decisions within field of work;
- Leverage information technology, executive information systems, management techniques and tools for optimal office performance;
- Skills in research, analysis, consultation and synthesis of information to produce recommendations and to evaluate programs and policies, and generate relevant options;
- Manage high level relationships and coordinate related activities of respective stakeholders;
- Substantial skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Conceptualize and convey strategic vision from the spectrum of development experience;
- Negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- High level oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Typically, work long and irregular hours, which may include evenings and weekends to complete assigned tasks and priorities. Often work in offices, but may spend time at different worksites within respective establishment or organization liaising with local supervisors and/or subordinates. Their work can be quiet stressful at times caused by the need to develop and negotiate annual performance plans and budgets for the department or section, and then implement, manage and ensure ongoing approved financial, technology, legal and human resource budgets, plans and deadlines are met. May undertake negotiations, to effect business closure and to achieve results, contributing increased stress levels. May travel often to meet with existing or prospective clients, stakeholders and/or officials, and attend, in some cases present at, conferences or seminars.

3.4 Qualification / Education Requirements
Bachelor degree in economics, public policy or other social science fields or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
9 years and above

4.2 Example Employer
Federal National Council, Masdar, Ministry of Foreign Affairs

5. Related Employment Information:
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good
5.4 Job Titles / Related Occupations

Examples of job titles:
Chairperson, trade association - Director-general, employers’ organization - Leader, political/governmental party - President, political/governmental party - Secretary-general, environment protection organization - Secretary-general, human rights organization

Examples of some related occupations:
Director-general, employees’ organization - Director charity foundation - Executive community organization

1. Job Description:
Plan, direct, or coordinate research, instructional, student administration and services, and other educational activities.

2. Job Summary:
Education managers plan, direct, coordinate and evaluate the educational and administrative aspects of education services, primary and secondary schools, colleges and faculties, departments in universities, auxiliary activities and other educational institutions. They may also be responsible for a number of activities in the educational sector, ranging from the development of policy to the development and review of course curricula and teaching materials, as well as they may have an advisory role, preparing reports, information papers and submissions, or advise senior management or interdepartmental committees on education strategies and initiatives or be involved in the management of educational systems at a regional, district or state level, and may have to manage financial and physical resources for education, or recruit educational officers.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) determining educational programs based on frameworks established by education authorities and governing bodies;
(b) implementing systems and procedures to monitor school performance and student enrolments;
(c) directing administrative and clerical activities concerning student admissions and educational services;
(d) controlling administrative operations such as budget planning, report preparation, expenditure on supplies, equipment and services;
(e) providing leadership and guidance to teaching, academic and administrative staff as well as to students;
(f) evaluating the work of teachers and lecturers by visiting classrooms, observing teaching methods, reviewing instructional objectives and examining learning materials;
(g) promoting the educational program, and representing the service or institution in the wider community;
(h) supervising the maintenance of educational facilities;
(i) developing and enforcing a disciplinary code to create a safe and conducive environment for students and teachers;

(j) organizing and implementing methods of raising additional funds in conjunction with parent and community groups and sponsors;

(k) controlling selection, training and supervision of staff.

3.2 Knowledge / Skills / Attributes

- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions

The working conditions of education managers may vary depending on the nature of their position. Regional/zone educational managers who coordinate the delivery of education in regional/zone or remote areas may have to travel, as may education managers who work at the federal level. Education managers who work within Emirate specific departments or educational institutions may not need to travel, as their focus may be on the management of education for a specific institution or zone.

3.4 Qualification / Education Requirements

Bachelor of Science / Bachelor of Education, or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience
5 - 7 years and above

4.2 Example Employer
Abu Dhabi Education Council, Masdar Institute of Science and Technology, Emirates College for Advanced Education, Abu Dhabi Tourism Authority (ADTC)
5. Related Employment Information :

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations

Examples of job titles:
College director - School Principal - Dean (university) - Head teacher

Examples of some related occupations:
Education manager - Dean - Registrar - Academic dean - Provost - Academic affairs vice president - College president - Admissions director - Dean of students - Financial aid director - Academic affairs dean - Principal - Assistant principal - Superintendent - Elementary principal - Primary/middle school principal - Secondary/high school principal - School superintendent - School administrator - Athletic director - Special education director

1. Job Description :
Teach tertiary students in one or more subject areas and conduct research projects.

2. Job Summary :
University and higher education teachers prepare and deliver lectures and conduct tutorials in one or more subjects within a prescribed course of study at a university or other higher educational institution. They conduct research, and prepare scholarly papers and books.

3. Quick Facts :

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) designing and modifying curricula and preparing courses of study in accordance with requirements;
(b) preparing and delivering lectures and conducting tutorials, seminars and laboratory experiments;
(c) stimulating discussion and independent thought among students;
(d) supervising, where appropriate, experimental and practical work undertaken by students;
(e) administering, evaluating and marking examination papers and tests;
(f) directing research of post-graduate students or other members of department;
(g) researching into and developing concepts, theories and operational methods for application in industrial and other fields;
(h) preparing scholarly books, papers or articles;
(i) participating in departmental and faculty meetings and in conferences and seminars.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
University lecturers may be employed on a full-time, part-time, contractual or casual basis. With further training and experience, a university lecturer may be promoted to a position of educational leadership, such as dean of a faculty, or a head of school or college principal.

3.4 Qualification / Education Requirements
Bachelor degree in specific field of work/discipline, higher qualification or equivalent and in some instances may require a post graduate qualifications in education and speciality subject area.

4. Employment Requirements:

4.1 Experience
5 - 7 years and above

4.2 Example Employer
UAE University, University of Sharjah, Zayed University, Abu Dhabi University, American University in Dubai (AUD)

5. Related Employment Information:

5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Higher education lecturer - Professor - University lecturer - University tutor

Examples of some related occupations:
College principal - Dean of faculty - Information technology educator - University and higher education teachers - Policy analyst - Technical and further education lecturer - Vocational education and training (VET) teacher - University chancellor - Dean - Higher education faculty head - Associate professor - Faculty member
Title: Vocational education teachers

1. Job Description:
Vocational education teachers teach or instruct vocational or occupational subjects in adult and further education institutions and to senior students in secondary schools and colleges.

2. Job Summary:
Vocational education teachers prepare students for employment in specific occupations or occupational areas for which university or higher education is not normally required. They deliver vocational or occupational subjects at the postsecondary level to students who have graduated or left high school (in some instances in a secondary school for technical subjects under a partner arrangement). It may include delivery via correspondence school, industrial, and commercial instructors; and adult education teachers and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) developing curricula and planning course content and methods of instruction;
(b) determining training needs of students or workers and liaising with individuals, industry and other education sectors to ensure provision of relevant education and training programs;
(c) presenting lectures and conducting discussions to increase students’ knowledge and competence;
(d) instructing and monitoring students in the use of tools, equipment and materials and the prevention of injury and damage;
(e) observing and evaluating students’ work to determine progress, provide feedback, and make suggestions for improvement;
(f) administering oral, written or performance tests to measure progress, evaluate training effectiveness and assess competency;
(g) preparing reports and maintaining records such as student grades, attendance rolls, and training activity details;
(h) supervising independent or group projects, field placements, laboratory work, or other training;
(i) providing individualized instruction and tutorial or remedial instruction;
(j) conducting on-the-job training sessions to teach and demonstrate principles, techniques, procedures, or methods of designated subjects.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Teaching may take place in public or private schools whose primary business is education or in a school associated with an organization whose primary business is other than education and encompasses working in a polytechnic, institute, college, workplace with suitable environs for delivery of learning, actual in-situ workplace. Employment may be full-time, part-time or contractual basis. In some instances it may be casual hire.

3.4 Qualification / Education Requirements
Diploma in a specific field of work/discipline, higher qualification or equivalent and in some instances may also require a Bachelor of Education and/or post graduate qualification in a speciality subject area / Vocational Education and Training (VET).

4. Employment Requirements :
4.1 Experience
5 - 7 years and above

4.2 Example Employer
ADVETI, The Petroleum Institute, Institute of Applied Technology, NIVE, Sharjah Institute of Technology, ADNOC Technical Institute

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Automotive technology instructor - Cosmetology instructor - Vocational education teacher

Examples of some related occupations:
Occupational Code: 2330

Title: Secondary education teachers

1. Job Description:
Teach one or more subjects at secondary education level, excluding subjects intended to prepare students for employment in specific occupational areas, vocational education and training or higher education.

2. Job Summary:
Secondary education teachers teach students in one or more subjects, such as mathematics, science, art, health and physical education, technology, languages other than Arabic (e.g. English), studies of society and environment, and home economic at the secondary level in public or private schools. They may be designated according to subject matter specialty.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) designing and modifying curricula and preparing educational courses of study in accordance with curriculum guidelines;
(b) establishing and enforcing rules for behaviour and procedures for maintaining order among students;
(c) preparing and giving lessons, discussions, and demonstrations in one or more subjects;
(d) establishing clear objectives for all lessons, units, and projects and communicating those objectives to students;
(e) preparing materials and classrooms for class activities;
(f) adapting teaching methods and instructional materials to meet students' varying needs and interests;
(g) observing and evaluating students' performance and behaviour;
(h) preparing, administering and marking tests, assignments and examinations to evaluate pupils' progress;
(i) preparing reports about pupils' work and conferring with other teachers and parents;
(j) participating in meetings concerning the school's educational or organizational policies;
(k) planning, organizing and participating in school activities such as excursions, sporting events and concerts.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;

Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, high quality advice;

Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;

Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;

Achieving results within tight timelines, and capacity to set and implement new policy directions;

Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work in a structured and conducive learning environment with the need to continually update subject knowledge and teaching methods through private study and professional development activities.

3.4 Qualification / Education Requirements
Bachelor of Education or specific field of work/discipline, higher qualification or equivalent and in some instances may require a post graduate qualification in education and/or speciality subject area.

4. Employment Requirements:
4.1 Experience
5 years and above

4.2 Example Employer

5. Related Employment Information:
5.1 Occupational Size
More than 5,000 and less than 30,000 with a particular acute shortage of male teachers.

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Secondary education teacher - High school teacher

Examples of some related occupations:
**Title: Primary school teachers**

1. **Job Description:**
   
   Educate primary school children, by planning and conducting a recognized and approved education program to develop literacy, numeracy and the physical, emotional, intellectual and social growth of their students.

2. **Job Summary:**
   
   Primary school teachers teach a range of subjects at the primary education level. Teach students in one or more subjects in public or private schools at the primary, middle, intermediate, or junior high level, which falls between elementary and senior high school as defined by applicable laws and regulations.

3. **Quick Facts:**

   3.1 **Job Activities / Tasks**
   
   Job activities and tasks include:
   
   (a) preparing daily and longer term lesson plans in accordance with curriculum guidelines;
   
   (b) instructing children individually and in groups, using various teaching methods and materials (e.g. computers, books, games), adapting to children's varying needs;
   
   (c) maintaining discipline and good working habits in the classroom;
   
   (d) planning and conduct activities with the children such as sporting activities, concerts and excursions;
   
   (e) assigning and grading class work and homework;
   
   (f) preparing, administering, and grading tests and assignments to evaluate children's progress;
   
   (g) observing and evaluating children's performance and behaviour;
   
   (h) supervising children during classes and at other times in the school day, including the playground during breaks;
   
   (i) participating in staff meetings and other sessions, and conferring with other teachers concerning educational issues;
   
   (j) preparing for and attending parent meetings to discuss children's progress and problems.

   3.2 **Knowledge / Skills / Attributes**
   
   - Specialist knowledge of principles, concepts and techniques in field of work and/or discipline;
   
   - Higher knowledge of analyzing, planning, organizing and establishing policies, strategies, projections and/or conditions in the field of work and/or discipline;
   
   - Broad knowledge of research principles and methods;
   
   - Broad knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
   
   - Knowledge of recent developments in the field of work and/or discipline;
   
   - Knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work;
   
   - Knowledge of political, government, legislative and regulatory systems related to the field of work;
   
   - Knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work and/or discipline and more general subjects including OHSE and cultural understanding and awareness;
   
   - Knowledge of principles, concepts and techniques in sensitively responding to and observing complex ethical issues;
   
   - Effect information technology, management information systems, management techniques and tools for optimal field of work performance;
   
   - Skills in research, analysis, consultation and synthesis of information to evaluate policies, strategies, projections and/or conditions and develop suggestions and/or relevant options;
   
   - Manage broad level relationships and coordinate related activities of respective stakeholders;
   
   - Broad skills and experience in policy analysis, formulation and research, in a sensitive and confidential environment;
   
   - Produce concepts and convey suggestions from the spectrum of development experience;
   
   - Negotiation cultural sensitivity and diplomatic skills;
   
   - Use of information, tools, resources to support complex work achievement;
   
   - Work sensitively and effectively in a multi-cultural environment;
   
   - Work with others to develop solutions to complex problems;
   
   - Communicate with effect, and proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
   
   - Developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
   
   - Well developed leadership and effective organizational skills, with capacity to organize and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and control risks associated with change, as well comply with ethical standards;
- Achieving results within tight timelines, and capacity to implement new policy directions;
- Highly developed organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work in a structured and conducive learning environment with the need to continually update subject knowledge and teaching methods through private study and professional development activities.

3.4 Qualification / Education Requirements
Bachelor of Education or specific cycle/discipline, higher qualification or equivalent and in some instances may require a post graduate qualification in education and/or speciality subject area.

4. Employment Requirements :
4.1 Experience
5 years and above

4.2 Example Employer
ABC Primary School, Abu Dhabi International School, The American Community, School of Abu Dhabi, Ministry of education

5. Related Employment Information :
5.1 Occupational Size
More than 30,000 with a particular acute shortage of male teachers

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Primary school teacher - Early childhood educator

Examples of some related occupations:
Arabic teacher - English teacher - Math teacher (mathematics teacher) - Social studies teacher - Science teacher - Language teacher - High school English/Arabic teacher - Secondary teacher - Art teacher - History teacher - Primary teacher - Primary teacher - Primary school principal - Early childhood teacher - Education officer - Public education officer - Physical education teacher - Special education teacher - Music teacher

1. Job Description :
Plan, research, develop and advise on educational course materials, curricula, technology use and teaching / learning methods.

2. Job Summary :
Education methods specialists conduct research and develop or advise on teaching methods, courses and aids. They review and examine teachers’ work, the functioning of educational institutions and the results achieved and recommend changes and improvements. They may also develop instructional materials and products, coordinate educational content, and incorporate current technology in specialized fields that provide guidelines to educators and instructors for developing curricula and conducting courses, as well assisting educational professionals in learning about and becoming proficient in, applying and integrating instructional technology in teaching delivery. Included also in this occupational group is educational consultants and specialists, and instructional material directors.

3. Quick Facts :
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) researching into current developments in curricula, teaching methods and other educational practices, and advising on necessary changes and possible improvements;
(b) evaluating and advising on contents of courses and methods of examination;
(c) researching into audio-visual and other teaching aids and advising on, planning and organizing their introduction in educational establishments;
(d) documenting subjects and courses developed, and evaluating new courses;
(e) providing ongoing professional development, training and consultative services to teachers;
(f) organizing and conducting workshops and conferences to train teachers in new programs and methods;
(g) developing the structure, content and objectives of new educational courses and programs;
(h) visiting schools periodically and conferring with administrative and teaching staff on questions relating to curricula, teaching methods, equipment and other matters;
(i) visiting classrooms to observe teaching techniques and to evaluate teachers performance, assess the suitability of teachers for promotion or further training, and scholastic results obtained;

Occupational Code : 2351
Title : Education methods specialists
preparing reports and making recommendations to educational authorities concerning possible changes and improvements in curricula, teaching methods, and other matters.

3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work indoors in offices and classrooms. They usually work regular hours, but may be required for evenings and on weekends. The work may be stressful.

3.4 Qualification / Education Requirements
Bachelor of Education or field of work/discipline, higher qualification or equivalent and in some instances may require a post graduate qualification in education and/or speciality subject area.

4. Employment Requirements :
4.1 Experience
5 - 7 years and above

4.2 Example Employer

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000
5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations

Examples of job titles:
Curriculum coordinator - Curriculum developer - Education methods specialist - Schools inspector - Teaching aids specialist

Examples of some related occupations:
Curriculum director - Instructional systems specialist - Curriculum specialist - Curriculum and instruction director - Education specialist - Program administrator - School standards coach - Career technical supervisor - Curriculum and assessment director - Education officer - Educational psychologist - School counsellor - Student advisor

Occupational Code: 2352
Title: Special needs teachers

1. Job Description:
Specialize and work with students with audible, visual, physical, emotional or behavioural difficulties, and/or intellectual disabilities related to learning, communication, academic and/or life processes skills.

2. Job Summary:
Special needs teachers teach or assist in teaching students/children with hearing, vision, physical, emotional/behavioural or intellectual disabilities or those with learning difficulties or other special needs. They help schools and other teachers provide suitable learning programmes for these students as well as young persons and adults. They also promote the social, emotional, intellectual and physical development of their students.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) assessing students’ abilities and limitations with regard to intellectual, physical, social and emotional impairments, exceptional intellectual gifts, or other specific problems;
(b) designing or modifying curricula and preparing and delivering programmes, lessons and activities adapted to students’ abilities and needs;
(c) giving instruction on an individual or group basis using special techniques or aids appropriate to students’ needs;
(d) employing special educational strategies and techniques during instruction to improve the development of sensory- and perceptual-motor skills, language, cognition, and memory;
(e) establishing and enforcing rules for behaviour and policies and procedures to maintain order among students;
(f) teaching academic subjects, and practical and self-help skills to students with hearing, sight and other impairments;
(g) stimulating and developing students’ confidence interests, abilities, manual skills and coordination;
(h) undertake specific therapy tasks with individual students under the guidance of the teacher or nominated professional and assist, where required, with personal hygiene, toileting and feeding requirements per needs of individual students;
(i) conferring with other staff members to plan and schedule lessons for special needs students;
(j) preparing and maintaining student data and other records and submitting reports;
(k) administering various forms of assessment and evaluating progress of each student;
(l) conferring with students, parents, head teacher and other relevant professionals involved in the students’ care to develop individual educational plans designed to promote students’ development.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Special education teachers usually work in early childhood education centres and in classrooms, offices and outside in school playgrounds. They may also be required to travel to visit students, health professionals and other agencies or may accompany students on field trips and community visits. They are often required to stand for long periods, or may work with students on the floor or at tables. Their work may be challenging and stressful at times, depending on the students they work with and may require the use of special equipment, instruments, tools and aids.

3.4 Qualification / Education Requirements
Bachelor of Education or specific cycle/discipline, higher qualification or equivalent and in some instances may require a post graduate qualification in special needs education and/or other related speciality subject area.

4. Employment Requirements :

4.1 Experience
5 years and above
4.2 Example Employer
Zayed Higher Organization for Humanitarian Care and Special Needs, Al Amal Special Needs Centre, British Institute for Learning Development Abu Dhabi

5. Related Employment Information :

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations

Examples of job titles:
Learning disabilities special education teacher - Learning support teacher - Remedial teacher - Teacher of gifted children - Teacher of the hearing impaired - Teacher of the sight impaired

Examples of some related occupations:
Teacher's aide - Early intervention teacher - Reading recovery (Remedial) teacher - Resource teacher (Learning and Behaviour) - Resource teacher (Vision) - Resource teacher of the Deaf - Teacher (Special Education) - Vocational education teacher - Secondary school teacher - Primary school teacher

1. Job Description :
Teach, and/or assist other teachers to teach, students to become proficient with a language (e.g. English) other than Arabic.

2. Job Summary :
Other language teachers teach non-native languages to adults and children who are learning a language for reasons of migration, to fulfil employment requirements or opportunities, to facilitate participation in educational programmes delivered in a foreign language, or for personal enrichment. They work outside the mainstream primary, secondary and higher education systems, or in support of students and teachers within those systems.

3. Quick Facts :

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) assessing the level of ability and the extent of language difficulties of students, and establishing students’ needs and learning goals;
(b) planning, preparing and delivering lessons and workshops for groups and individuals with content and rate of progression adapted to students’ abilities and needs;
(c) designing and producing teaching materials and adapting existing materials;
(d) assessing students’ progress;
(e) assisting students in classroom settings where subjects are taught in a language other than the students’ native language;
(f) providing assistance to other teachers by designing special teaching programs for students still learning the main language of instruction;
(g) assigning and correcting work, and preparing and grading exams;
(h) assessing, recording and reporting on students’ progress.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;

- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work with individuals and groups. They most like work for a public (government) body or private organization, in educational institutions, colleges and in community venues. They may also work in distance learning programs, home tutoring schemes and in specific workplace programs.

3.4 Qualification / Education Requirements
Bachelor of (specific) language (other than Arabic), higher qualification or equivalent, and in some instances may require a post graduate qualification in education and/or other related speciality subject area.

4. Employment Requirements:
4.1 Experience
5 years and above

4.2 Example Employer

5. Related Employment Information:
5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent
5.4 Job Titles / Related Occupations

Examples of job titles:
Intensive language teacher - Migrant education teacher - Practical language teacher - Second language teacher

Examples of some related occupations:
Foreign language teacher - English teacher - IELTS (International English Language Testing System) Teacher - University lecturer - Vocational education teacher - Secondary school teacher - Primary school teacher

Occupational Code: 2359
Title: Teaching professionals not elsewhere classified

1. Job Description:
Teach, academic instruction or provide tutoring services in a specific skill or subject and/or educational/vocational guidance or counselling services to individuals or small groups of children or adults.

2. Job Summary:
Teaching professionals not classified elsewhere and does not include teaching professionals herein. Teaching professionals therefore include those who provide private tuition in subjects other than foreign languages and the arts, and those who provide educational counselling to students. It may be for proactive or remedial purposes.

3. Quick Facts:
3.1 Job Activities / Tasks
In such cases tasks performed would include:
(a) assessing students’ level of ability and determining learning needs;
(b) planning, preparing and delivering programs of study, lessons and workshops for individual students and groups;
(c) preparing and presenting material on the theory of the subject area being studied;
(d) instructing and demonstrating practical aspects of the subject area being studied;
(e) assigning exercises and work relevant to students’ level of ability, interests and aptitude;
(f) assessing students and offering advice, criticism and encouragement;
(g) revising curricula, course content, course materials and methods of instruction
(h) preparing students for examinations and assessments;
(i) counselling students regarding educational issues such as course and program selection, class scheduling, school adjustment, truancy, study habits, and career planning;
(j) counselling students to help them understand and overcome personal, social, or behavioural problems affecting their education;
(k) preparing students for later educational experiences by encouraging them to explore learning opportunities and to persevere with challenging tasks.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work in a variety of places including primary and secondary schools, commercial premises, such as tutoring franchises, community centres and halls or their own or students’ homes.

3.4 Qualification / Education Requirements
Bachelor of Education/Counselling or specific field of work/discipline, higher qualification or equivalent and in some instances may require a post graduate qualification in education and/or speciality subject area.

4. Employment Requirements :
4.1 Experience
5 years and above

4.2 Example Employer
Institute of Applied Technology, Masdar Institute, Abu Dhabi Education Council, Ministry of education, Higher Colleges of Technology, UAE Ministry of Education, NIVE, ADVETI, Zayed University, UAEU, Higher Colleges of Technology

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent
5.4 Job Titles / Related Occupations

Examples of job titles:
Literacy tutor (private tuition) - Mathematics coach (private tuition) - School counsellor

Examples of some related occupations:
University lecturer - Vocational education teacher - Secondary school teacher - Primary school teacher - Intensive language teacher - Migrant education teacher - Music teacher (private tuition) - Dance teacher (private tuition) - Drama teacher (private tuition) - Painting teacher (private tuition) - Sculpture teacher (private tuition) - Visual art tutor (private tuition) - Tutor - Student services officer - Educational psychologist - Family counsellor - Social worker

Occupational Code: 2424

Title: Training and staff development professionals

1. Job Description:
Plan, develop, implement and evaluate training and development programs to ensure management and staff acquire the skills and develop the competencies required by organizations to meet organizational objectives. They may also conduct and/or coordinate the delivery of training by PEER professionals.

2. Job Summary:
Training and staff development professionals design and conduct/coordinate training and development programs for staff/client-departments to improve individual and organizational performance and produce measurable results. May analyze training needs and workforce development requirements across an organization. They also plan, develop, implement and evaluate programs. They may also be required to deploy cross-disciplinary expertise in the fields of education and business in the delivery of the programs.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) identifying training needs and requirements of individuals and organizations;
(b) setting human resource development objectives and evaluating learning outcomes;
(c) preparing and developing instructional training material and aids such as Handbooks, visual aids, online tutorials, demonstration models, and supporting training reference documentation;
(d) designing, coordinating, scheduling and conducting training and development programs that can be delivered in the form of individual and group instruction, and facilitating workshops, meetings, demonstrations and conferences;
(e) liaising with external training providers to arrange delivery of specific training and development programs;
(f) promoting internal and external training and development, and evaluating these promotional activities;
(g) monitoring and performing ongoing evaluation and assessment of internal and external training quality and effectiveness, and reviewing and modifying training objectives, methods and course deliverables;
(h) gathering, investigating and researching background materials to gain an understanding of various subject matters and systems.
3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work in offices at private and public organizations and may deliver training at a workplace or site. They may visit employees and other management at their workplaces, and travel to conferences, meetings and training centres in country and overseas.

3.4 Qualification / Education Requirements
Diploma in training and development or related fields of work, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
5 years and above.

4.2 Example Employer
ADNOC, EMAL, DUBAL, Mubadala, Abu Dhabi Shipbuilding, Etihad Airways, Emirates Airlines, Union National Bank, Chamber of Commerce in each Emirate

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good
5.4 Job Titles / Related Occupations

Examples of job titles:
Training officer - Workforce development specialist

Examples of some related occupations:
Corporate trainer - Computer training specialist - Job training specialist - Management development specialist - Trainer and assessor - Training coordinator - Training specialist - E-learning developer - Technical trainer - Manager of staff training and development - Training and development coordinator - Training director - Training manager - Development manager - Director of educational services - Director of staff development - Learning manager

Occupational Code :  2611
Title : Lawyers

1. Job Description :
Provide advice, write documents and conduct negotiations on legal matters, and may represent clients in court and tribunal proceedings.

2. Job Summary :
Lawyers give clients legal advice on a wide variety of subjects, draw up legal documents, represent clients before administrative boards or tribunals and plead cases or conduct prosecutions in courts of justice, or instruct barristers to plead in higher courts of justice. May specialize in a single area or may practice broadly in many areas of law. Corporate/government lawyers undertake or manage the legal work for a business or government organization be it internal or by external consultancy. Maybe required to be licensed, registered or certified to be permitted to work by a government authority, agency or approved certifying/societal body.

3. Quick Facts :
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) giving clients legal advice on a wide variety of subjects and undertaking legal business on clients’ behalf;
(b) researching legal principles, statutes and previous court decisions related to specific cases;
(c) gathering evidence to formulate a defence or to initiate legal actions, by such means as interviewing clients and witnesses to ascertain the facts of a case;
(d) evaluating findings and develop strategies and arguments in preparation for presentation of cases;
(e) pleading clients’ cases before courts of law, tribunals and administrative boards or instructing barristers to plead in higher courts of justice;
(f) accepting briefs and pleading in the higher court;
(g) acting as prosecutor on behalf of the Government;
(h) negotiating settlements in matters which involve legal disputes;
(i) drafting legislation and preparing government regulations based on existing laws;
(j) drawing up legal documents such as contracts, real estate transactions and wills and preparing statements of legal opinions.
3.2 Knowledge / Skills / Attributes

- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions

Work in offices, courts, libraries and at tribunals. They do most of their work in offices, law libraries, and courtrooms. They sometimes meet in clients’ homes or places of business and, when necessary, in hospitals or prisons. They may travel to attend meetings, gather evidence, and appear before courts, legislative bodies, and other authorities. Some are required to travel locally, nationally and internationally to perform their work.

3.4 Qualification / Education Requirements

Bachelor of Law or related field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience

5 - 7 years and above

4.2 Example Employer

Abu Dhabi Judicial Department, Norton Rose Group, Abu Dhabi Tawteen Council

5. Related Employment Information :

5.1 Occupational Size

Less than 5,000

5.2 Indicative Salaries

Higher than the industry average

5.3 Employment Outlook / Job Prospects

Excellent
5.4 Job Titles / Related Occupations

Examples of job titles:
Attorney - Barrister - Lawyer - Prosecutor - Solicitor

Examples of some related occupations:
Legal practitioner - Associate attorney - Lawyer, associate - Assistant attorney general - Deputy attorney general - Partner - Assistant counsel - Magistrate

Occupational Code : 3354

Title : Government licensing officials

1. Job Description :
Examine, evaluate, monitor, investigate and report eligibility for, conformity with, or liability under licenses or permits.

2. Job Summary :
Government licensing officials examine applications for licences to export or import goods, set up businesses, build houses or other structures, or to obtain passports, determine eligibility of applications for issuing licences or passports, and identify specific conditions or restrictions to be attached to licences issued, referring exceptional or important cases to Senior government officials or Managers. It includes assessing, advising, administering, supervising, reviewing or performing inspections, investigations, or compliance work primarily concerned with determining conformance with laws and regulations. May also conduct oral, written, visual, or performance testing and produce detailed technical compliance reports.

3. Quick Facts :
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) advising individuals on government laws and regulations concerning the type of licence required and the conditions attached to such licences, and on the public’s rights and obligations;
(b) examining applications and relevant documents and determining whether a licence can be granted and the conditions which should be attached;
(c) examining applications and approving the issue of passports;
(d) performing related administrative tasks to process applications, document activities, evaluations and determinations, and to prepare correspondence to inform applicants of licensing decisions;
(e) administering and evaluating/scoring tests required to license applicants;
(f) conducting audits/inspections and complaints procedures on licensed applicants;
(g) administering complaints and non-compliance notices for action or legal processing;
(h) producing non-compliance reports as a result of investigations/audits/inspections for follow up legal action;
(i) may be required to give evidence in a prosecution case(s).
3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Regulatory and compliance processes, procedures and investigation environment. Usually work regular business hours, but may need to work evenings and weekends or be on call work. May need to visit sites and conduct investigations, inspections or examinations to affirm compliance with governing laws and regulations or otherwise relating to licensing or certifying physical assets/products, materials, resources, substances, individuals or other mediums. May be confronted by individuals disgruntled with decisions and respond effectively and calmly in difficult and sensitive situation. May also, travel overseas to work or to attend conferences and seminars.

3.4 Qualification / Education Requirements
Diploma in compliance and audit or related field of work, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
3 years and above.

4.2 Example Employer
Department of Economic Development - Dubai/Abu Dhabi/Sharjah, Abu Dhabi/ Dubai Chambers of Commerce, Knowledge and Human Development Authority (KHDA) Dubai, Commission of Academic Accreditation (CAA), Abu Dhabi Centre for Technical Education and Training, Abu Dhabi Tourism Authority (ADTC), Regulatory Supervisory Board (RSB)
5. Related Employment Information:

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations

Examples of job titles:
Licensing officer - Passport officer (issuing) - Building permit (licensing) officer - Business permit (licensing) officer

Examples of some related occupations:
Business compliance officer - Building inspectors - Electrical inspector - Fire inspectors - Transportation services representative (TSR), examiner

1. Job Description:
Regulatory government associate professionals not classified as technicians and associate professionals who examine, evaluate, monitor, investigate, test and report on eligibility for, conformity with, or liability under licenses or permits covering such fields of inspectorate work as agricultural, prices, labour, wages and weights and measurement.

2. Job Summary:
Government regulatory associate professionals not classified elsewhere, and which include occupations such as agricultural, fisheries, forestry, prices, wages and weights and measures inspectors and which look to identify specific conditions or restrictions to be attached to licences, certifications or approvals issued, referring exceptional or important cases to senior government officials or managers. It includes assessing, advising, administering, supervising, reviewing, testing or performing inspections, investigations, or compliance work primarily concerned with determining conformance with laws and regulations. May also conduct oral, written, visual, or performance testing and produce detailed technical compliance reports.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) examining places of business to ensure the use of correct weights and measures in trade;
(b) monitoring price regulations to assess appropriateness of costs for goods and services to protect consumer interests;
(c) monitoring wage regulations to ensure appropriate levels of pay for work performed and to assess compliance with employment standards legislation;
(d) performing related investigative and administrative tasks to process applications and record findings, document compliance problems or inappropriate business practices and to prepare reports and correspondence including informing applicants of decisions;
(e) administering and evaluating products require conformity tests;
(f) conducting audit/inspections and complaints procedures on equipment conformity;
(g) administering complaints and non-compliance notices for action or legal processing;
(h) producing non-compliance reports as a result of investigations/audits/inspections for follow up legal action;
(i) may be required to give evidence in a prosecution case(s).
3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Regulatory and compliance processes, procedures and investigation environment. Usually work regular business hours, but may need to work evenings and weekends or be on call work. May need to visit sites and conduct investigations, inspections or examinations to affirm compliance with governing laws and regulations or otherwise relating to licensing, certifying or approving physical assets, materials, resources, substances, air quality, prices and wages, individuals or other mediums. May be confronted by individuals disgruntled with decisions and respond effectively and calmly in difficult and sensitive situation. May also, travel overseas to work or to attend conferences and seminars.

3.4 Qualification / Education Requirements
Diploma in inspections and/or compliance and audit, or related field of work, higher qualification or equivalent.

4. Employment Requirements:

4.1 Experience
3 years and above.

4.2 Example Employer
5. Related Employment Information:

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations

Examples of job titles:
Agricultural inspector - Fisheries inspector - Forestry inspector - Prices inspector - Wage inspector - Weights and measurement inspector

Examples of some related occupations:
Pollution inspector - Sanitary inspector - Conformance and compliance officer - Fire inspector - Health Inspector - Occupational safety inspector - Pollution inspector - Sanitary inspector

1. Job Description:
Provide assistance and support to teachers and students under broad based supervision. In some instances may require specialist skill development and supervision by qualified teachers to address specific student circumstances.

2. Job Summary:
A teacher aide helps a full-time teacher with many of their responsibilities. Also known as a teaching assistant, these individuals work with the teacher to help with administrative and non-administrative responsibilities. They spend most of their day helping in the classroom with whatever the teacher requires. Oftentimes they help students with their assignments so the teacher can focus on other issues such as creating lesson plans.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) demonstrating, supervising and participating in activities that enhance the physical, social, emotional and intellectual development of children in schools and preschools;
(b) preparing indoor and outdoor areas for learning and recreational activities;
(c) assisting children with intellectual, physical, behavioural and other learning difficulties with their studies;
(d) assisting children individually to learn social skills;
(e) assisting with preparing teaching materials, and copying and collating written and printed material;
(f) operating audio-visual equipment, computers and other teaching aides;
(g) distributing and collecting lesson material.

3.2 Knowledge / Skills / Attributes
- Knowledge of human development;
- Knowledge of challenges and issues related to young people with physical needs;
- Knowledge of causes and common effects of physical disability;
- Knowledge of causes and associated conditions related to intellectual disability;
- Knowledge of ethical guidelines for working with young people who have special education needs;
- Knowledge of methods and techniques to gain information in an interactive situation;
- Knowledge of research for resource and curriculum development;
- Knowledge of programmes to develop reading skills;
- Knowledge of methods and techniques to effect behavioural change in young people with challenging behaviour in education settings;
- Sound oral and written communication skills, including the ability to interact with students, parents and teaching professionals;
- Sound interpersonal skills including the ability to work as part of a team;
- Sound organizational skills that will assist in the delivery of effective educational programs to students;
- Ability to assist with the general health and well-being of students;
- Using of proprietary and general educational software applications and management information systems;
- Actively looking for ways to help people;
- Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Flexibility to work effectively in a variety of situations and adapt to new ways of doing things;
- Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Communicating effectively in writing as appropriate for the needs of the audience including understanding written sentences and paragraphs in work related documents;
- Time Management - Managing one’s own time and the time of others;
- Team work or individual - job may require him/her to work alone or in conjunction with other support or related personnel.

3.3 Work Context / Conditions
Teachers’ aids work’s closely with teachers, developing and obtaining resources, setting up and operating equipment, undertaking administrative duties, supervising students and participating in teaching activities under the direction of a teacher.

3.4 Qualification / Education Requirements
Secondary School Certificate, Diploma in Early Childhood Development, Early Childhood Education or related field, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
3 years and above

4.2 Example Employer

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Pre-school assistant - Teacher’s assistant

Examples of some related occupations:
Education assistant - School learning support officer - Language worker - Education assistant (special needs) - Integration aide - Literacy worker - Teacher aide - Education support worker - School services officer - Support worker (working with children with disabilities) - Home tutor - Homeland teaching assistant
Industry Group 4

- Finance
- Business, Management and Administration
- Hospitality, Travel and Tourism
- Marketing
- Retail
Occupational Code : 1120

Title : Managing directors and chief executives

1. Job Description :
Plan, strategize, organize, direct, control, oversee and coordinate the operations of an organization and its major departments or units

2. Job Summary :
Managing directors and chief executives formulate and review the policies and plan, direct coordinate and evaluate the overall activities of enterprises or organizations (except special interest organizations and government departments) with the support of other managers, usually within guidelines established by a board of directors or a governing body to whom they are answerable for the operations undertaken and results. Top executives devise strategies and policies to ensure that an organization meets its goals.

3. Quick Facts :
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) planning, directing and coordinating the general functioning of an enterprise or organization;
(b) reviewing the operations and results of the enterprise, or organization and reporting to boards of directors and governing bodies;
(c) determining objectives, strategies, policies and programs for the enterprise or organization;
(d) providing overall leadership and management to the enterprise or organization;
(e) establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources;
(f) authorising material, human and financial resources to implement organizational policies and programs;
(g) monitoring and evaluating performance of the organization or enterprise against established objectives and policies;
(h) consulting with senior subordinate staff and reviewing recommendations and reports;
(i) representing the organization at official occasions and board meetings, in negotiations, at conventions, seminars, public hearings and forum;
(j) selecting, or approving the selection of senior staff;
(k) ensuring the organization complies with relevant legislation and regulations.

3.2 Knowledge / Skills / Attributes
- Comprehensive and detailed knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Highly specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Detailed knowledge of research principles and methods;
- Detailed knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Detailed knowledge of recent developments in the field of work, discipline and/or professional practice;
- Advanced knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Advanced knowledge of political, government, legislative and regulatory systems related to the field of work;
- Advanced knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Advanced knowledge of principles, concepts and techniques in sensitively managing highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Advanced skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate high-level recommendations and/or alternative scenarios;
- Manage high level relationships and coordinate related activities of respective stakeholders;
- Substantial skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Conceptualize and convey strategic indications from the spectrum of development experience;
- Advanced negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and highly complex work achievement;
- Manage sensitively and effectively in a multi-cultural environment;
- Work with others to develop innovative solutions to highly complex, unpredictable and unfamiliar problems;
- Communicate with authority and influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed specialist oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to develop, initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well consistently and sensitively manage highly complex ethical issues;
- Achieving results within tight timelines, and capacity to develop and establish new policy directions;
- Highly developed advanced organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Typically, work long and irregular hours, which may include evenings and weekends to complete daily tasks and priorities. Often work in offices, but may spend time at different worksites within respective establishment or organization liaising with local management. Their work can be stressful caused by tight deadlines related to ongoing performance of the business in terms of capital, financial, technology, legal and human resources; reviewing measures, results and efficiencies. May undertake high level negotiations, to effect business closure and to achieve results contributing increased stress levels. May travel often to meet with existing or prospective clients, stakeholders and/or officials, and attend, in some cases present at, conferences or seminars.

3.4 Qualification / Education Requirements
Bachelor of Business Administration or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements:

4.1 Experience
6 - 8 years

4.2 Example Employer
AMROC, TDIC, Abu Dhabi Investment Authority, Mubadala Health Care

5. Related Employment Information:

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Industry average

5.3 Employment Outlook / Job Prospects
Good

5.4 Job Titles / Related Occupations

Examples of job titles:
Chief executive - Managing director - Regional manager

Examples of some related occupations:
Chief executive officer (CEO) - President - Chief financial officer (CFO) - Vice president - Chief operating officer (COO) - Executive director - Executive vice president (EVP) - Finance vice president - General manager operations vice president
Occupational Code: 1211

Title: Finance managers

1. Job Description:
Responsible for the financial health of an organization. They produce financial reports, direct investment activities, and develop strategies and plans for the long-term financial goals of their organization.

2. Job Summary:
Finance managers plan, direct and coordinate the financial operations of an enterprise or organization, in consultation with senior managers and with managers of other departments or sections, or of enterprises that provide financial services to other enterprises and organizations.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) planning, directing and coordinating the financial operations of an enterprise or organization;
(b) assessing the financial situation of the enterprise or organization, preparing budgets and overseeing financial operation;
(c) consulting with the chief executive and with managers of other departments or sections;
(d) establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources;
(e) establishing and directing operational and administrative procedures;
(f) planning and directing daily operations;
(g) overseeing the selection, training and performance of staff;
(h) representing the enterprise or organization in dealings with outside bodies.

3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;

- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;

- Achieving results within tight timelines, and capacity to set and implement new policy directions;

- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

### 3.3 Work Context / Conditions

Financial managers work in many places, including banks and insurance companies. Most financial managers work full time, and many work long hours and irregular hours, which may include evenings and weekends to complete assigned tasks and priorities. Often work in offices, but may spend time at different worksites within respective establishment or organization liaising with local supervisors and/or subordinates. Their work can be quiet stressful at times caused by the need to develop and negotiate annual performance plans and budgets for the department or section, and then implement, manage and ensure ongoing approved financial, technology, legal and human resource budgets, plans and deadlines are met. May undertake negotiations, to effect business closure and to achieve results, contributing increased stress levels. May travel often to meet with existing or prospective clients, stakeholders and/or officials, and attend, in some cases present at, conferences or seminars.

### 3.4 Qualification / Education Requirements

Bachelor’s in finance, accounting, economics, or business administration, higher qualification or equivalent.

### 4. Employment Requirements :

#### 4.1 Experience

5 - 7 years and above

#### 4.2 Example Employer


### 5. Related Employment Information :

#### 5.1 Occupational Size

Less than 5,000

#### 5.2 Indicative Salaries

Industry average

#### 5.3 Employment Outlook / Job Prospects

Good

#### 5.4 Job Titles / Related Occupations

Examples of job titles:
Company secretary - Finance manager-Administration manager

Examples of some related occupations:
Financial institution branch manager - Financial controller - Management accountant - Financial analysts
Occupational Code: 1212
Title: Human resource managers

1. Job Description:
Plan, direct, and coordinate human resource management activities of an organization.

2. Job Summary:
Human resource managers, plan, direct and coordinate policies concerning the personnel, industrial relations and occupational health and safety activities of an enterprise or organization, or of enterprises that provide human resource services to other enterprises and organizations as well as maximizing the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) planning, directing and coordinating the personnel and industrial relations activities, policies and practices of an enterprise or organization;
(b) planning and organizing procedures for recruitment, training, promotion, transfer and dismissal of staff;
(c) planning and organizing negotiations and procedures for determination of wage structures and level and for consultation with workers on conditions of employment;
(d) overseeing safety, health and related programmes and activities;
(e) establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources;
(f) establishing and directing operational and administrative procedures;
(g) overseeing the development and implementation of management information systems;
(h) ensuring compliance with standards and legislation relating to employees rights, health and safety, equal opportunity and related concerns;
(i) overseeing the selection, training and performance of staff for the entire enterprise or organization;
(j) consulting with senior management and with managers of other departments;
(k) representing the enterprise or organization in dealings with outside bodies.

3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Typically, work long and irregular hours, which may include evenings and weekends to complete assigned tasks and priorities. Often work in offices, but may spend time at different worksites within respective establishment or organization liaising with local supervisors and/or subordinates. Their work can be quiet stressful at times caused by the need to develop and negotiate annual performance plans and budgets for the department or section, and then implement, manage and ensure ongoing approved financial, technology, legal and human resource budgets, plans and deadlines are met. May undertake negotiations, to effect business closure and to achieve results, contributing increased stress levels. May travel often to meet with existing or prospective clients, stakeholders and/or officials, and attend, in some cases present at, conferences or seminars.

3.4 Qualification / Education Requirements
Bachelor degree in human resources, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience
5 - 7 years and above

4.2 Example Employer
Media Zone Authority, Abu Dhabi Media Company, Musanada, Abu Dhabi Tourism Authority (ADTC)

5. Related Employment Information :

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Industry average

5.3 Employment Outlook / Job Prospects
Good

5.4 Job Titles / Related Occupations
Examples of job titles:
Industrial relations manager - Personnel manager - Recruitment manager

Examples of some related occupations:
Director of Human Resources - Human Resources Director (HR Director) - Employee Benefits Manager - Human Resources Vice President - Employee Relations Manager
Occupational Code: 1213

Title: Policy and planning managers

1. Job Description:
Policy and planning managers guide organizational strategic planning, decision making and budgeting processes.

2. Job Summary:
Policy and planning managers plan, organize, direct and coordinate policy advice and strategic planning activities within government or for non-government organizations and private sector agencies, or manage the activities of enterprises that provide policy and strategic planning services. They also help a company's top management develop and execute strategic plans, implement improvements to business processes and present corporate plans to stakeholders.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) developing, implementing and monitoring strategic plans, programs, policies, processes, systems and procedures to achieve goals, objectives and work standards;
(b) developing, directing, administering and participating in policy research and analysis;
(c) coordinating the implementation of policies and practices;
(d) establishing activity measures and measurements of accountability;
(e) planning and directing daily operations;
(f) leading and managing the activities of policy development and strategic planning staff;
(g) overseeing the selection, training and performance of staff;
(h) consulting with senior management and with managers of other departments;
(i) representing the enterprise or organization in negotiations, and at conventions, seminars, public hearings and forums.

3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensibly recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate,
implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;

- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work in offices and with other peer professionals. They may travel locally, nationally or internationally to visit or meet clients/stakeholders and to undertake research. They may also attend conferences and seminars.

3.4 Qualification / Education Requirements
Bachelor degree in policy and planning or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
5 - 7 years and above

4.2 Example Employer

5. Related Employment Information:
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average.

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
- Policy manager - Strategic planning manager - Corporate planning manager

Examples of some related occupations:
- Policy and planning manager - Policy analyst - Political scientist - Operations research analyst
- Sociologist - Economist - Climate change analyst - Management analyst - Anthropologist
- Budget Analysts

Occupational Code: 1219
Title: Business services and administration managers not elsewhere classified

1. Job Description:
Plan, direct, manage or coordinate one or more services of, or for, an organization.

2. Job Summary:
Generalist services and administration managers not classified as business services and administration managers are included here and typically includes occupations such as facilities manager, cleaning services manager, administrative services manager employed either as the manager of a department of a large enterprise and organization, or of an enterprise that provides such services to other enterprises and organizations.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) providing administrative, strategic planning and operational support, research and advice to senior management on matters such as the management of building facilities and administrative services.
(b) developing and managing the organization's administrative and physical resources.
(c) developing and implementing administrative and procedural statements and guidelines for use by staff in the organization.
(d) analyzing complex resource management issues and initiatives that affect the organization, and preparing associated reports, correspondence and submissions.
(e) providing information and support for the preparation of financial reports and budgets.
(f) leading, managing and developing administrative staff to ensure smooth business operations and the provision of accurate and timely information.
(g) representing the enterprise or organization in negotiations, and at conventions, seminars, public hearings and forums.
(h) establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources.
(i) planning and directing daily operations.
(j) overseeing the selection, training and performance of staff.

3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Typically, work long and irregular hours, which may include evenings and weekends to complete assigned tasks and priorities. Often work in offices, but may spend time at different worksites within respective establishment or organization liaising with local supervisors and/or subordinates. Their work can be quiet stressful at times caused by the need to develop and negotiate annual performance plans and budgets for the department or section, and then implement, manage and ensure ongoing approved financial, technology, legal and human resource budgets, plans and deadlines are met. May undertake negotiations, to effect business closure and to achieve results, contributing increased stress levels. May travel often to meet with existing or prospective clients, stakeholders and/or officials, and attend, in some cases present at, conferences or seminars.

3.4 Qualification / Education Requirements
Bachelor’s Degree in business services and administration or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience
5 - 7 years and above

4.2 Example Employer
Department of Economic Development, Department of Transportation, Abu Dhabi Chamber, Abu Dhabi Airways Company (ADAC), Abu Dhabi Tourism Authority (ADTC), Masdar, Mubadala Aero Space, Mubadala Oil and Gas

5. Related Employment Information :

5.1 Occupational Size
Less than 5,000
5.2 Indicative Salaries
Industry average

5.3 Employment Outlook / Job Prospects
Good

5.4 Job Titles / Related Occupations

Examples of job titles:
Administrative services manager - Cleaning services manager - Corporate services manager
- Facilities manager

Examples of some related occupations:
Office Manager - Administrative Assistant - Administrative Coordinator - Administrative Manager - Administrative Specialist - Administrator - Business Administrator - Business Manager - Director of Operations - Asset manager - Property manager

1. Job Description:
Plan, direct, or coordinate marketing and sales policies and programs or actual distribution or movement of a product or service to customers.

2. Job Summary:
Sales and marketing managers plan, direct and coordinate the sales and marketing activities of an enterprise or organization, or of enterprises that provide sales and marketing services to other enterprises and organizations. Also, analyze sales statistics or determine demand for products and services offered by a firm and its competitors, and identify potential customers as well as develop pricing strategies to maximize profits/surpluses or share of the market while ensuring the firm’s customers are satisfied. Oversee product development or monitor trends that indicate the need for new products and services.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) planning and organizing special sales and marketing programmes based on sales records and market assessment;
(b) determining price lists, discount and delivery terms, sales promotion budgets, sales methods, special incentives and campaigns;
(c) establishing and directing operational and administrative procedures related to sales and marketing activities;
(d) leading and managing the activities of sales and marketing staff;
(e) planning and directing daily operations;
(f) establishing and managing budgets and controlling expenditure to ensure the efficient use of resources;
(g) overseeing the selection, training and performance of staff;
(h) representing the enterprise or organization at sales and marketing conventions, trade exhibitions and other forums.

3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas,
policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Typically work regular business hours, although there maybe requirements for weekend work or evenings, to attend events. They tend to spend most of their time working in offices and often travel to visit clients and other related establishments or sites.

3.4 Qualification / Education Requirements
Bachelor degree in sales or marketing management, relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
5 years and above

4.2 Example Employer
TDIC, Mubadala, Abu Dhabi Tourism and Culture Authority.

5. Related Employment Information :
5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Industry average.

5.3 Employment Outlook / Job Prospects
Good
5.4 Job Titles / Related Occupations

Examples of job titles:
Marketing manager - Sales manager

Examples of some related occupations:
Vice President of Sales - Director of Sales - District Sales Manager - Regional Sales Manager - Sales Supervisor - General Manager - Sales and Marketing Vice President - Sales Representative - Vice President of Marketing - Business Development Manager - Marketing Coordinator - Account Supervisor - Business Development Director - Commercial Lines Manager - Commercial Marketing Specialist - Market Development Manager

Occupational Code: 1222

Title: Advertising and public relations managers

1. Job Description:
Plan, direct and coordinate advertising, public relations and public information activities.

2. Job Summary:
Advertising and public relations managers plan, direct and coordinate the advertising, public relations, public awareness and/or public information activities of enterprises and organizations or of enterprises that provide related services to other enterprises and organizations. They also manage the production of produce collateral materials, such as posters, contests, coupons, or give-aways, to create extra interest in the purchase of a product or service for a customer, client, or on an account basis. They may engage in fundraising, planning, directing, or coordinating activities to solicit and maintain funds for special projects or non-profit organizations.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) planning, directing and coordinating the advertising and public relations activities of an enterprise or organization;
(b) negotiating advertising contracts with clients or with newspapers, radio and television stations, sports and cultural organizations and advertising agencies;
(c) planning and managing information programmes to inform legislators, the mass media and the general public about the plans, accomplishments and points of view of the enterprise or organization;
(d) leading and managing the activities of advertising and public relations staff;
(e) establishing and managing budgets and controlling expenditure and ensuring the efficient use of resources;
(f) establishing and directing operational and administrative procedures;
(g) planning and directing daily operations;
(h) overseeing the selection, training and performance of staff.

3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or
professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Typically work regular business hours, although there maybe requirements for weekend work or evenings, to attend client meetings/events. They tend to spend most of their time working in offices and often travel to visit clients and other related establishments or sites. They may also be required to attain a given quota of sales within a set time frame, which can lead to pressurised work and stress.

3.4 Qualification / Education Requirements
Bachelor degree in advertising, marketing management, public relations, or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
5 years and above

4.2 Example Employer
Etihad Airways, Etisalat, Abu Dhabi National Exhibition Company, Abu Dhabi Tourism Authority (ADTC).

5. Related Employment Information:
5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Industry average

5.3 Employment Outlook / Job Prospects
Good
5.4 Job Titles / Related Occupations

Examples of job titles:
Advertising manager - Public relations manager

Examples of some related occupations:
Promotions Director - Advertising Director - Classified Advertising Manager - Marketing Director - Account Executive - Retail Advertising Sales Manager - Advertising Sales Manager - Marketing and Promotions Manager - Marketing Manager - Public Relations Director - Account Supervisor - Account Executive - Public Relations Manager (PR Manager) - Communications Director - Community Relations Director - Director of Public Relations - Public Affairs Director - Account Manager - Business Development Director

Occupational Code: 1223

Title: Research and development managers

1. Job Description:
Plan, administer, manage and review the research and development (R&D) program and activities of an organization.

2. Job Summary:
Research and development managers plan, direct and coordinate the research and development activities of an enterprise or organization or of enterprises that provide related services to other enterprises and organizations.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) planning, directing and coordinating research and development activities, in-house or commissioned from external research organizations, to develop new or improved technical processes, products, knowledge, or utilization of materials;
(b) planning the overall research and development programme of an enterprise or organization, specifying goals and budgetary requirements;
(c) leading and managing the activities of research and development staff;
(d) establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources;
(e) establishing and directing operational and administrative procedures;
(f) planning and directing daily operations;
(g) overseeing the selection, training and performance of staff;
(h) representing the enterprise or organization at conventions, seminars and conferences.

3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Typically, work long and irregular hours, which may include evenings and weekends to complete assigned tasks and priorities. Often work in offices, but may spend time at different worksites within respective establishment or organization liaising with local supervisors and/or subordinates. Their work can be quiet stressful at times caused by the need to develop and negotiate annual performance plans and budgets for the department or section, and then implement, manage and ensure ongoing approved financial, technology, legal and human resource budgets, plans and deadlines are met. May undertake negotiations, to effect business closure and to achieve results, contributing increased stress levels. May travel often to meet with existing or prospective clients, stakeholders and/or officials, and attend, in some cases present at, conferences or seminars.

3.4 Qualification / Education Requirements
Bachelor degree in research and development, or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
5 - 7 years and above

4.2 Example Employer
SCAD, Emirates Centre of Strategic Studies and research, Sultan bin Zayed’s Cultural and Media Centre, Abu Dhabi Tourism Authority (ADTC)

5. Related Employment Information:
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good
5.4 Job Titles / Related Occupations

Examples of job titles:
Product development manager - Research manager

Examples of some related occupations:
Archivist - Economist - Foreign Affairs and Trade Manager/Officer - Market Researcher - Policy Analyst - Project and Program Administrator - Project Support Manager - Research Manager

Occupational Code: 1346
Title: Financial and insurance services branch managers

1. Job Description:
Plan, direct and coordinate financial activities of workers and support systems in a branch, office, or department of an establishment or organization.

2. Job Summary:
Financial and insurance services branch managers plan, direct, and coordinate the branches of institutions that provide financial and insurance services, such as banks, building societies, credit unions and insurance companies. They provide advice and assistance to clients on financial and insurance matters. May play an important role in mergers and consolidations and in global expansion and related financing. Require extensive, specialized knowledge to reduce risks and enhance the generation of sound profits/surpluses. Maybe required to be licensed, registered or certified to be permitted to work by a government authority, agency or approved certifying body.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) planning, directing and coordinating the activities of staff in the branch;
(b) establishing and maintaining relationships with individual and business customers;
(c) providing advice and assistance to customers on their financial and insurance needs and with matters such as changes in law that may affect customer;
(d) examining, evaluating and processing loan and insurance applications;
(e) monitoring credit extension decisions;
(f) conducting financial investigations;
(g) overseeing the flow of cash and financial instruments, and the preparation of financial and regulatory reports;
(h) approving or rejecting, or coordinating the approval or rejection of, lines of credit commercial, real estate and personal loans;
(i) coordinating cooperation with other branches of the company;
(j) managing budgets, controlling expenditure and ensuring the efficient use of resources;
(k) overseeing the selection, training and performance of staff.
3.2 Knowledge / Skills / Attributes

- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions

Typically, work long and irregular hours, which may include evenings and weekends to complete assigned tasks and priorities. Often work in offices, but may spend time at different worksites within respective establishment or organization liaising with local supervisors and/or subordinates. Their work can be quiet stressful at times caused by the need to develop and negotiate annual performance plans and budgets for the department or section, and then implement, manage and ensure ongoing approved financial, technology, legal and human resource budgets, plans and deadlines are met. May undertake negotiations, to effect business closure and to achieve results, contributing increased stress levels. May travel often to meet with existing or prospective clients, stakeholders and/or officials, and attend, in some cases present at, conferences or seminars.

3.4 Qualification / Education Requirements

Bachelor degree in finance, insurance and risk management and/or banking, or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience

5 - 7 years and above

4.2 Example Employer

Al Dhafra Insurance Company, Abu Dhabi Insurance Company, Daman Insurance Company, Dubai International Finance Centre (DIFC)
5. Related Employment Information:

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Industry average

5.3 Employment Outlook / Job Prospects
Good

5.4 Job Titles / Related Occupations

Examples of job titles:
Bank manager - Building society manager - Credit union manager, - Insurance agency manager

Examples of some related occupations:
Branch manager - Banking centre manager - Business banking manager - Service centre manager - Collections vice president - Consumer lending vice president - Consumer loan manager - Electronic services vice president - Lending manager - Loan servicing vice president - Loan systems director - Insurance service director - Commercial risk manager

Occupational Code: 1349
Title: Professional services managers not elsewhere classified

1. Job Description:
Plan, direct, manage and coordinate the provision of specialized professional and technical services.

2. Job Summary:
Managers who plan, direct coordinate and evaluate the provision of specialized professional and technical services and are not classified in the sub-group business services and administration managers or professional services managers. For instance, managers responsible for the provision of policing, corrective, library, legal and fire services are included here.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) providing overall direction and management for a service, facility, organization or centre;
(b) developing, implementing and monitoring procedures, policies and standards for staff;
(c) directing, supervising and evaluating the work activities of professional technical, clerical, service, maintenance, and other personnel;
(d) monitoring and evaluating resources devoted to the provision of services;
(e) controlling administrative operations such as budget planning, report preparation, expenditure on supplies, equipment and services;
(f) planning, directing and coordinating the provision of services;
(g) coordinating cooperation with other service provision agencies in the same or related fields;
(h) managing budgets, controlling expenditure and ensuring the efficient use of resources;
(i) overseeing the selection, training and performance of staff.

3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Typically, work long and irregular hours, which may include evenings and weekends to complete assigned tasks and priorities. Often work in offices, but may spend time at different worksites within respective establishment or organization liaising with local supervisors and/or subordinates. Their work can be quiet stressful at times caused by the need to develop and negotiate annual performance plans and budgets for the department or section, and then implement, manage and ensure ongoing approved financial, technology, legal and human resource budgets, plans and deadlines are met. May undertake negotiations, to effect business closure and to achieve results, contributing increased stress levels. May travel often to meet with existing or prospective clients, stakeholders and/or officials, and attend, in some cases present at, conferences or seminars.

3.4 Qualification / Education Requirements
Advanced Diploma/Higher Diploma in specialized professional and technical services, or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
5 - 7 years and above

4.2 Example Employer
Abu Dhabi Airport Company, Mawaqif, Saaed, Abu Dhabi Airports Company (ADAC), Abu Dhabi Tourism Authority (ADTC), Etihad Rail, Mubadala Aero Space

5. Related Employment Information:
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good
5.4 Job Titles / Related Occupations

Examples of job titles:
Archives manager - Art gallery manager - Correctional services manager - Legal service manager - Library manager - Museum manager - Police superintendent - Prison governor

Examples of some related occupations:
Commercial art gallery manager - Assistant gallery manager - Museum curator - Museum and gallery manager - Information and archival services manager - Correctional sergeant - Community and correctional services manager - Legal securities manager - Law firm manager - Director of legal services - Information services manager - Superintendent of police - Security police superintendent - Chief of police - Operational managers

Occupational Code: 1411
Title: Hotel managers

1. Job Description:
Plan, coordinate, supervise and control the operations of a hotel or motel.

2. Job Summary:
Hotel managers plan, organize and direct the operations of hotels, motels and similar establishments to provide guest accommodation and other services. Whether in a small regional hotel or an international standard hotel, most managers are very 'hands on'. They have a high level of contact with the public and may have to deal with difficult guests and be on call when problems arise.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) directing and overseeing reservation, reception, room service and housekeeping activities;
(b) supervising security arrangements, and garden and property maintenance;
(c) planning and supervising bar, restaurant, function and conference activities;
(d) observing liquor, gaming, and other laws and regulations;
(e) assessing and reviewing customer satisfaction;
(f) overseeing accounting and purchasing activities;
(g) undertaking budgeting for the establishment;
(h) controlling selection, training and supervision of staff;
(i) ensuring compliance with occupational health, safety, environment and licensing regulations;
(j) providing guests with local tourism information, and arranging tours and transportation;
(k) plan, direct and coordinate accounting, food and beverage services, guest services, maintenance, staff development, and sales and marketing;
(l) allocate tasks and priorities, coordinate resources, and develop business plans and marketing strategies;
(m) manage building costs, rents, maintenance, lighting, power, heating, air conditioning, floorings and furniture;
(n) control capital and operational expenditure;
(o) prepare reports for senior management.
3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Typically, work long and irregular hours, which may include evenings and weekends to complete assigned tasks and priorities. Often work in offices, but may spend time at different worksites within respective establishment or organization liaising with local supervisors and/or subordinates. Their work can be quiet stressful at times caused by the need to develop and negotiate annual performance plans and budgets for the department or section, and then implement, manage and ensure ongoing approved financial, technology, legal and human resource budgets, plans and deadlines are met. May undertake negotiations, to effect business closure and to achieve results, contributing increased stress levels. May travel often to meet with existing or prospective clients, stakeholders and/or officials, and attend, in some cases present at, conferences or seminars.

3.4 Qualification / Education Requirements
Advanced Diploma/Higher Diploma in hospitality and tourism management, hospitality management or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
5 - 7 years and above

4.2 Example Employer
Rotana Group, Accor Group, TDIC, Abu Dhabi Tourism Authority (ADTC)
5. Related Employment Information:

5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Industry average

5.3 Employment Outlook / Job Prospects
Good

5.4 Job Titles / Related Occupations

Examples of job titles:
Hotel manager - Motel manager - Youth hostel manager

Examples of some related occupations:
Customer service manager - Hotel front office manager - Director of front office - Hotel service supervisor - Retail manager - Resort manager - Front desk manager - Night manager - Rooms director - Bed and breakfast innkeeper

1. Job Description:
Plan, coordinate, supervise and control the operations of retail and wholesale establishments.

2. Job Summary:
Retail and wholesale trade managers, plan, organize, coordinate and control the operations of establishments that sell goods on a retail or wholesale basis. They are responsible for the budgets, staffing and strategic and operational direction of shops, or of organizational units within shops that sell particular types of product.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) determining product mix, stock levels and service standards;
(b) formulating and implementing purchasing and marketing policies, and setting prices;
(c) promoting and advertising the establishment’s goods and services;
(d) maintaining records of stock levels and financial transactions;
(e) undertaking budgeting for the establishment;
(f) controlling selection, training and supervision of staff;
(g) ensuring compliance with occupational health and safety regulations.

3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Typically, work long and irregular hours, which may include evenings and weekends to complete assigned tasks and priorities. Often work in offices, but may spend time at different worksites within respective establishment or organization liaising with local supervisors and/or subordinates. Their work can be quiet stressful at times caused by the need to develop and negotiate annual performance plans and budgets for the department or section, and then implement, manage and ensure ongoing approved financial, technology, legal and human resource budgets, plans and deadlines are met. May undertake negotiations, to effect business closure and to achieve results, contributing increased stress levels. May travel often to meet with existing or prospective clients, stakeholders and/or officials, and attend, in some cases present at, conferences or seminars.

3.4 Qualification / Education Requirements
Advanced Diploma/Higher Diploma in retail management or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
5 years and above

4.2 Example Employer
Majed Al Futtaim Group, Paris Gallery, Al Futtaim Group, Abu Dhabi Tourism Authority (ADTC)

5. Related Employment Information:
5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Industry average

5.3 Employment Outlook / Job Prospects
Good

5.4 Job Titles / Related Occupations
Examples of job titles:
Retail manager - Supermarket manager - Grocery manager - Shop manager
Examples of some related occupations:-
Title: Services managers not elsewhere classified

1. Job Description:
Plan, direct, manage and coordinate provision of services conducted by travel agencies, conference centres, contact centres, shopping centres, recreational sites and the like.

2. Job Summary:
Services managers plan, direct and coordinate the provision of services and are not covered in production and specialized services managers or hospitality, retail and other services managers. For instance, managers of travel agencies, conference centres, contact centres and shopping centres, recreational are included here.

3. Quick Facts:
3.1 Job Activities / Tasks
Tasks usually include:
(a) planning and organizing the range and mix of services or activities provided; ensuring that facilities are kept clean and in good condition;
(b) keeping abreast of new trends and developments relevant to the service provided;
(c) advising on the facilities available and promoting publicity;
(d) checking and keeping custody of all cash receipts and making regular stock checks;
(e) establishing and managing budgets;
(f) controlling expenditure and ensuring the efficient use of resources;
(g) planning and directing daily operations;
(h) controlling the selection, supervision and performance of staff;
(i) ensuring compliance with health and safety requirements.

3.2 Knowledge / Skills / Attributes
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Typically, work long and irregular hours, which may include evenings and weekends to complete assigned tasks and priorities. Often work in offices, but may spend time at different worksites within respective establishment or organization liaising with local supervisors and/or subordinates. Their work can be quiet stressful at times caused by the need to develop and negotiate annual performance plans and budgets for the department or section, and then implement, manage and ensure ongoing approved financial, technology, legal and human resource budgets, plans and deadlines are met. May undertake negotiations, to effect business closure and to achieve results, contributing increased stress levels. May travel often to meet with existing or prospective clients, stakeholders and/or officials, and attend, in some cases present at, conferences or seminars.

3.4 Qualification / Education Requirements
Advanced Diploma/Higher Diploma in business or administration, travel, conference management or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements:

4.1 Experience
5 years and above

4.2 Example Employer
Al Futtaim Group, Etisalat, Du, Abu Dhabi Tourism Authority (ADTC), Mubadala Health Care, Etihad Airways, Emirates Airline, Dnata Travel.

5. Related Employment Information:

5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Industry average

5.3 Employment Outlook / Job Prospects
Good

5.4 Job Titles / Related Occupations

Examples of job titles:
Travel agency manager - Conference centre manager - Contact centre manager - Shopping centre manager - Camp site manager - Caravan park manager

Examples of some related occupations:
Commodities broker - Mall centre manager - Retail manager
**Occupational Code:** 2120

**Title:** Mathematicians, actuaries and statisticians

### 1. Job Description:

Apply mathematical principles to solve problems in all areas of sciences, technology, social sciences, business, industry and commerce or design and apply statistical techniques for collecting and analyzing data to produce useful information from areas such as science, technology, medicine, business, finance and government.

### 2. Job Summary:

Mathematicians, actuaries and statisticians conduct research and improve or develop mathematical, actuarial and statistical concepts, theories and operational methods and techniques and advise on or engage in their practical application in such fields as engineering, business and social and other sciences.

### 3. Quick Facts:

#### 3.1 Job Activities / Tasks

Job activities and tasks include:

(a) studying, improving and developing mathematical, actuarial and statistical theories and techniques;

(b) advising on or applying mathematical principles, models and techniques to a wide range of tasks in the fields of engineering, natural, social or life sciences;

(c) conducting logical analyses of management problems, especially in terms of input-output effectiveness, and formulating mathematical models of each problem usually for programming and solution by computer;

(d) designing and putting into operation pension schemes and life, health, social and other types of insurance systems;

(e) applying mathematics, statistics, probability and risk theory to assess potential financial impacts of future events;

(f) planning and organizing surveys and other statistical collections, and designing questionnaires;

(g) evaluating, processing, analyzing, and interpreting statistical data and preparing them for publication;

(h) advising on or applying various data collection methods and statistical methods and techniques, and determining reliability of findings, especially in such fields as business or medicine as well as in other areas of natural, social or life sciences;

(i) preparing scientific papers and reports;

(j) supervising the work of mathematical, actuarial and statistical assistants and statistical clerks.

#### 3.2 Knowledge / Skills / Attributes

- Comprehensive and detailed knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;

- Highly specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;

- Detailed knowledge of research principles and methods;

- Detailed knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;

- Detailed knowledge of recent developments in the field of work, discipline and/or professional practice;

- Advanced knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;

- Advanced knowledge of political, government, legislative and regulatory systems related to the field of work;

- Advanced knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;

- Advanced knowledge of principles, concepts and techniques in sensitively managing highly complex ethical issues;

- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;

- Advanced skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate high-level recommendations and/or alternative scenarios;

- Manage high level relationships and coordinate related activities of respective stakeholders;

- Substantial skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;

- Conceptualize and convey strategic indications from the spectrum of development experience;

- Advanced negotiation cultural sensitivity and diplomatic skills;

- Use of information, tools, resources to support high-level and highly complex work achievement;
- Manage sensitively and effectively in a multi-cultural environment;
- Work with others to develop innovative solutions to highly complex, unpredictable and unfamiliar problems;
- Communicate with authority and influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed specialist oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to develop, initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well consistently and sensitively manage highly complex ethical issues;
- Achieving results within tight timelines, and capacity to develop and establish new policy directions;
- Highly developed advanced organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
May work by themselves, but they usually work in a team. The team may include peer or research specialists as well as clerical and computing staff involved in data collection and analysis.

3.4 Qualification / Education Requirements
Bachelor of Science, Mathematics or Statistics, or relevant discipline, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience
5 - 7 years and above

4.2 Example Employer
SCAD, Institute of Applied Technology, Institute of Banking Studies, Etihad Rail

5. Related Employment Information :

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Actuary - Operations research analyst - Demographer - Mathematician - Statistician

Examples of some related occupations:
Occupational Code: 2411
Title: Accountants

1. Job Description:
Accountants and auditors prepare and examine financial records. They ensure that financial records are accurate and that taxes/customs duties are paid properly and on time.

2. Job Summary:
Accountants plan, organize and administer accounting systems for individuals and establishments. Accountants and auditors assess financial operations and work to help ensure that organizations run efficiently. Some occupations classified here examine and analyze the accounting and financial records of individuals and establishments to ensure accuracy and compliance with established accounting standards and procedures. Maybe required to be licensed, registered or certified to be permitted to work by a government authority, agency or approved certifying body.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) advising on, planning and installing budgetary, accounts controlling and other accounting policies and systems;
(b) preparing and certifying financial statements for presentation to management, shareholders and statutory or other bodies;
(c) preparing tax returns, advising on taxation problems and contesting disputed claims before tax officials;
(d) preparing or reporting on profit forecasts and budgets;
(e) conducting financial investigations in such matters as suspected fraud, insolvency and bankruptcy;
(f) auditing accounts and bookkeeping records;
(g) conducting investigations and advising management on financial aspects of productivity, stockholdings, sales, new products, etc;
(h) devising and controlling a system to determine unit cost of products and services.

3.2 Knowledge / Skills / Attributes
- Knowledge of accounting theories, principles, concepts, methods, standards, practices, and terminology;
- Knowledge of the application of data processing and terminology as it applies to maintaining financial control and accounting records;
- Knowledge of techniques commonly used in locating errors in accounting records;
- Knowledge of generally accepted auditing principles, procedures, and practices;
- Knowledge of cost, accrual and other forms of accounting and cost funding procedures;
- Knowledge of statutory, governmental and independent organizations’ accounting and budgeting principles and procedures;
- Accounting data organization and interpretation including its significance in terms of organizational continuance, and includes production of accurate financial reports;
- Present accounting data in a clear and understandable manner to both technical and non-technical users;
- Solve difficult and complex accounting and related financial problems as well work with others to develop creative solutions to complex problems;
- Analyze and recommend improvements in accounting systems as well maintain records and prepare reports and correspondence related to the work;
- Leverage information technology, executive information systems, management techniques and tools for optimal office performance;
- Research, analysis, consultation and synthesis of information to produce recommendations and to evaluate programs and policies, and generate relevant options;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- High level oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed organizational skills, including the ability to manage priorities and meet tight deadlines.
3.3 Work Context / Conditions
May be required to undertake programs such as a Chartered Financial Analyst (CFA) program or equivalent. May be required to hold the Chartered Financial Analyst (CFA) certification or equivalent and/or professional licenses and certifications related fields.

3.4 Qualification / Education Requirements
Bachelor degree in accounting, business, finance, statistics, economics or related fields of work, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
5 years and above.

4.2 Example Employer
Abu Dhabi Accountability Authority, Abu Dhabi National Exhibition Centre, Department of Finance, Etihad Rail

5. Related Employment Information:
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Accountant - Auditor - Chartered accountant - Certified accountant - Financial controller - Insolvency trustee - Management accountant - Tax accountant

Examples of some related occupations:
Finance manager - Accounting assistant - Financial analysts - Bookkeeper - Budget analysts

Occupational Code: 2412
Title: Financial and investment advisers

1. Job Description:
Financial and investment advisers develop financial plans for individuals and organizations, and invest and manage funds on their behalf.

2. Job Summary:
Financial and investment advisers/planners develop, provide advice and/or implement financial plans for their clients. Some of the areas a financial planner will advise on are: retirement planning, superannuation, debt management, insurance and risk, estate planning, managed investments, securities and futures markets. Financial planners may also specialize in such areas as: ethical investments, loans and mortgage advice, customs and taxation advice and more. Maybe required to be licensed, registered or certified to be permitted to work by a government authority, agency or approved certifying body.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) building and maintaining a client base;
(b) interviewing clients to determine financial status and objectives, risk tolerance and other information needed to develop financial plans and investment strategies;
(c) setting financial objectives, and developing and implementing strategies for achieving the financial objectives;
(d) arranging to buy and sell stocks and bonds for clients;
(e) monitoring investment performance, and reviewing and revising investment plans based on modified needs and changes in markets;
(f) recommending and arranging insurance cover for clients.

3.2 Knowledge / Skills / Attributes
- Knowledge of laws, regulations, standards and codes of the UAE and specific Emirates related to the industry sector and more general subjects including OHSE and cultural understanding and awareness;
- Using mathematics to solve problem;
- Using scientific rules and methods to solve problems;
- Solving and identifying problems and reviewing related information to develop and evaluate options and implement solutions;
- Using of proprietary and general health software applications and management information systems;
- Strong selling skills;
- Actively looking for ways to help people;
- Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Flexibility to work effectively in a variety of situations and adapt to new ways of doing things;
- Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Communicating effectively in writing as appropriate for the needs of the audience including understanding written sentences and paragraphs in work related documents;
- Information Communications Technology - Knowledge and use of relevant industry sector IT applications and programs;
- Time Management - Managing one’s own time and the time of others;
- Team work or individual - job may require him to work alone or in conjunction with other support or related personnel.

3.3 Work Context / Conditions
Work in offices, work from their own homes, or may travel locally to visit clients’ homes.

3.4 Qualification / Education Requirements
Bachelor degree in finance or business administration or related field of work/discipline, higher qualification or equivalent.

4. Employment Requirements:

4.1 Experience
5 years and above.

4.2 Example Employer
Hilal Bank, Abu Dhabi Commercial Bank, First Gulf Bank, Masdar, Dubai International Finance Centre, ACUMA

5. Related Employment Information:

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Industry average

5.3 Employment Outlook / Job Prospects
Good

5.4 Job Titles / Related Occupations

Examples of job titles:
Estate planner - Financial planner - Investment adviser

Examples of some related occupations:
Occupational Code : 2413
Title : Financial analysts

1. Job Description :
Financial analysts conduct quantitative analyses of information affecting investment programs of public or private institutions.

2. Job Summary :
Financial analysts perform financial analysis and evaluation duties, independently, and of average difficulty. Assignments involve applying a thorough knowledge of established work methods and procedures and of pertinent regulatory or statutory provisions in performing assigned financial analysis and evaluation work. They also the full variety of financial and management problems which normally occur in corporate organizations. Maybe required to be licensed, registered or certified to be permitted to work by a government authority, agency or approved certifying body.

3. Quick Facts :
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) analyzing financial information to produce forecasts of business, industry, and economic conditions for use in making investment decisions;
(b) maintaining knowledge and staying abreast of developments in the fields of industrial technology, business, finance, and economic theory;
(c) interpreting data affecting investment programs, such as price, yield, stability, future trends in investment risks, and economic influences;
(d) monitoring economic, industrial, and corporate developments through analysis of information obtained from financial publications and services, investment banking firms, government agencies, trade publications, company sources, and personal interviews;
(e) recommending investments and investment timing to companies, investment firm staff, or the investing public;
(f) determining the prices at which securities should be syndicated and offered to the public;
(g) preparing plans of action for investment based on financial analyses;
(h) evaluating and comparing the relative quality of various securities in a given industry;
(i) presenting oral and written reports on general economic trends, individual corporations, and entire industries.

3.2 Knowledge / Skills / Attributes
- Comprehensive knowledge of the theory and principles of finance applicable to the full range of financial operations and transactions involved in the general activities of the various types of business corporate organizations;
- Comprehensive knowledge of financial and management organization, operations, and practices of such corporate organizations;
- Comprehensive knowledge of pertinent statutory or regulatory provisions including laws of the UAE and specific Emirates pertaining to financial and more general subjects including cultural understanding and awareness;
- Comprehensive knowledge of related economic, accounting, and legal principles.
- High level skills in using proprietary analytical or scientific software, expert system software, financial analysis software, information retrieval or search software, spreadsheet software as well as general database and management information systems software applications;
- Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Highly flexible to work effectively in a variety of situations and adapt to new ways of doing things;
- Significant consideration to relative costs and benefits of potential actions to choose the most appropriate one;
- Developed skills in supervising others;
- Highly developed problem solving skills;
- Highly developed communication skills in writing appropriate for the needs of the audience including understanding complex written sentences and paragraphs in work related documents;
- Highly developed Information Communications Technology - Knowledge and use of relevant industry sector IT applications and programs;
- Highly developed time management skills - Managing one's own time and the time of others;
- Highly developed team work or individual skills - job may require him/her to work alone or in conjunction with other support or related personnel.

3.3 Work Context / Conditions
Financial work may involve regulation and surveillance by securities commission or like body. Typically work regular business hours, although there maybe requirements for weekend work or evenings, to complete projects and reports. They tend to spend most of their time working in offices and often review detailed and complex data and information. The work can be stressful when required to meet tight management set deadlines. May also,
travel nationally and internationally to undertake research and to attend conferences and seminars.

3.4 Qualification / Education Requirements
Bachelor degree in financial analysis or business administration or related discipline, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
5 years and above.

4.2 Example Employer
Abu Dhabi National Bank, Technology Development Committee, Abu Dhabi National Bank, large finance and insurance companies, government agencies and authorities, Dubai Stock Exchange, Mubadala Oil and Gas

5. Related Employment Information:
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Bond analyst - Investment analyst - Securities consultant

Examples of some related occupations:

Occupational Code: 2421
Title: Management and organization analysts

1. Job Description:
Management and organization analysts assist organizations to achieve greater efficiency and solve organizational problems. They study organizational structures, methods, systems and procedures.

2. Job Summary:
Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants. They apply various concepts and theories related to improving the effectiveness of organizations and the individuals within the organization.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) assisting and encouraging the development of objectives, strategies and plans aimed at achieving customer satisfaction and the efficient use of organizations’ resources;
(b) analyzing and evaluating current systems and structures;
(c) discussing current systems with staff and observing systems at all levels of organization;
(d) directing clients towards more efficient organization and developing solutions to organizational problems;
(e) undertaking and reviewing work studies by analyzing existing and proposed methods and procedures such as administrative and clerical procedures;
(f) recording and analyzing organizations’ work flow charts, records, reports, manuals and job descriptions;
(g) preparing and recommending proposals to revise methods and procedures, alter work flows, redefine job functions and resolve organizational problems;
(h) assisting in implementing approved recommendations, issuing revised instructions and procedure manuals, and drafting other documentation;
(i) reviewing operating procedures and advising of departures from procedures and standards.
3.2 Knowledge / Skills / Attributes

- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions

Work varies with the size and complexity of the organization. Some smaller organizations may combine various types of analyst, designer and programmer roles into one, while larger organizations may employ teams of specialists.

3.4 Qualification / Education Requirements

Bachelor of Business Administration or related field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience

5 years and above.

4.2 Example Employer

- The Centre of Waste Management, Musanada, Mubadala, Masdar, Mubadala Health Care, Mubadala Oil and Gas

5. Related Employment Information :

5.1 Occupational Size

Less than 5,000

5.2 Indicative Salaries

Above the industry average

5.3 Employment Outlook / Job Prospects

Very good
5.4 Job Titles / Related Occupations

Examples of job titles:
Organization and methods analyst - Business consultant - Management consultant

Examples of some related occupations:
Business systems analyst - Business systems planner - Analyst (Information Communication Technology - ICT) - ICT business analyst - Management analyst - Business analyst - Administrative analyst - Employment programs analyst - Program management analyst - Quality control analyst - Information technology manager - Policy and planning manager

Occupational Code: 2422
Title: Policy administration professionals

1. Job Description:
Develop and analyze policies guiding the design, implementation and modification of government and commercial operations and programs.

2. Job Summary:
Policy administration professionals collect, analyze and evaluate information from a variety of sources to assist in the planning, development, interpretation and review of government or industrial policies. May develop, formulate and/or apply mathematical modelling and other optimizing methods to develop and interpret information that assists government or organizations with decision making, policy formulation, or other policy formulation functions. May use decision support software, service, or products. May develop and supply optimal time, cost, or logistics networks for program evaluation, review, or implementation.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) liaising and consulting with program administrators and other interested parties to identify policy needs;
(b) reviewing existing policies and legislation to identify anomalies and out-of-date provisions;
(c) researching social, economic and industrial trends, and client expectations of programs and services provided;
(d) formulating and analyzing policy options, preparing briefing papers and recommendations for policy changes, and advising on preferred options;
(e) assessing impacts, financial implications, interactions with other programs and political and administrative feasibility of policies;
(f) conducting threat and risk assessments and developing responses;
(g) reviewing operations and programs to ensure consistency with policies of the organization.

3.2 Knowledge / Skills / Attributes
- Comprehensive and detailed knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Highly specialized knowledge of analyzing, planning, managing and establishing ideas,
policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Detailed knowledge of research principles and methods;
- Detailed knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Detailed knowledge of recent developments in the field of work, discipline and/or professional practice;
- Advanced knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Advanced knowledge of political, government, legislative and regulatory systems related to the field of work;
- Advanced knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Advanced knowledge of principles, concepts and techniques in sensitively managing highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Advanced skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate high-level recommendations and/or alternative scenarios;
- Manage high level relationships and coordinate related activities of respective stakeholders;
- Substantial skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Conceptualize and convey strategic indications from the spectrum of development experience;
- Advanced negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and highly complex work achievement;
- Manage sensitively and effectively in a multi-cultural environment;
- Work with others to develop innovative solutions to highly complex, unpredictable and unfamiliar problems;
- Communicate with authority and influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed specialist oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to develop, initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well consistently and sensitively manage highly complex ethical issues;
- Achieving results within tight timelines, and capacity to develop and establish new policy directions;
- Highly developed advanced organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Typically work in offices. Some travel within country or overseas to do research, intelligence gathering or to attend meetings and conferences.

3.4 Qualification / Education Requirements
Bachelor degree in public or business administration or related field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
5 years and above.

4.2 Example Employer

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent
5.4 Job Titles / Related Occupations

Examples of job titles:
Policy analyst - Intelligence officer

Examples of some related occupations:
Adviser (policy) - Analyst (policy) - Assistant policy adviser/analyst - Senior policy adviser/analyst - Project manager - Foreign policy officer - Political scientist - Sociologists

Occupational Code: 2423

Title: Personnel and careers professionals

1. Job Description:
Provide professional business services related to employee recruitment, retention and reskilling, and which may include developing and implementing HR/employee development, occupational analysis and, performance management and vocational guidance strategies and policies.

2. Job Summary:
Personnel and careers professionals provide professional employee relations advice to clients, organizations, business units, departments or individuals be that internal or external. They research, develop, plan, administer and review activities, policies and practices concerned with organization planning and development as well as staff recruitment and selection, training and development, employment conditions, employee welfare and support, career options and advice, performance and productivity management, and other staffing issues within an organization. It may also include ensuring labour laws, wage agreements and conditions of service, occupational health safety hygiene and environment laws are followed. As representatives of an organization’s management in terms of employee relations, human resources professionals often play a central role in negotiating with employees and/or their representatives.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) advising on and performing personnel functions relating to employee recruitment, placement, training, promotion, compensation, and employee-management relations or other areas of personnel policy;
(b) studying and analyzing jobs performed in an establishment by various means, including interviews with workers, supervisors and management, and writing detailed position, job or occupation descriptions from information obtained;
(c) preparing occupational information or working on occupational classification systems;
(d) advising and working on the foregoing and other aspects of job and occupational analysis in such fields as personnel administration, workforce research and planning, training, or occupational information and vocational guidance;
(e) studying and advising individuals on employment opportunities, career choices and further education or training that may be desirable.
3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work in an office environment for a wide range of organizations. They may be required to visit other worksites to inspect operations and manage staff.

3.4 Qualification / Education Requirements
Bachelor degree in human resources management or related fields of work, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
5 years and above.

4.2 Example Employer
5. Related Employment Information:

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations

Examples of job titles:
Careers adviser - Job analyst - Occupational analyst - Vocational guidance counsellor - Human resource expert - Outplacement expert - Personnel Specialist - Recruitment officer

Examples of some related occupations:
Job analysis manager - Labour relations director - Personnel manager - Position description manager - Personnel and employee relations manager - Manager (Human Resource) - Recruitment consultant / executive

1. Job Description:
Develop and coordinate advertising strategies and campaigns, determine the market for new goods and services, and identify and develop market opportunities for new and existing goods and services.

2. Job Summary:
Advertising and marketing professionals devise and coordinate advertising campaigns, which are created to encourage consumers to purchase particular products or services. They discuss clients’ requirements, plan, prepare and present advertising campaigns to such clients or for the sale of products or services. Clients may be internal departments, units or divisions or an external organization. They may undertake or organize research analysts, research surveys for clients then analyze and interpret the survey results, write reports, and make recommendations to their clients based on this research.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) planning, developing and organizing advertising policies and campaigns to support sales objectives;
(b) advising managers and clients on strategies and campaigns to reach target markets, creating consumer awareness and effectively promoting the attributes of goods and service;
(c) writing advertising copy and media scripts, and arranging television and film production and media placement;
(d) collecting and analyzing data regarding consumer patterns and preferences;
(e) interpreting and predicting current and future consumer trends;
(f) researching potential demand and market characteristics for new goods and services;
(g) supporting business growth and development through the preparation and execution of marketing objectives, policies and programs;
(h) commissioning and undertaking market research to identify market opportunities for new and existing goods and services;
(i) advising on all elements of marketing such as product mix, pricing, advertising and sales promotion, selling, and distribution channels.
3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Usually work as part of a team. They also work closely with their clients, with the usually carried out under pressure to compete for clients’ accounts and to meet their requirements within strict deadlines.

3.4 Qualification / Education Requirements
Bachelor degree in advertising, marketing and public relations, business administration or related fields of work, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
5 years and above.

4.2 Example Employer
Abu Dhabi Tourism and Culture Authority, Media Zone Authority, Khalifa Fund, Abu Dhabi Tourism Authority (ADTC), Etihad Airways, Emirates Airlines, Dubai Media City

5. Related Employment Information :
5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Industry average

5.3 Employment Outlook / Job Prospects
Good
5.4 Job Titles / Related Occupations

Examples of job titles:
Advertising specialist - Market research analyst - Marketing specialist

Examples of some related occupations:
Media planner - Art director (Advertising) - Copywriter - Graphic designer - Market researcher - Marketing officer - Sales representative - Advertising, sales and marketing manager

Occupational Code: 2432

Title: Public relations professionals

1. Job Description:
Plan, develop, implement and evaluate information and communication strategies that create an understanding and a favourable view of businesses and other organizations, their goods and services, and their role in the community.

2. Job Summary:
Public relations professionals engage in promoting or creating an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media. They often deploy a range of mediums to achieve an effective two-way flow communication of information between the organization(s) and its target group(s). May prepare and arrange displays, make speeches or work to create new sales opportunities on a local, national and/or international level.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) planning and organizing publicity campaigns and communication strategies;
(b) advising executives on the public relations implications of their policies, programs and practices preparing and controlling the issue of news and press releases;
(c) undertaking and commissioning public opinion research, analyzing the findings and planning public relations and promotional campaigns;
(d) organizing special events, seminars, entertainment, competitions and social functions to promote goodwill and favourable publicity;
(e) representing organizations and arranging interviews with publicity media;
(f) attending business, social and other functions to promote the organization;
(g) commissioning and obtaining photographs and other illustrative material;
(h) selecting, appraising and revising material submitted by publicity writers, photographers, illustrators and others to create favourable publicity.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or...
4. Employment Requirements :

4.1 Experience
5 years and above.

4.2 Example Employer
Emirates Palace Hotel, International Fund for Houbara Conservation, Abu Dhabi Sports Council, Abu Dhabi Tourism and Culture Authority, Media Zone Authority, Khalifa Fund, Abu Dhabi Tourism Authority (ADTC), Etihad Airways, Emirates Airlines, Dubai Media City

5. Related Employment Information :

5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Industry average

5.3 Employment Outlook / Job Prospects
Good
5.4 Job Titles / Related Occupations

Examples of job titles:
Public relations officer

Examples of some related occupations:
Publicity agent - Press liaison officer - Account executive - Public affairs specialist - Public relations specialist (PR specialist) - Public information officer - Communications director - Communications specialist - Public information specialist - Public relations coordinator - Corporate communications specialist - Media relations specialist - Journalist

Occupational Code: 2434

Information and communications technology sales professionals

1. Job Description:
Promote, market and sell products or services to businesses and professional organizations, or wholesale or retail outlets

2. Job Summary:
Information and communications technology (ICT) sales professionals sell, at the wholesale or manufacture level, a range of computer hardware, software and other information and communications technology goods and services where technical or scientific knowledge is required in such areas as engineering, ICT, electronics underpinned by science, physics and maths. It may include installations and provision of specialized information and support as required.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) soliciting orders and selling goods to retail, industrial, wholesale and other establishments;
(b) selling technical equipment, supplies and related services to business establishments or individuals;
(c) discussing the needs of new and existing customers and providing specialized information about how particular equipment, supplies and services meet those needs;
(d) quoting and negotiating prices and credit terms, and completing contracts and recording orders;
(e) updating customer records and preparing sales reports;
(f) arranging delivery of goods, installation of equipment and the provision of services;
(g) reporting customers’ reactions and requirements to manufacturers.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Spend a lot of time travelling locally, around the country or internationally to meet with clients. Generally work normal office hours, but this can vary as they may sometimes work evenings or weekends to meet customers’ needs. Conditions can be stressful as sales professionals usually have sales targets to meet.

3.4 Qualification / Education Requirements
Diploma or Associate degree in information and communications technology or related fields of work, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
5 years and above.
4.2 Example Employer
Injazat Data System, Al Taif, Advanced Integrated Systems

5. Related Employment Information :
5.1 Occupational Size
More than 5,000 and less than 30,000
5.2 Indicative Salaries
Industry average
5.3 Employment Outlook / Job Prospects
Good
5.4 Job Titles / Related Occupations
Examples of job titles:
Sales representative (computers) - Sales representative (communications technology)
Examples of some related occupations:
Marketing Officer (IT) - Software Consultant - IT Sales Consultant - IT Applications Consultant - IT Account Manager - Account development manager - Account executive - Channel sales director - Marketing representative
1. Job Description:
This occupation covers judicial and other legal professionals not covered under legal professions. It includes those who perform legal functions other than pleading or prosecuting cases or presiding over judicial proceedings such as those that can provide or present expert information on causes of death, the science of the law, or official status of arrangements pertaining to property transfer, documents and contracts, or personal, business and administrative problems.

2. Job Summary:
This occupation covers judicial and other legal professionals not covered under legal professionals such as a coroner or forensic pathologist giving expert advice in a court, in cases where documents require official notarization or recognition/affirmation by an approved person/body such as a notary or registrar, or where the science of law advice is sought and presented by a person (e.g. Jurist except lawyer or judge) versed in the science of law or a writer on legal subjects. Also included is other such persons permitted to provide particular expert legal advice as to the official status of documents and persons/businesses to a court. It may also encompass preparation, publication and maintenance of official court and legal documents such as daily court lists, court records and recording monies paid to the court.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) giving advice on legal aspects of various personal, business and administrative problems;
(b) drawing up legal documents and contracts;
(c) arranging property transfers;
(d) determining, by inquest, the causes of any death not obviously due to natural causes.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representation skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related
to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Lawyers do most of their work in offices, law libraries, and courtrooms. They sometimes meet in clients’ homes or places of business and, when necessary, in hospitals or prisons. They may travel to attend meetings, gather evidence, and appear before courts, legislative bodies, and other authorities.

3.4 Qualification / Education Requirements
Bachelor of Law or Juris Doctor (J.D.) as the first professional degree or related field of work/discipline, higher qualification or equivalent.

4. Employment Requirements:

4.1 Experience
5 - 7 Years and above.

4.2 Example Employer
Ministry of Interior, Abu Dhabi Judicial Department, Abu Dhabi Fund of Development, Dubai Courts, Manazel Real Estate, Banks, Insurance Firms, Real Estate Companies, Government agencies, and other large organizations.

5. Related Employment Information:

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Coroner - Jurist (except lawyer or judge) - Notary

Examples of some related occupations:
Medical examiner - Coroner - Deputy coroner - Forensic pathologist - Medical legal investigator (MLI) - Tribunal member - Administrative lawyer - Court registrar - Judicial registrar - Law researcher - Legal officer - Parliamentary counsel - Patent attorney - Trade mark attorney

1. Job Description:
Conduct research, prepare reports, or formulate plans to aid in solution of economic problems arising from production and distribution of goods and services. May collect and process economic and statistical data using econometric and sampling techniques.

2. Job Summary:
Economists conduct research, monitor data, analyze information and prepare reports and plans to resolve economic and business problems and develop models to analyze, explain and forecast economic behaviour and patterns. They provide advice to business, interest groups and governments to formulate solutions to present or projected economic and business problems. They often research how financial, labour and trade markets are organized and how they interact, as well advise and provide forecasts to governments and businesses on matters such as taxation/customs duties, wages and prices, employment and unemployment, imports and exports, and interest and exchange rates. They often investigate international or national economic situations, or particular features such as industries or regions.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) forecasting changes in the economic environment for short-term budgeting, long-term planning and investment evaluation;
(b) formulating recommendations, policies and plans for the economy, corporate strategies and investment, and undertaking feasibility studies for projects;
(c) monitoring economic data to assess the effectiveness, and advise on the appropriateness, of monetary and fiscal policies;
(d) forecasting production and consumption of specific products and services based on records of past production and consumption and general economic and industry-specific conditions;
(e) preparing forecasts of income and expenditure, interest rates and exchange rates;
(f) analyzing factors that determine labour force participation, employment, wages, unemployment and other labour market outcomes;
(g) applying mathematical formulae and statistical techniques and apply to test economic theories and devise solutions to economic problems;
(h) compiling, analyzing and interpreting economic data using economic theory and a variety of statistical and other techniques;
(i) evaluating the outcome of political decisions concerning public economy and finances and advising on economic policy and possible courses of action in the light of past, present and projected economic factors and trends;
(j) preparing scholarly papers and reports;
(k) examining problems related to the economic activities of individual companies;
(l) conducting research on market conditions in local, regional or national areas to set sales and pricing levels for goods and services, to assess market potential and future trends and to develop business strategies.

3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in the field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitivity recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work in an office environment that is quiet in businesses, government departments and universities. Often using computers and large databases to compile and analyze data. May be required to travel locally, nationally and internationally to conduct research or to present economic information to clients, as well may attend conferences and meetings

3.4 Qualification / Education Requirements
Bachelor of Commerce or Economics or related field of work/discipline, higher qualification or equivalent.
4. Employment Requirements:

4.1 Experience
5 - 7 years and above

4.2 Example Employer

5. Related Employment Information:

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Econometrician - Economic adviser - Economic analyst - Economist - Labour economist

Examples of some related occupations:

Occupational Code: 3312

Title: Credit and loans officers

1. Job Description:
Analyze and evaluate financial information on applications for credit and loans and determine approval or disapproval of the client for the credit or loan or recommend to management approval or disapproval.

2. Job Summary:
Credit and loan officers evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. They assess the viability and credit risk of the prospective business and consumer loan proposal, and review controls, and also process and establish the applications and accounts. They also advise borrowers on financial status and payment methods. Includes mortgage loan officers and agents, collection analysts, loan servicing officers, and loan underwriters.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) interviewing applicants for personal, mortgage, student and business loans;
(b) researching and evaluating loan applicant’s financial status, references, credit and ability to repay the loan;
(c) submitting credit and loan applications to management with recommendations for approval or rejection;
(d) approving or rejecting loan applications within authorized limits ensuring that credit standards of the institution are respected;
(e) keeping records of payments, and preparing routine letters requesting payment for overdue accounts and forwarding these for legal action;
(f) completing credit and loan documentation.

3.2 Knowledge / Skills / Attributes
- Sales ability, good interpersonal and communication skills;
- Strong desire to succeed also are important qualities for loan officers;
- Mathematics - Knowledge of arithmetic, algebra, statistics, and their applications;
- Problem Solving - Responding to customer and internal organizational complaints and reviewing related information to develop and evaluate options and implement solutions;
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Monitoring - Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Quality Control Review - Conducting tests and reviews of products and service delivery to evaluate quality or performance;
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents;
- Writing - Communicating effectively in writing as appropriate for the needs of the audience;
- Oral Comprehension - The ability to provide quality customers services encompassing listening and understanding information and ideas presented through spoken words and sentences;
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making;
- Time Management - Managing one’s own time and the time of others;
- Instructing - Teaching others how to do something;
- Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things;
- English (technical finance related) Language - Knowledge of the structure and content of the finance related technical English terminologies;
- Information Communications Technology - Knowledge and use of relevant financial and/or accounting applications and programs;
- Team work or individual - job may require him/her to work alone or in conjunction with accounting, administrative and financial professionals.

3.3 Work Context / Conditions
Typically, work regular office hours. They may have to work longer hours at busy times. Banking, lending, or sales experience is highly valued by employers.

3.4 Qualification / Education Requirements
Diploma in finance, economics or a related field, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
2 - 3 years and above.

4.2 Example Employer
National Bank of Abu Dhabi, Abu Dhabi Commercial Bank, Al Masraf (erstwhile ARBIFT), Union National Bank, Commercial Bank of Dubai, Dubai Islamic Bank PJSC, Emirates

5. Related Employment Information :
5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Industry average

5.3 Employment Outlook / Job Prospects
Good

5.4 Job Titles / Related Occupations
Examples of job titles:
Loans officer - Mortgage officer

Examples of some related occupations:
Financial institution branch manager - Branch manager - Mortgage loan officer - Relationship manager - Commercial loan officer - Mortgage loan originator - Business banking officer - Commercial banker - Corporate banking officer - Portfolio manager - Insurance officer

NBD Bank, Emirates Islamic Bank, Mashreq Bank PSC, Sharjah Islamic Bank, Bank of Sharjah
Title: Accounting associate professionals

1. Job Description:
Maintain complete records of financial transactions of an undertaking and verify accuracy of documents and records relating to such transactions.

2. Job Summary:
Accounting associate professionals compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) maintaining complete records of all financial transactions of an undertaking according to general bookkeeping principles, with guidance from Accountants;
(b) verifying accuracy of documents and records relating to payments, receipts and other financial transactions;
(c) preparing financial statements and reports for specified periods;
(d) applying knowledge of bookkeeping principles and practices in order to identify and solve problems arising in the course of their work;
(e) using standard computer software packages to perform accounting and related calculations;
(f) supervising the work of accounts and bookkeeping clerks.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Usually work in offices with regular hours. They may travel to other branches and offices, or to attend conferences, meetings and training courses. Conditions at months-end can typically be stressful time due to heavy workloads to meet deadlines.

3.4 Qualification / Education Requirements
Diploma in accounting or related discipline, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
2 - 3 years and above.

4.2 Example Employer
Abu Dhabi Investment Council, Abu Dhabi Investment Authority, Ministry of Finance, UAE Central Bank, Sharjah Administration and Control Department, Dubai Development Board, Dubai International Capital (DIC)

5. Related Employment Information :
5.1 Occupational Size
More than 5,000 and less than 30,000
5.2 Indicative Salaries
Industry average
5.3 Employment Outlook / Job Prospects
Good
5.4 Job Titles / Related Occupations
Examples of job titles:
Bookkeeper

Examples of some related occupations:
Accountant - Actuarial assistant - Bookkeeping clerk - Accounting clerk - Accounting assistant - Accounts payables clerk - Account clerk - Accounts payable clerk - Accounts receivable clerk - Account receivable clerk - Accounts payable specialist - Accounting associate

Occupational Code : 3314
Title : Statistical, mathematical and related associate professionals

1. Job Description :
Application of mathematical principles to the collection, analysis, and presentation of numerical data.

2. Job Summary :
Statistical, mathematical and actuarial associate professionals assist in planning the collection, processing and presentation of statistical, mathematical or actuarial data and in carrying out these operations, usually working under the guidance of statisticians, mathematicians and actuaries.

3. Quick Facts :
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) assisting in planning and performing statistical, mathematical, actuarial, and related calculations;
(b) preparing detailed estimates of quantities and costs of materials and labour required for statistical census and survey operations;
(c) performing technical tasks connected with establishing, maintaining and using registers and sampling frames for census and survey operations;
(d) performing technical tasks connected with data collection and quality control operations in censuses and surveys;
(e) using standard computer software packages to perform mathematical, actuarial statistical accounting and related calculations;
(f) preparing statistical, mathematical, actuarial, accounting and other results for presentation in graphical or tabular form;
(g) applying knowledge of statistical, mathematical, actuarial, accounting and related principles and practices in order to identify and solve problems arising in the course of their work;
(h) supervising the work of statistical clerks.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or
- Professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work in offices with regular hours. They may travel locally, nationally or internationally to visit or meet clients/stakeholders and to undertake research. They may also attend conferences and seminars.

3.4 Qualification / Education Requirements
Diploma in statistics, mathematics or related discipline, higher qualification or equivalent. May require Bachelor or Master's in statistics or mathematics or related fields.

4. Employment Requirements:

4.1 Experience
3 years and above.

4.2 Example Employer
NASDAQ Dubai, Abu Dhabi Quality and Conformity Council, Abu Dhabi Securities Exchange, Department of Finance, UAE Central Bank, Dubai Gold & Commodities Exchange

5. Related Employment Information:

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Actuarial assistant - Mathematical assistant - Statistical assistant

Examples of some related occupations:
Actuary - Mathematician - Statistician - Accounting assistant - Statistical Clerk
Occupational Code: 3322

Title: Commercial sales representatives

1. Job Description:
Represent companies to sell various goods and services to businesses and other organizations and provide product specific information as required.

2. Job Summary:
Commercial sales representatives represent companies in selling an array of commercial, industrial, technical, medical and pharmaceutical products, goods and services. They often sell business to business such as industrial, commercial, retail, professional, health or other establishments. They develop business contact lists and networks and build and maintain client relations and acquire new accounts to improve sales or influences. They also conduct promotional exercises, client communications, information research and development, and other activities as required such to support the growth of an organization client base and sales. They may participate in exhibitions and trade shows and provide informed technical advice. Maybe required to be licensed, registered or certified to be permitted to work by a government authority, agency or approved certifying body.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) soliciting orders and selling goods to retail, industrial, wholesale and other establishments;
(b) selling equipment, supplies and related services to business establishments or individuals;
(c) obtaining and updating knowledge of market conditions and of employer’s and competitors’ goods and services;
(d) providing prospective customers with information about the characteristics and functions of the products and equipment for sale, and demonstrating its use or qualities;
(e) quoting prices and credit terms, recording orders and arranging deliveries;
(f) reporting customers’ reactions and requirements to suppliers and manufacturers;
(g) following up clients to ensure satisfaction with products purchased.

3.2 Knowledge / Skills / Attributes
- Specialist knowledge of principles, concepts and techniques in field of work and/or discipline;
- Higher knowledge of analyzing, planning, organizing and establishing policies, strategies, projections and/or conditions in the field of work and/or discipline;
- Broad knowledge of research principles and methods;
- Broad knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Knowledge of recent developments in the field of work and/or discipline;
- Knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work;
- Knowledge of political, government, legislative and regulatory systems related to the field of work;
- Knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work and/or discipline and more general subjects including OHSE and cultural understanding and awareness;
- Knowledge of principles, concepts and techniques in sensitively responding to and observing complex ethical issues;
- Effect information technology, management information systems, management techniques and tools for optimal field of work performance;
- Skills in research, analysis, consultation and synthesis of information to evaluate policies, strategies, projections and/or conditions and develop suggestions and/or relevant options;
- Manage broad level relationships and coordinate related activities of respective stakeholders;
- Broad skills and experience in policy analysis, formulation and research, in a sensitive and confidential environment;
- Produce concepts and convey suggestions from the spectrum of development experience;
- Negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop solutions to complex problems;
- Communicate with effect, and proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Well developed leadership and effective organizational skills, with capacity to organize and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and control risks associated with change, as well comply with ethical standards;
- Achieving results within tight timelines, and capacity to implement new policy directions;
- Highly developed organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Typically work regular business hours, although there maybe requirements for weekend work or evenings, to attend events or meet clients. They tend to spend most of their time working in offices and often travel to visit clients and other related establishments or sites. They may also be required to attain a given quota of sales within a set time frame, which can lead to pressurised work and stress.

3.4 Qualification / Education Requirements
Diploma/Associate degree in merchandising sales, business administration or related field of work/discipline, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
2 - 3 years and above.

4.2 Example Employer
Etisalat, Du, Atlas Telecom, Emirates Airline, Etihad Airways

5. Related Employment Information:
5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Industry average

5.3 Employment Outlook / Job Prospects
Good

5.4 Job Titles / Related Occupations
Examples of job titles:
After-sales service adviser - Canvasser - Commercial traveller

Examples of some related occupations:
Sales manager - Medical sales representative - Technical sales representative - Information and communications technology sales professional - Shop sales assistant - Door to door sales representative - Account manager - Account executive - Salesperson - Outside sales representative - Sales consultant - Account representative - Customer account technician - Inside sales person - Marketing associate

Occupational Code: 3323
Title: Buyers

1. Job Description:
Buy goods and services for use or resale on behalf of industrial, commercial, government or other establishments and organizations.

2. Job Summary:
Buyers (Purchasing Specialists) research, compare and plan, coordinate the purchasing process in an organization. They negotiate and generate contracts with service providers/suppliers and organize the issuance of purchase requisitions detailing the goods, products or services to be provided. They establish and maintain a service provider/supplier list including preferred provider list where part of the organization's policy, and develop relationships with them. Their primary objective is to negotiate with suppliers to obtain the best combination of prices, quality and services. They may also monitor and coordinate quality assurance measure in relation to affirming contractual deliverables in ongoing or long-term contract arrangements.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) determining or negotiating contract terms and conditions, awarding supplier contracts or recommending contract awards for the purchase of equipment, raw materials, products, services and the purchasing of merchandise for resale;
(b) obtaining information about requirements and stock and developing specifications for quantity and quality to be purchased, costs, delivery dates and other contract conditions;
(c) purchasing general and specialized equipment, materials or business services for use or for further processing by their establishment;
(d) inviting tenders, consulting with suppliers and reviewing quotations;
(e) purchasing merchandise for resale by retail or wholesale establishments;
(f) studying market reports, trade periodicals and sales promotion materials and visiting trade shows, showrooms, factories and product design events;
(g) selecting the merchandise or products that best fit the establishment's requirements;
(h) interviewing suppliers and negotiating prices, discounts, credit terms and transportation arrangements;
(i) overseeing distribution of merchandise to outlets and maintaining adequate stock levels;
(j) establishing delivery schedules, monitoring progress and contacting clients and suppliers to resolve problems.

3.2 Knowledge / Skills / Attributes
- Specialist knowledge of principles, concepts and techniques in field of work and/or discipline;
- Higher knowledge of analyzing, planning, organizing and establishing policies, strategies, projections and/or conditions in the field of work and/or discipline;
- Broad knowledge of research principles and methods;
- Broad knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Knowledge of recent developments in the field of work and/or discipline;
- Knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work;
- Knowledge of political, government, legislative and regulatory systems related to the field of work;
- Knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work and/or discipline and more general subjects including OHSE and cultural understanding and awareness;
- Knowledge of principles, concepts and techniques in sensitively responding to and observing complex ethical issues;
- Effect information technology, management information systems, management techniques and tools for optimal field of work performance;
- Skills in research, analysis, consultation and synthesis of information to evaluate policies, strategies, projections and/or conditions and develop suggestions and/or relevant options;
- Manage broad level relationships and coordinate related activities of respective stakeholders;
- Broad skills and experience in policy analysis, formulation and research, in a sensitive and confidential environment;
- Produce concepts and convey suggestions from the spectrum of development experience;
- Negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop solutions to complex problems;
- Communicate with effect, and proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Well developed leadership and effective organizational skills, with capacity to organize and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and control risks associated with change, as well comply with ethical standards;
- Achieving results within tight timelines, and capacity to implement new policy directions;
- Highly developed organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Usually work in offices with regular hours. They may travel locally, nationally or internationally to visit or meet suppliers and service providers and to undertake research in relation to them. They may also attend conferences and seminars. They may travel to other branches and offices to discuss and confirm purchasing requirements. Conditions at months-end may become be stressful due to heavy workloads to meet deadlines and payment schedules.

3.4 Qualification / Education Requirements
Certificate in procurement and contracting, purchasing, business administration or related field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
2 - 3 years and above.

4.2 Example Employer
Al Futtaim Group, Shalhoub Group, Al Tayer Group, Emirates Steel, DUBAL, Dnata, Etihad Rail, Mubadala Aero Space, Mubadala Oil and Gas

5. Related Employment Information :
5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good
5.4 Job Titles / Related Occupations

Examples of job titles:
Buyer - Purchasing agent - Procurement officer - Supply officer - Purchasing merchandiser

Examples of some related occupations:
Commodities broker - Procurement specialist - Purchasing assistant - Purchasing clerk
Procurement assistant - Purchasing specialist - Departmental buyer - Procurement officer
- Purchasing associate - Warehouse clerk

Occupational Code: 3332
Title: Conference and event planners

1. Job Description:
Organize and coordinate services for conventions, conferences, events, functions, banquets, workshops and seminars.

2. Job Summary:
Conference and event planners plan, organize, promote and conduct events such as conventions, conferences, receptions, launches, shows, functions, meetings, workshops for a variety of organizations, communities and groups. They also, manage the event proceedings and liaise and coordinate with service providers to ensure the event runs smoothly and to schedule. They may develop business contact lists and networks and build and maintain client relations to improve opportunities to conduct events on behalf of clients. They may conduct marketing, client communications and information research and development with respect to potential clients. Maybe required to be licensed, registered or certified to be permitted to work by a government authority, agency or approved certifying body.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) promoting conferences, conventions and trade shows to potential customers;
(b) responding to inquiries concerning services provided and costs for room and equipment hire, catering and related services;
(c) meeting with clients to discuss their needs and outlining package options to meet these needs;
(d) arranging and coordinating services, such as, conference facilities, catering, signage, displays, audiovisual and computer equipment, accommodation, transport and social events, for participants, logistical arrangements for presenters;
(e) organizing registration of participants;
(f) negotiating the type and costs of services to be provided within budget;
(g) overseeing work by contractors and reporting on variations to work orders.

3.2 Knowledge / Skills / Attributes
- Specialist knowledge of principles, concepts and techniques in field of work and/or discipline;
- Higher knowledge of analyzing, planning, organizing and establishing policies, strategies, projections and/or conditions in the field of work and/or discipline;
- Broad knowledge of research principles and methods;
- Broad knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Knowledge of recent developments in the field of work and/or discipline;
- Knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work;
- Knowledge of political, government, legislative and regulatory systems related to the field of work;
- Knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work and/or discipline and more general subjects including OHSE and cultural understanding and awareness;
- Knowledge of principles, concepts and techniques in sensitively responding to and observing complex ethical issues;
- Effect information technology, management information systems, management techniques and tools for optimal field of work performance;
- Skills in research, analysis, consultation and synthesis of information to evaluate policies, strategies, projections and/or conditions and develop suggestions and/or relevant options;
- Manage broad level relationships and coordinate related activities of respective stakeholders;
- Broad skills and experience in policy analysis, formulation and research, in a sensitive and confidential environment;
- Produce concepts and convey suggestions from the spectrum of development experience;
- Negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop solutions to complex problems;
- Communicate with effect, and proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Well developed leadership and effective organizational skills, with capacity to organize and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and control risks associated with change, as well comply with ethical standards;
- Achieving results within tight timelines, and capacity to implement new policy directions;
- Highly developed organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Typically work in offices and wherever events are held. It includes all types and forms of indoor and outdoor venues and facilities. They may be required to travel to events, meet clients and service providers locally, nationally and internationally. Work conditions may vary depending on the venue and type of event. The work may become stressful leading up to and during the holding of the event. May also, attend conferences and seminars to gain information and ideas.

3.4 Qualification / Education Requirements
Diploma/Associate degree in business administration, events management, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
2 - 3 years and above.

4.2 Example Employer
Abu Dhabi National Exhibition Centre, Abu Dhabi Tourism and Culture Authority, Western Region Development Council, Abu Dhabi Tourism Authority (ADTC)

5. Related Employment Information :
5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Industry average

5.3 Employment Outlook / Job Prospects
Good

5.4 Job Titles / Related Occupations
Examples of job titles:
Conference and event organizer - Conference planner - Wedding planner

Examples of some related occupations:
Event project manage - Event coordinator - Banquet planner - Convention Services Manager (CSM) - Conference Planning Manager - Conference Services Manager - Catering Manager - Events Manager - Conference Planner - Director of Conference Services - Conference Manager - Director of Events
Occupational Code: 3339

Title: Business services agents not elsewhere classified

1. Job Description:
Develop, establish, manage and maintain business contacts and sell or solicit business products, goods and services.

2. Job Summary:
This unit group covers business services agents not classified elsewhere. For instance, the group includes those who establish business contacts, sell business services such as advertising space in the media, arrange contracts for performances of athletes, entertainers and artists, for the publication of books, the production of plays, or the recording, performance and sale of music sell property and goods by auction and who design and organize package and group tours. They develop business contact lists and networks and build and maintain client relations to improve sales or influences. They also conduct marketing, client communications, information research and development, and other activities as required such as supporting the growth of an organization client base. Maybe required to be licensed, registered or certified to be permitted to work by a government authority, agency or approved certifying body.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) obtaining information about services to be sold and needs of prospective buyers;
(b) negotiating contracts on behalf of seller or buyer and explaining terms of sale and payment to client;
(c) signing agreements on behalf of seller or buyer and ensuring that contract is honoured;
(d) making sure that the business service purchased is made available to the buyer in the agreed format at the agreed time;
(e) selling by auction various kinds of property, cars, commodities, livestock, art, jewellery and other objects.
(f) organizing group tours for business or vacation travel and making bulk travel and accommodation bookings.

3.2 Knowledge / Skills / Attributes
- Specialist knowledge of principles, concepts and techniques in field of work and/or discipline;
- Higher knowledge of analyzing, planning, organizing and establishing policies, strategies, projections and/or conditions in the field of work and/or discipline;
- Broad knowledge of research principles and methods;
- Broad knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Knowledge of recent developments in the field of work and/or discipline;
- Knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work;
- Knowledge of political, government, legislative and regulatory systems related to the field of work;
- Knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work and/or discipline and more general subjects including OHSE and cultural understanding and awareness;
- Knowledge of principles, concepts and techniques in sensitively responding to and observing complex ethical issues;
- Effect information technology, management information systems, management techniques and tools for optimal field of work performance;
- Skills in research, analysis, consultation and synthesis of information to evaluate policies, strategies, projections and/or conditions and develop suggestions and/or relevant options;
- Manage broad level relationships and coordinate related activities of respective stakeholders;
- Broad skills and experience in policy analysis, formulation and research, in a sensitive and confidential environment;
- Produce concepts and convey suggestions from the spectrum of development experience;
- Negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop solutions to complex problems;
- Communicate with effect, and proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Well developed leadership and effective organizational skills, with capacity to organize and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and...
control risks associated with change, as well comply with ethical standards;
- Achieving results within tight timelines, and capacity to implement new policy directions;
- Highly developed organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Typically work regular business hours, although there maybe requirements for weekend work or evenings, to attend client meetings/events. They tend to spend most of their time working in offices and often travel to visit clients and other related establishments or sites. They may also be required to attain a given quota of sales within a set time frame, which can lead to pressurised work and stress.

3.4 Qualification / Education Requirements
Diploma in sales/business administration, or related field of work, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
2 - 3 years and above.

4.2 Example Employer
Du, Etisalat, C4 Advanced Solutions, Abu Dhabi Airports Company (ADAC), Etihad Rail, Dubai International Airport, Auction houses, TwoFour54, Gulf News Broadcasting

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Industry average

5.3 Employment Outlook / Job Prospects
Good

5.4 Job Titles / Related Occupations
Examples of job titles:
Auctioneer - Advertising salesperson - Literary agent - Musical performance agent - Sports agent - Theatrical agent - Tour operator

Examples of some related occupations:
Tour manager - Energy brokers - Account manager - Advertising account representative - Directory advertising sales representative

1. Job Description :
Supervise and coordinate office administrative systems and the activities of workers such as clerical and administrative workers

2. Job Summary :
Office supervisors supervise and coordinate the different office support services and personnel that are needed to ensure the success of an office. It may include handling the reception and secretarial services, ordering needed office supplies, keeping good lines and systems of communication open and available, handling or solving administration issues and problems as well as coordinating the planning and scheduling of travel, processing data and monitoring security. Typically, they are also in charge of supervising staff, coordinating and performance managing the staff and their responsibilities including scheduling, interviewing and testing prospective job applicants, as well as promoting job opportunities. They also provide reports to manager(s), coordinate related administrative support systems access and availability, and communicate with services providers, contractors, clients and members of the public to achieve results.

3. Quick Facts :
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) coordinating, assigning and reviewing the work of clerks engaged in the following duties: word processing, record keeping and filing, operating telephones and switchboards; data entry, desktop publishing and other activities involving general office and administrative skills;
(b) establishing work schedules and procedures and co-coordinating activities with other work units or departments;
(c) resolving work-related problems and preparing and submitting progress and other reports;
(d) training and instructing employees in job duties, safety procedures and company policies, or arranging for training to be provided;
(e) evaluating employees’ job performance and conformance to regulations, and recommending appropriate personnel action;
(f) assisting in recruitment, interviewing, and selection of employees.

3.2 Knowledge / Skills / Attributes
- Specialist knowledge of principles, concepts and techniques in field of work and/or discipline;
- Higher knowledge of analyzing, planning, organizing and establishing policies, strategies, projections and/or conditions in the field of work and/or discipline;
- Broad knowledge of research principles and methods;
- Broad knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Knowledge of recent developments in the field of work and/or discipline;
- Knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work;
- Knowledge of political, government, legislative and regulatory systems related to the field of work;
- Knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work and/or discipline and more general subjects including OHSE and cultural understanding and awareness;
- Knowledge of principles, concepts and techniques in sensitively responding to and observing complex ethical issues;
- Effect information technology, management information systems, management techniques and tools for optimal field of work performance;
- Skills in research, analysis, consultation and synthesis of information to evaluate policies, strategies, projections and/or conditions and develop suggestions and/or relevant options;
- Manage broad level relationships and coordinate related activities of respective stakeholders;
- Broad skills and experience in policy analysis, formulation and research, in a sensitive and confidential environment;
- Produce concepts and convey suggestions from the spectrum of development experience;
- Negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop solutions to complex problems;
- Communicate with effect, and proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Well developed leadership and effective organizational skills, with capacity to organize and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and control risks associated with change, as well comply with ethical standards;
- Achieving results within tight timelines, and capacity to implement new policy directions;
- Highly developed organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Usually work in offices with regular hours. They may travel to other branches and offices, or to attend conferences, meetings and training courses. Conditions at months-end can typically be stressful time due to heavy workloads to meet deadlines.

3.4 Qualification / Education Requirements
Secondary School Certificate or related field of work/discipline, higher qualification or equivalent. Some employers may seek vocational technical Certificate in business administration or comparable equivalent.

4. Employment Requirements :
4.1 Experience
3 years and above.

4.2 Example Employer
Emirates Identity Authority, Emirates Nuclear Energy Corporation, Advanced Integrated Systems, FAHR, MOPA, Ministry of Social Affairs, National Union Bank, ADWEA, ADDC, DEWA, TRANSCO, Emirates Steel, Emirates Airline, Etihad Airways

5. Related Employment Information :
5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Industry average

5.3 Employment Outlook / Job Prospects
Good

5.4 Job Titles / Related Occupations
Examples of job titles:
Clerical supervisor - Data entry supervisor - Filing clerks supervisor - Personnel clerks supervisor

Examples of some related occupations:
Medical records unit supervisor - Office manager - Team leader - Customer service manager - Customer service supervisor - Accounting manager - Director - Office coordinator - Accounts payable supervisor - Administrative supervisor
Occupational Code: 3342

Title: Legal secretaries

1. Job Description:
Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. Use legal terminology, procedures, and documents. Undertake secretarial duties. May also assist with legal research.

2. Job Summary:
Legal secretaries apply specialized knowledge of legal terminology and procedures in providing support to legal professionals with communication, documentation and internal managerial coordination activities, in law offices, legal departments of large firms and governments. They design and format, proofread and assist in interpreting legal documents, attend meetings and implement related actions. They also organize and coordinate office support services, monitor and control resources and oversee spending including supervising or performing related clerical and administrative duties related to legal work. They may undertake research and assist in writing reports as required.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) preparing and processing legal documents and papers, such as deeds, wills, affidavits and briefs;
(b) reviewing and proofreading documents and correspondence to ensure compliance with legal procedures;
(c) mailing, faxing, or arranging for delivery of legal correspondence to clients, witnesses, and court officials;
(d) organizing and maintaining documents, case files and law libraries;
(e) screening requests for meetings, scheduling and organizing meetings;
(f) assisting in the preparation of budgets, monitoring of expenditures, drafting of contracts and purchasing or acquisition orders;
(g) supervising the work of office support workers.

3.2 Knowledge / Skills / Attributes
- Specialist knowledge of principles, concepts and techniques in field of work and/or discipline;
- Higher knowledge of analyzing, planning, organizing and establishing policies, strategies, projections and/or conditions in the field of work and/or discipline;
- Broad knowledge of research principles and methods;
- Broad knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Knowledge of recent developments in the field of work and/or discipline;
- Knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work;
- Knowledge of political, government, legislative and regulatory systems related to the field of work;
- Knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work and/or discipline and more general subjects including OHSE and cultural understanding and awareness;
- Knowledge of principles, concepts and techniques in sensitively responding to and observing complex ethical issues;
- Effect information technology, management information systems, management techniques and tools for optimal field of work performance;
- Skills in research, analysis, consultation and synthesis of information to evaluate policies, strategies, projections and/or conditions and develop suggestions and/or relevant options;
- Manage broad level relationships and coordinate related activities of respective stakeholders;
- Broad skills and experience in policy analysis, formulation and research, in a sensitive and confidential environment;
- Produce concepts and convey suggestions from the spectrum of development experience;
- Negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop solutions to complex problems;
- Communicate with effect, and proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Well developed leadership and effective organizational skills, with capacity to organize and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team.
- Personal drive and integrity, the ability to self-manage and the capacity to identify and control risks associated with change, as well comply with ethical standards;
- Achieving results within tight timelines, and capacity to implement new policy directions;
- Highly developed organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Legal secretaries work in law offices, corporations or wherever attorneys may be employed. Usually work in offices with regular hours. They may travel to other branches and firms, or to attend conferences, meetings and training courses. Conditions may become stressful during periods of heavy workloads related to supporting legal staff, witnesses and documentation delivery for court proceedings and court deadlines.

3.4 Qualification / Education Requirements
Diploma in legal administration, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
2 - 3 years and above.
4.2 Example Employer
Abu Dhabi Judicial Department, Department of Transportation, Department of Economic Development, Dubai Courts, law firms

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000
5.2 Indicative Salaries
Above the industry average
5.3 Employment Outlook / Job Prospects
Very good
5.4 Job Titles / Related Occupations
Examples of the occupations here:
Legal secretary - Legal practice manager
Examples of some related occupations:
Legal assistant - Para-legal officer - Magistrate assistant - Confidential secretary - Judicial administrative assistant - Legal administrative secretary - Litigation assistant - Secretary

Occupational Code : 3343
Title : Administrative and executive secretaries

1. Job Description :
Secretaries and administrative assistants perform a variety of administrative and clerical duties necessary to run an organization efficiently.

2. Job Summary :
Administrative and executive secretaries perform liaison, coordination and organizational tasks in support of managers and professionals and/or prepare correspondence, reports and records of proceedings and other specialized documentation.

3. Quick Facts :
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) drafting administrative correspondence and minutes;
(b) obtaining, proposing and monitoring deadlines and follow-up dates;
(c) screening requests for meetings, scheduling and organizing meetings and travel arrangements;
(d) assisting in the preparation of budgets, monitoring of expenditures, drafting of contracts and purchasing or acquisition orders;
(e) liaising with other staff about a range of matters relating to the organization's operations;
(f) writing and answering business or technical letters and other similar correspondence;
(g) preparing verbatim reports of proceedings in legislative assemblies, courts of law or other places using shorthand or specialized office equipment;
(h) supervising the work of clerical support workers.

3.2 Knowledge / Skills / Attributes
- Performing and coordinating an office’s administrative activities;
- Storing, retrieving, and integrating information for dissemination to staff and clients;
- Serving as information and communication managers for an office;
- Planning and scheduling meetings and appointments;
- Organizing and maintaining paper and electronic files;
- Managing office projects;
- Conducting research and disseminating information by using the telephone, mail services, websites, and e-mail;
- May handle travel and guest arrangements;
- High level word processing skills and use computers to do tasks previously handled by managers and professionals; such as creating spreadsheets, composing correspondence, managing databases, and creating presentations, producing reports and documents using desktop publishing software and digital graphics;
- Negotiating with vendors, maintaining and examining leased equipment, purchasing supplies, managing areas such as boardrooms, stockrooms or corporate libraries, and retrieving data from various sources;
- Providing high-level administrative support for an office and for top executives of an organization; performing generalist clerical tasks than do secretaries and more information management;
- Arranging conference calls and supervising other clerical staff, they may handle more complex responsibilities such as reviewing incoming memos, submissions, and reports in order to determine their significance and to plan for their distribution;
- Preparing agendas and making arrangements for meetings of committees and executive boards;
- Preparing correspondence and legal papers such as summonses, complaints, motions, responses, and subpoenas under the supervision of an attorney or a paralegal.

3.3 Work Context / Conditions
Managers and professionals have assumed many tasks traditionally assigned to secretaries and administrative assistants, such as keyboarding and answering the telephone. Because secretaries and administrative assistants do less dictation and word processing, they now have time to support more members of the executive staff. In a number of organizations, secretaries and administrative assistants work in teams to work flexibly and share their expertise. Many secretaries and administrative assistants provide training and orientation for new staff, conduct research on the Internet, and operate and troubleshoot new office technologies. Specific job duties vary with experience and titles; such as executive secretaries and administrative assistants.

3.4 Qualification / Education Requirements
Diploma in secretaries and administrative assistants or related field of work, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience
2 - 3 years and above.

4.2 Example Employer
Department of Municipality Affairs, National Consultative Council, The General Secretariat of the Executive Council

5. Related Employment Information :

5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Executive secretary - Correspondence assistant - Personal assistant - Court reporter - Executive assistant

Examples of some related occupations:
Executive secretary - Secretary (general) - Medical transcriptionist
Occupational Code: 3411

Title: Legal and related associate professionals

1. Job Description:
Perform support functions in courts of law or in law offices.

2. Job Summary:
Legal and related associate professionals undertake clerical and administrative duties for courts of law or law offices. They provide services related to such legal matters as insurance contracts, the transferring of property and the granting of loans and other financial transactions or conduct investigations for clients. It may include preparing docket of cases to be called, securing information for judges, and contacting witnesses, attorneys, and litigants to obtain information for the court and maintaining order in the court.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) documenting court proceedings and judgements;
(b) serving statements of claims, summonses, warrants, subpoenas and other court orders;
(c) maintaining order in court and hearing rooms;
(d) preparing legal documents including trial briefs, pleadings, appeals, wills and contracts and preparing, papers summarising legal positions, or setting out conditions of loans or insurance;
(e) investigating facts, assembling evidence and researching relevant statutes, decisions and other legal documents to prepare cases;
(f) advising clients on legal matters;
(g) examining documentation such as mortgages, liens, judgements, easements, contracts and maps in order to verify properties' legal descriptions and ownership;
(h) preparing documents relating to transfer of real estate, stocks or other matters requiring formal registration;
(i) investigating possible cases of theft of goods, money or information from business establishments and of other possible cases of unlawful behaviour by customers or employees;

3.2 Knowledge / Skills / Attributes
- Knowledge of laws, regulations and standards pertaining to the field of legal related work in the UAE and/or specific Emirates;
- Administrative and coordination skills;
- Storing, retrieving, and integrating information skills;
- Information and communication skills;
- Planning and scheduling skills;
- Organizing skills, including maintenance of documentation and electronic files travel coordination of judiciary/legal/professional officers and/or witnesses;
- Research and distribution information skills;
- High level communication skills including use of the telephone, mail and text services, websites, and e-mail;
- High level word processing skills and use computers and dictation devices to do tasks previously handled by judges, managers and professionals; such as creating spreadsheets, composing and/or transcribing correspondence, managing databases, and creating presentations, producing reports and documents using desktop publishing software and digital graphics;
- Negotiating with relevant court, legal, professional officers, witnesses;
- High-level administrative support, information management, and clerical skills;
- Arranging and supervising staff, includes handling sensitive and complex issues and responsibilities related to reviewing memos, submissions, and reports in order to determine their significance and to plan for their distribution;
- Preparing correspondence and legal papers related to summonses, complaints, motions, responses, and subpoenas.

3.3 Work Context / Conditions
Typically work in courts of law or law offices and work regular office hours. In some instances may be required to travel to serve summonses or execute warrants, as required. Often are the liaison between the magistracy, legal practitioners and members of the public.

3.4 Qualification / Education Requirements
Diploma in paralegal associate or related field of work, higher qualification or equivalent.

4. Employment Requirements:

4.1 Experience
3 years and above.

4.2 Example Employer
Abu Dhabi Judicial Department, Private Lawyer Companies, Norton Rose Group, UAE and Emirate courts, Private Security companies, Department of Economic Development, Municipality/Local government titles offices
5. Related Employment Information:

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations

Examples of job titles:
Bailiff - Judge's clerk - Conveyancing clerk - Court clerk - Justice of the peace - Law clerk - Legal assistant - Paralegal - Private detective - Title searcher

Examples of some related occupations:
Court officer - Court specialist - Lawyer - Judge - Notary - Legal secretary - Judicial assistant - Deputy clerk of court - Sheriff - Court registrar

1. Job Description:
Instruct or coach teams and individuals in fundamentals of the chosen sport, evaluate and look to improve their performance, understanding and skills in the sport, prepare them for competition, and where required, officiate at sporting events.

2. Job Summary:
Sports coaches, instructors and officials work with amateur and professional sportspersons to enhance performance, encourage greater participation in sport, and organize and officiate in sporting events according to established rules. They often study developments in human sciences, psychology and physiology, strategies, endurance, techniques and practices to improve the way teams and individuals perform or play their sport by analyzing their performances and those of other competitors, recommend new or modified approaches, instruct or coach them, to trial and develop new skills and techniques, as well provide motivation and enhancing their capabilities. They may also manage staff and coordinate clinic, camp and club events to build trust, spirit and motivation. They typically have mastery of the rules of the game whether at amateur and professional level and can assist in officiating during competition and events.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) identifying strengths and weaknesses of athletes or teams;
(b) planning, developing and implementing training and practice sessions;
(c) developing, planning and coordinating competitive schedules and programs;
(d) motivating and preparing athletes or teams for competitive events or games;
(e) formulating competitive strategy, developing game plans and directing athletes and players during games or athletic events;
(f) analyzing and evaluating athletes’ or teams’ performances and modifying training programs;
(g) monitoring and analyzing technique and performance, and determining how future improvements can be made;
(h) officiating at sporting events or athletic competitions to maintain standards of play and to ensure that game rules and safety regulations are observed;
(i) recording lapsed time and keeping score during events or competitions;
(j) judging the performance of competitors, awarding points, imposing penalties for infractions and determining results;

(k) compiling scores and other athletic records.

3.2 Knowledge / Skills / Attributes
- Knowledge principles, practices and techniques in relevant field of sport science(s);
- Knowledge of relevant rules and regulation for respective field of sport(s) science(s);
- Evaluation skills in assessing strengths and weaknesses of athletes or teams;
- Planning and coordination skills;
- Motivation skills for preparing athletes or teams for competitive events or games;
- Strategizing and formulating skills for competitive events;
- Analysis skills in evaluation of athletes’ or teams’ performances, techniques, and modification of training programs;
- Demonstrated skills in officiating sporting events or athletic competitions;
- Demonstrated skills in use of equipment, tools and technologies in recording athletes’ or teams’ results during events or competitions;
- Judging skills in performance of competitors, awarding points, imposing penalties for infractions and determining results;
- As well as rules, techniques, practices for compiling scores and athlete or team records.

3.3 Work Context / Conditions
May work long and irregular hours, including early mornings, evenings and weekends in indoor sports facilities such as gymnasiums, arenas and sport centres, or outdoors in all weather conditions on football fields, courses, courts, cricket fields, race tracks, swimming pools, and other outdoor sports arenas and areas in a voluntary or paid position. Work may be stressful dependent on level and standard of the sport. May need to travel locally, nationally and internationally to events, competitions and conferences or seminars.

3.4 Qualification / Education Requirements
Diploma in sport sciences in relevant field of work, or related field of sport/discipline, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience
3 years and above.

4.2 Example Employer

5. Related Employment Information :

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Sports coach - Referee - Ski instructor - Sports official - Swimming instructor
Examples of some related occupations:
Fitness instructor - Horse riding instructor - Professional sportspersons - Recreation officer - Sports administrator - Sports development officer
Occupational Code: 3423

Title: Fitness and recreation instructors and program leaders

1. Job Description:
Lead, guide and instruct groups and individuals in recreational, fitness or outdoor adventure activities.

2. Job Summary:
Fitness and recreation instructors and program leaders develop programs and plans covering a variety of physical, adventure or recreational activities for groups and individuals. It may involve them assessing, teaching, training and supervising such activities taking into account risk management and health limits of individuals.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) planning and carrying out recreational and fitness activities;
(b) monitoring recreational, sports or fitness activities to ensure safety and provide emergency or first aid assistance when required;
(c) evaluating and monitoring clients' abilities and fitness and recommending activities;
(d) demonstrating and teaching body movements, concepts and skills used in fitness routines and recreational activities;
(e) instructing in the use of equipment;
(f) explaining and enforcing safety procedures, rules and regulations.

3.2 Knowledge / Skills / Attributes
- Planning skills;
- Knowledge principles, practices and techniques in relevant field of fitness or recreational activities(s);
- Knowledge of relevant rules and regulations for respective field of fitness or recreational activities(s);
- Evaluation and monitoring skills in assessing strengths and weaknesses of clients’ abilities/fitness and recommending activities;
- Planning and coordination skills;
- Demonstration and instruction techniques and skills;
- Motivation skills for empowering clients’ to implement and follow through on recommended programs or activities;
- Managing and communicating safety and emergency measures such first aid;
- Proficient in administering first aid;
- Analysis skills in evaluation of clients’ performances, techniques, and modification of programs or activities;
- Demonstrated skills in officiating fitness or recreational events or programs;
- Demonstrated skills in explaining correct use of equipment, tools and technologies and where appropriate, recording clients’ results during programs or activities;
- Judging skills in performance of fitness programs or activities in awarding points, imposing penalties for infractions and determining results; as well as rules, techniques, practices for compiling scores and client records.

3.3 Work Context / Conditions
May work indoor, outdoor or a combination in conducting the activities. May involve working irregular hours including shift work to meet client requirements as well as working at a number of different locations, in sometimes differing weather conditions. It may be at a fitness centre, clinical setting, private practice or workplace, or in the mountains. It could be in an array of activities such as rafting, kayaking, diving, skiing, hunting, fishing, climbing, tramping and caving or bicycle touring, bushwalking, swimming, canoeing, caving, cross country skiing, horse trekking, rafting, rock climbing and sailing.

3.4 Qualification / Education Requirements
Diploma in fitness or leisure and recreation programs or related field of work, higher qualification or equivalent.

4. Employment Requirements:

4.1 Experience
3 years and above.

4.2 Example Employer
Abu Dhabi Sports Council, General Directorate of Abu Dhabi Police, Critical National Infrastructure Authority, Armed Forces, Police

5. Related Employment Information:

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good
5.4 Job Titles / Related Occupations

Examples of job titles:
Aerobics instructor - Fitness instructor - Horse riding instructor - Outdoor adventure guide
- Personal trainer - Sailing instructor - Underwater diving instructor

Examples of some related occupations:
Ski instructor - Swimming instructor - Snowsport Instructor - Diving instructor - Adventure
guide - Lifeguard - Sports development officer - Sportsperson - Teacher - Physical Education
(PE)

Occupational Code: 4211

Title: Bank tellers and related clerks

1. Job Description:
A bank teller and related clerks helps customers look after their personal and business banking
needs.

2. Job Summary:
Bank tellers and related clerks deal directly with clients of banks or post offices in connection
with receiving, changing and paying out money, or providing mail services. They are responsible
handling deposits, withdrawals, transfers, and bill/loan payments; making out money orders,
producing and cashing certified cheques and travellers’ cheques; calculating and making foreign
currency exchanges; processing loans and investments; and accurately processing routine
transactions at a bank.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) process customer cash deposits and withdrawals, cheques, transfers, bills, credit card
payments, money orders, certified cheques and other related banking transactions;
(b) crediting and debiting clients’ accounts;
(c) paying bills and making money transfers on clients’ behalf;
(d) receiving mail, selling postage stamps and conducting other post office counter business
such as bill payments, money transfers and related business;
(e) changing money from one currency to another, as requested by clients;
(f) making records of all transactions and reconciling them with cash balance.

3.2 Knowledge / Skills / Attributes
- Knowledge of principles and processes for providing customer and personal services;
  This includes customer needs assessment, meeting quality standards for services, and
  evaluation of customer satisfaction;
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications;
- Knowledge of the structure and content of banking and finance technical related English
terminologies;
- Knowledge of related computer hardware and software applications and programming;
- Knowledge of administrative and clerical procedures and systems such as word
  processing, managing files and records, stenography and transcription, designing forms,
3.3 Work Context / Conditions

Bank tellers are responsible for quickly and accurately processing routine transactions that customers conduct at banks. Tellers are usually trained on the job. Tellers’ hours vary from limited part-time to full-time. Employment in some branches may require working evenings and weekends. Tellers may be on their feet or seated for most of the working day. The work can be pressured during busy periods.

3.4 Qualification / Education Requirements

Secondary School Certificate, Certificate in banking or related field of work, higher qualification or equivalent.

4. Employment Requirements:

4.1 Experience

2 year and above.

4.2 Example Employer

Hilal Bank, Emirates NBD, Dubai Islamic Bank

5. Related Employment Information:

5.1 Occupational Size

More than 30,000

5.2 Indicative Salaries

Above the industry average

5.3 Employment Outlook / Job Prospects

Very good

5.4 Job Titles / Related Occupations

Examples of job titles:

Post office counter clerk - Money changer - Bank teller

Examples of job titles:

Cashier - Banker - Customer service representative - Information clerk - Personal financial services specialist - Personal banking representative - Teller
Occupational Code: 4227

Title: Survey and market research interviewers

1. Job Description:
Interview people and record their responses to survey and market research questions on a range of topics, and also, collect information.

2. Job Summary:
Survey and market researchers may be employed directly by a company (known as client-side) and work to collect information for them on customer opinions, investment and marketing decisions. A large number are employed by marketing agencies which range in type, character and size. They may work on an array of project activities concurrently for a range of companies and industries.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) contacting individuals by telephone or in person and explaining the purpose of the interview;
(b) asking questions following the outlines of questionnaires and surveys;
(c) recording responses on paper or entering responses directly into a computer database through computer-assisted interviewing systems;
(d) identifying and resolving inconsistencies in responses;
(e) providing feedback to survey sponsors concerning problems in obtaining valid data;
(f) preparing briefs and commissioning research;
(g) formulating a plan/proposal and presenting it to the client or senior management;
(h) writing and managing the distribution of surveys and questionnaires;
(i) briefing interviewers and researchers;
(j) liaising with and managing survey staff;
(k) moderating focus groups;
(l) undertaking ethnographic research (observing people in their homes and other environments);
(m) conducting qualitative or quantitative surveys, which may involve field, interview or focus group assessments;
(n) using statistical software to manage and organize information;
(o) monitoring the progress of research projects;
(p) analyzing and interpreting data to identify patterns and solutions, including surveys and focus group transcripts;
(q) writing detailed reports and presenting results;
(r) advising clients/senior management on how to best use research findings;
(s) managing budgets.

3.2 Knowledge / Skills / Attributes
- Knowledge of research design, data collection, and data analysis;
- Knowledge of qualitative and quantitative modes of inquiry;
- Data collection and data analysis skills;
- Qualitative and quantitative modes of inquiry skills;
- Interpersonal skills, with strong written and oral communication skills;
- Very good analytical and numerical skills;
- Accuracy and attention to detail;
- Ability to use initiative;
- Excellent organizational skills;
- Business awareness;
- Creativity and problem-solving skills;
- Teamwork and negotiation skills;
- Flexibility and self-motivation;
- Information Communication and Technology literacy;
- Interest in psychology and behaviour.

3.3 Work Context / Conditions
Work across a range of different locations including market research offices and call/telemarketing centres. They may also conduct surveys in commercial environments, homes or on the street. Sometimes they travel locally or nationally to conduct the surveys. Working conditions may vary depending on where the interviews are conducted. They may also be required to finish a given quota of interviews within a set time frame, which can lead to pressurised work and stress.

3.4 Qualification / Education Requirements
Diploma in social research methods or a related discipline, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
3 - 4 years and above.
4.2 Example Employer
SCAD, National Bureau of Statistics, Emirates Centre for Strategic Studies and Research

5. Related Employment Information:

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations

Examples of job titles:
Market research interviewer - Public opinion interviewer - Survey interviewer

Examples of job titles:
Marketing professional - Market analyst - Market researcher - Marketing clerk - Tele/call centre interviewer

Occupational Code: 4311
Title: Accounting and bookkeeping clerks

1. Job Description:
Bookkeeping, accounting, and auditing clerks produce financial records for organizations. They record financial transactions, update statements, and check financial records for accuracy.

2. Job Summary:
Accounting, bookkeeping auditing clerks compute, classify, and record numerical data to keep financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) checking figures, postings, and documents for correct entry, mathematical accuracy, and proper codes;
(b) operating computers programmed with accounting software to record, store, and analyze information;
(c) classifying, recording, and summarizing numerical and financial data to compile and keep financial records, using journals and ledgers or computers;
(d) calculating, preparing, and issuing bills, invoices, account statements, and other financial statements according to established procedures;
(e) compiling statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses;
(f) using specialized accounting software, spreadsheets, and databases.

3.2 Knowledge / Skills / Attributes
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data;
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology;
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications;
- Knowledge of the structure and content of the accounting and auditing technical related English terminologies;
- Knowledge of related computer hardware and software applications and programming;
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology;
- Knowledge of principles and methods for showing, promoting, and selling products or services; This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems;
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data;
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions;
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the cultural/political processes;
- Keep customer information confidential;
- Communicating effectively by giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times including empathy (perceptive and sensitive to the feelings and attitudes of others) and talking to others to convey correct information;
- Problem solving to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Using mathematics to solve problems;
- Actively looking for ways to help people;
- Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Flexibility to work effectively in a variety of situations and adapt to new ways of doing things;
- Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Information Communications Technology - Knowledge and use of relevant accounting and financial applications and programs;
- Communicating effectively in writing as appropriate for the needs of the audience including understanding written sentences and paragraphs in work related documents;
- Time Management - Managing one's own time and the time of others;
- Team work or individual - job may require him/her to work alone or in conjunction with other support or related personnel.

3.3 Work Context / Conditions
Work in a variety of office settings, including financial offices, bank branches, medical offices, industrial and commercial offices and government agencies. Work is typically full-time but may also be part-time.

3.4 Qualification / Education Requirements
Secondary School Certificate, Diploma in business or accounting or related field of work, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
2 years and above.

4.2 Example Employer
Abu Dhabi Accountability Authority, Abu Dhabi National Exhibition Centre, Mubadala Development Company

5. Related Employment Information :
5.1 Occupational Size
More than 30,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of the occupations included here:
Accounts clerk - Bookkeeping clerk - Cost computing clerk

Examples of job titles:
Accounts technician - Finance officer - Commissions officer - Payroll clerk - Accounts Payable officer - Accounts Receivable officer - Accounts officer and administrator - Bill and account collector - Information clerks
Occupational Code: 4312
Title: Statistical, finance and insurance clerks

1. Job Description:
Compile and tabulate facts or numerical data such as costs, sales, life related expectancy probabilities and volume for use in data processing or statistical studies as well may assist actuaries in insurance companies in determining risk options.

2. Job Summary:
Statistical, finance and insurance clerks obtain, compile and compute statistical or actuarial data or perform clerical tasks relating to the transactions of insurance establishments, banks and other financial establishments.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) processing insurance enrolments, cancellations, claims transactions, policy changes and payments;
(b) obtaining and compiling statistical or actuarial data based on routine or special sources of information;
(c) calculating totals, averages, percentages and other details and presenting them in the required tabular form;
(d) preparing financial documents, and calculating interest or brokerage charges and stamp duties payable;
(e) maintaining records of bonds, shares and other securities bought or sold on behalf of clients or employer.

3.2 Knowledge / Skills / Attributes
- Knowledge of economic, financial, insurance and actuarial principles and practices, the insurance and financial markets, banking and the analysis and reporting of financial, insurance and/or actuarial data and plans;
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology;
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications;
- Knowledge of the structure and content of the financial, insurance and actuarial technical related English terminologies;
- Knowledge of related computer hardware and software applications and programming;
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology;
- Knowledge of principles and methods for evaluating and advising on products or services; this includes marketing techniques and tactics, product demonstration, sales techniques, and sales control systems;
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions;
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the cultural/political processes;
- Keeping customer information confidential;
- Communicating effectively by giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times including empathy (perceptive and sensitive to the feelings and attitudes of others) and talking to others to convey correct information;
- Problem solving to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Applying complex mathematical equations and formulas for developed or proprietary products;
- Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Flexibility to work effectively in a variety of situations and adapt to new ways of doing things;
- Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Information Communications Technology - Knowledge and use of relevant industry sector IT applications and programs;
- Communicating effectively in writing as appropriate for the needs of the audience including understanding written sentences and paragraphs in work related documents;
- Time Management - Managing one’s own time and the time of others;
- Team work or individual - job may require him/her to work alone or in conjunction with other support or related personnel.

3.3 Work Context / Conditions
Work in a variety of office settings, including financial offices, insurance offices, real estate offices, pensions and actuarial offices, commercial and property offices and government
agencies. Work is typically full-time but may also be part-time.

3.4 Qualification / Education Requirements
Secondary School Certificate, Diploma in finance, statistics, actuarial or accounting or related field, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
2 years and above

4.2 Example Employer
Insurance companies, large corporations and public accounting firms, Government, Banks and investment firms, Educational Institutions, Arab Orient Insurance Company, Green Crescent Insurance Company, Abu Dhabi National Insurance Company

5. Related Employment Information :
5.1 Occupational Size
More than 10,000 and less than 50,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Actuarial clerk - Brokerage clerk - Finance clerk - Insurance clerk - Securities clerk - Statistical clerk

Examples of job titles:

**Occupational Code :** 4321

**Title :** Stock clerks

1. Job Description :
Stock clerks maintain records of goods produced and production materials received, weighed, issued, dispatched or put into stock.

2. Job Summary :
Receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard. Keep records and compile stock reports.

3. Quick Facts :
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) arranging and controlling receipt and dispatch of goods and keeping relevant records;
(b) maintaining stock records, verifying issue of goods, estimating needs and making requisitions of new stocks;
(c) receiving, storing and issuing tools, spare parts, or various equipment and maintaining relevant records;
(d) weighing goods received or produced, or for issue or dispatch and maintaining relevant records;
(e) compiling inventories of furniture and other items received for storage;
(f) may also include: loading and unloading stock, goods, parts, equipment, plant and the like encompassing driving forklift to load and unload trucks, planes, ships, containers non-climate controlled and climate-controlled environments, pallets, security cages and stow as required;
(g) may also include: working with bills of lading and pick lists and conducting supporting and accurately entering transactions in SAP (or equivalent) Inventory system to update records.

3.2 Knowledge / Skills / Attributes
- Knowledge of warehousing principles, concepts, techniques, procedures and requirements including material coding;
- Knowledge of inventory control, logistics and distribution principles and practices including stock control and coding systems and their use in analysis and reporting of such data;
- Knowledge of administrative and clerical procedures and systems such as word
processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology;
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications;
- Knowledge of the structure and content of the inventory control, logistics and distribution related English terminologies;
- Knowledge of related computer hardware and software applications and programming;
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology;
- Knowledge of principles and methods for evaluating and advising on products or services; this includes marketing techniques and tactics, product demonstration, sales techniques, and sales control systems;
- Knowledge of the use of inventory systems and tracking analysis and reporting data mechanisms;
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, commercial, data, property, and institutions;
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the cultural/political processes;
- Communicating effectively by giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times including empathy (perceptive and sensitive to the feelings and attitudes of others) and talking to others to convey correct information;
- Driving forklifts, trucks, other loading and unloading plant and equipment;
- Use of proprietary and general software applications in inventory and stock control system, receive, dispatching and distribution documentation systems, and other similar logistics and distribution information management systems;
- Problem solving to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Using mathematics to solve problems;
- Actively looking for ways to help people;
- Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Flexibility to work effectively in a variety of situations and adapt to new ways of doing things;
- Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Communicating effectively in writing as appropriate for the needs of the audience including understanding written sentences and paragraphs in work related documents;
- Time Management - Managing one's own time and the time of others;
- Team work or individual - job may require him/her to work alone or in conjunction with other support or related personnel.

3.3 Work Context / Conditions
Work in a variety of office, agricultural, commercial and industrial settings including stockyards, warehouses, logistics and transport offices, transport sector, industrial, commercial and property offices and government agencies. Work is typically full-time but may also be part-time. Typically employed by a variety of manufacturing and processing companies and retail and wholesale warehousing operations.

3.4 Qualification / Education Requirements
Secondary School Certificate, Diploma in materials administration/stock control or related field, higher qualification or equivalent.

4. Employment Requirements:

4.1 Experience
2 years and above

4.2 Example Employer
Dubai Ports, Abu Dhabi Ports Authority, transport and logistics companies, Supply chain management companies, Stock farms

5. Related Employment Information:

5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Freight clerk - Dispatch clerk (stock) - Stock clerk - Storeroom clerk - Weighing clerk

Examples of some related occupations:
Shipping clerk - Warehouse clerk - Supply clerk - Mail clerk - Receiving clerk - Procurement clerk - Inventory control clerk - Distribution clerk - Material and warehouse control clerk
Industry Group 5

- Arts, Audio/Video Technology and Communication
- IT Applications Services
1. Job Description:
Use their creativity, knowledge and experience of design and technology to create information and communication technology products such as creative collaterals, DVDs, CD-ROMs and websites with the aim of educating and entertaining the user by generating and manipulating graphics, animations, sound, text and video to create integrated multimedia programs.

2. Job Summary:
Graphic and multimedia designers design visual and audio-visual content for the communication of information using print, film, electronic, digital and other forms of visual and audio media or multimedia applications. They also create graphics, special effects, animation, or other visual images for use in computer games, movies, music videos, multimedia applications, print media and advertisements, as well design or create such to meet specific commercial or promotional needs, such as packaging, displays, or logos. They may use a variety of mediums to achieve artistic or decorative effects. Multimedia applications include computer-based interactive learning, data presentation and information kiosks, CD-ROMs, entertainment and educational products, and multimedia presentations.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) determining the objectives and constraints of the design brief by consulting with clients and stakeholders;
(b) undertaking research and analyzing functional communication requirements;
(c) formulating design concepts for the subject to be communicated;
(d) preparing sketches, diagrams, illustrations and layouts to communicate design concepts;
(e) designing complex graphics and animation to satisfy functional, aesthetic and creative requirements of the design brief;
(f) creating two-dimensional and three-dimensional images depicting objects in motion or illustrating a process, using computer animation or modelling programs;
(g) negotiating design solutions with clients, management, sales and production staff;
(h) selecting, specifying or recommending functional and aesthetic materials and media for publication, delivery or display;
(i) detailing and documenting the selected design for production;
(j) supervising or carrying out production in the chosen media.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Works with clients and other peer designers and work is usually completed in conjunction with producers of form (i.e., printers, signmakers, etc.) and undertaken in order to convey a specific message (or messages) to a targeted audience. May be required to hold certificates in skills such as Photoshop, Illustrator, IN Design, other graphic and multimedia design software programs, applications and/or systems.

3.4 Qualification / Education Requirements
Bachelor degree in arts and design or related field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
3 year and above

4.2 Example Employer
Media Zone Authority, Al Futtaim Group, Abu Dhabi Tourism and Culture Authority, Abu Dhabi Tourism Authority (ADTC)

5. Related Employment Information :
5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Animator - Digital artist - Graphic designer - Illustrator - Multimedia designer - Publication designer - Web designer

Examples of some related occupations:
Occupational Code: 2511

Title: Systems analysts

1. Job Description:
Research the systems and procedures an organization or client uses, and decide if and how IT systems and computer applications could be used to improve business efficiency and productivity.

2. Job Summary:
Systems analysts conduct research, analyze and evaluate client information technology requirements, procedures or problems, and develop and implement proposals, recommendations, and plans to improve current or future information systems. They analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. They may also analyze or recommend commercially available software. Maybe required to be certified to be permitted to work on IT systems, software and applications by a manufacturer/certifying body to assure warranty or access to the product/service.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) consulting with users to formulate and document requirements and with management to ensure agreement on systems principles;
(b) identifying and analyzing business processes, procedures and work practices;
(c) identifying and evaluating inefficiencies and recommending optimal business practices, and system functionality and behaviour;
(d) taking responsibility for deploying functional solutions, such as creating, adopting and implementing system test plans;
(e) developing functional specifications for use by systems developers;
(f) expanding or modifying systems to improve work flow or serve new purposes;
(g) coordinating and linking the computer systems within an organization to increase compatibility.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and
representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work in offices and may travel to see clients in their workplaces with regular work hours, but they may be required to work evenings and weekends to meet deadlines on projects. They may also travel locally, nationally and internationally to attend conferences and seminars.

3.4 Qualification / Education Requirements
Bachelor degree in information and communications technology, business information systems or related field of work, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
4 years and above

4.2 Example Employer
Injazat Data System, Emirates Post Holding Group, Abu Dhabi Airport Company, Dubai International Airport, Road Transport Authority, Statistics Centre - SCAD, Department of Economic Development, Department of Transport, Ministry of labour, Ministry of economy, Injazat Data System, Al Taif, Advanced Integrated Systems, Dubai eGovernment Department

5. Related Employment Information :
5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Industry average

5.3 Employment Outlook / Job Prospects
Good

5.4 Job Titles / Related Occupations
Examples of job titles:
Business analyst (IT) - Systems consultant - Systems designer (IT) - Computer scientist

Examples of some related occupations:
Analyst programmer - Computer systems consultant - Computer analyst - Information systems analyst (ISA) - Applications analyst - Systems engineer - Computer systems analyst - Systems designer
Occupational Code: 2513

Title: Web and multimedia developers

1. Job Description:
Design, create, produce and maintain web pages and websites using specific proprietary, public or open source content management system (CMS) software packages.

2. Job Summary:
Web and multimedia development professionals combine design and technical knowledge to research, analyze, evaluate, design, programme and modify websites, and applications that draw together text, graphics, animations, imaging, audio and video displays, and other interactive media. They analyze user needs to implement website content, graphics, performance, and capacity. They may integrate websites with other computer applications and convert written, graphic, audio, and video components to compatible web formats by using software designed to facilitate the creation of web and multimedia content. They may also be required to be certified to be permitted to work on specific web based IT systems, software and applications by a manufacturer/certifying body to assure warranty or access to the product/service.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) analyzing, designing and developing Internet sites applying a mixture of artistry and creativity with software programming and scripting languages and interfacing with operating environments;
(b) designing and developing digital animations, imaging, presentations, games, audio and video clips, and Internet applications using multimedia software, tools and utilities, interactive graphics and programming languages;
(c) communicating with network specialists regarding web-related issues, such as security and hosting websites, to control and enforce Internet and web server security, space allocation, user access, business continuity, website backup and disaster recovery planning;
(d) designing, developing and integrating computer code with other specialized inputs, such as image files, audio files and scripting languages, to produce, maintain and support websites;
(e) assisting in analyzing, specifying and developing Internet strategies, web-based methodologies and development plans.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;

- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;

- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;

- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;

- Achieving results within tight timelines, and capacity to set and implement new policy directions;

- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions

Work anywhere a computer can be set up. They may work from home or in an office. They often travel locally, nationally and internationally to meet clients and other people working on website projects, such as designers, project managers and systems specialists. They often work long hours at the computer. They may also be required to hold certificates from, or be competent in specific proprietary software products such as ExpressionEngine, eZ Publish, Vivo CMS, Squarespace, ExpressionEngine, Joomla, WordPress or high-end packages.

3.4 Qualification / Education Requirements

Diploma or Associate degree in multimedia development or web design or related field of work, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience

3 years and above

4.2 Example Employer


5. Related Employment Information :

5.1 Occupational Size

More than 30,000

5.2 Indicative Salaries

Industry average

5.3 Employment Outlook / Job Prospects

Good

5.4 Job Titles / Related Occupations

Examples of job titles:

Animation programmer - Computer games programmer - Internet developer - Multimedia programmer - Website architect - Website developer

Examples of some related occupations:

Website designer - Webmaster - Website administrator - Website technician - Analyst (Information Technology) - Games developer - Information technology administrator - Information technology manager - Multimedia developer - Programmer (Information Technology) - Systems designer (information technology) - Technical writer - Website administrator - Web developer - Visual manager
1. Job Description:
Software and applications developers and analysts not covered elsewhere such as those specializing in quality assurance including software testing and commissioning. Includes developing and executing software test plans in order to identify software problems and their causes.

2. Job Summary:
This unit group covers software and applications developers and analysts not classified in the main occupational group - software and applications developers and analysts. For instance it includes those professionals specializing in quality assurance including software testing. It covers initial testing and commissioning of a newly built system, typically undertaken in concert with experts in the subject area and other IT peer professionals such as programmers. Computer testers may also be involved with clients at the application testing and commissioning stage(s). They may also analyze components of operational systems and provide solutions or recommendations to optimize performance in such things as response time and down time.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) developing and documenting software testing plans;
(b) installing software and hardware and configuring operating system software in preparation for testing;
(c) verifying that programmes function according to user requirements and established guidelines;
(d) executing, analyzing and documenting results of software application tests and information and telecommunication systems tests;
(e) developing and implementing software and information system testing policies, procedures and scripts.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work in offices and may travel to see clients in their workplaces with regular work hours, but they may be required to work evenings and weekends to meet deadlines on projects. They may also travel locally, nationally and internationally to attend workplaces or conferences and seminars. They may often work long hours at the computer. They may also be required to hold certificates from, or be competent in specific proprietary software products.

3.4 Qualification / Education Requirements
Bachelor degree in computer science and technology, applied computing or related field of work, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
4 years and above

4.2 Example Employer
Statistics Centre - SCAD, Department of Economic Development, Department of Transport, Ministry of labour, Ministry of economy, Injazat Data System, Al Taif, Advanced Integrated Systems, Dubai eGovernment Department

5. Related Employment Information:
5.1 Occupational Size
More than 30,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Quality assurance analyst (computers) - Software tester - Systems tester

Examples of some related occupations:
Quality assurance director (QA Director) - Software quality assurance engineer (SQA Engineer) - Software quality engineer - Product assurance engineer - Software test engineer - Applications systems analyst - Computer systems auditor - Operations systems analyst - Computer tester - Network analyst - Data modeller
Occupational Code: 2522
Title: Systems Administrators

1. Job Description:
Install, configure, troubleshoot, and maintain network based hardware and software IT systems to ensure their continuous availability, integrity and functionality.

2. Job Summary:
Systems administrators install, configure, test, troubleshoot and maintain local area networks (LAN), wide area networks (WAN), and Internet systems or segments of a network system. They provide support and monitor them to ensure uninterrupted access to all system users are security measures are functioning as intended. Included also is monitoring and testing internet performance and access. They may assist in network modelling, analysis, planning, and coordination concerning performance, between the network and data communications hardware and software systems and components. They may supervise computer user support specialists and computer network support specialists, as well project manage and coordinate the augmentation, maintenance, upgrade, and support of servers and associated hardware, software and networks. They may administer network security measures to mitigate security vulnerabilities and risks, and maintain server integrity and availability.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) maintaining and administering computer networks and related computing environments including computer hardware, systems software, applications software and all configurations;
(b) recommending changes to improve systems and network configurations, and determining hardware or software requirements related to such changes;
(c) diagnosing hardware and software problems;
(d) performing data backups and disaster recovery operations;
(e) operating master consoles to monitor the performance of computer systems and networks, and to coordinate computer network access and use.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensibly managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present
clear, concise, high quality advice;

- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work in offices and may travel to see clients in their workplaces with regular work hours, but they may be required to work evenings and weekends to meet deadlines on projects. They may also travel locally, nationally and internationally to attend workplaces or conferences and seminars. They may often work long hours at the computer. They may also be required to hold certificates from, or be competent in specific proprietary hardware/software products such as Microsoft, Oracle or Cisco, or SharePoint.

3.4 Qualification / Education Requirements
Advanced / Higher Diploma in computer and network administration or computer systems administrator or related field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience
4 years and above

4.2 Example Employer

5. Related Employment Information :

5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations

Examples of job titles:
Systems administrator - Network administrator

Examples of some related occupations:
Database administrator - Network analyst - Website administrator - Website technician - Webmaster - Computer engineer - Computer systems auditor - Information technology support technician - Policy and planning manager - Systems designer (Information Technology) - Website Administrator
**Title**: Archivists and curators

1. **Job Description**:

Collect, appraise, advise, organize, store, maintain, exhibit and provide access to, or restoration of, records and documents of long-term historical or research value or past/contemporary collections or exhibits.

2. **Job Summary**:

Archivists and curators research, collect, appraise and ensure the safekeeping and preservation of the contents of archives, artefacts and records of historical, cultural, administrative and artistic interest, and of art and other objects. They plan, devise and implement systems for the safekeeping of records and historically valuable documents. They also advise and help individuals and organizations with their archives. They also manage, organize, develop, maintain and exhibit collections for museums, art galleries and artists. They may also participate in research activities in relation to archival materials, exhibitions or collections.

3. **Quick Facts**:

3.1 **Job Activities / Tasks**

Job activities and tasks include:

(a) evaluating and preserving records for administrative, historical, legal, evidential and other purposes;
(b) directing or carrying out the preparation of indexes, bibliographies, microfilm copies and other reference aids to the collected material and making them available to users;
(c) researching the origin, distribution and use of materials and objects of cultural and historical interest;
(d) organizing, developing and maintaining collections of artistic, cultural, scientific or historically significant items;
(e) directing or undertaking classification and cataloguing of museum and art gallery collections and organizing exhibitions;
(f) researching into, appraising, and developing, organizing and preserving historically significant and valuable documents such as government papers, private papers, photographs, maps, manuscripts audio-visual materials;
(g) preparing scholarly papers and reports;
(h) planning and implementing the computerized management of archives and electronic records;
(i) organizing exhibitions at museums and art galleries, publicizing exhibits and arranging special displays for general, specialized or educational interest;

(j) appraising and acquiring archival materials to build and develop an archival collection for research purposes.

3.2 **Knowledge / Skills / Attributes**

- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Usually work in art galleries, museums, offices and storerooms. May occasionally work in dusty, dirty conditions to sort through old documents. Some storage areas, such as film archive vaults, may be cold, as temperatures are kept low to preserve materials. They also may travel locally, nationally or internationally with exhibitions, or to purchase or borrow items from individuals or other collections

3.4 Qualification / Education Requirements
Bachelor of Arts or Bachelor degree in library, information or archive studies or related field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience
5 - 7 years and above

4.2 Example Employer
TDIC, National Council of Tourism & Antiquities, Al Ain Museum, Abu Dhabi Tourism Authority (ADTC), Dubai Museum

5. Related Employment Information :

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Archivist - Art gallery curator - Museum curator - Records manager

Examples of some related occupations:
Conservator - Registrar - Archives director - Manuscripts curator - Collections manager - Museum archivist - Records manager - Historian - Appraisal archivist - Arrangement and description archivist - Digital archivist - Manuscript librarian - Photographic/Film archivist - Reference archivist - Cultural heritage officer - Archaeologist - Arts administrator
Occupational Code: 2622

**Title:** Librarians and related information professionals

1. **Job Description:**
Design, develop and manage collections of recorded material and help users find information.

2. **Job Summary:**
Librarians and related information professionals collect, select, develop, organize and maintain library collections and other information repositories, organize and control other library services and provide information for users. Involves supervision or performance of work that requires primarily a full professional knowledge of the theories, objectives, principles, and techniques of librarianship, to select, organize, preserve, access, and disseminate information. Collections can include books, magazines, computer games and software, photographs, journals, maps, microfilms, multimedia information media, CDs, e-books and other digital information.

3. **Quick Facts:**

   3.1 **Job Activities / Tasks**
   (a) organizing, developing and maintaining a systematic collection of books, periodicals and other printed, audio-visually and digitally recorded material;
   (b) selecting and recommending acquisitions of books and other printed or audio-visually and digitally recorded material;
   (c) organizing, classifying and cataloguing library material;
   (d) managing library borrowing and inter-library loan facilities and information networks;
   (e) retrieving material and providing information to business and other users based on the collection itself or on library and information-network systems;
   (f) conducting research and analyzing or modifying library and information services in accordance with changes in users’ needs;
   (g) devising and implementing schemes and conceptual models for the storage, organization, classification and retrieval of information;
   (h) preparing scholarly papers and reports;
   (i) performing manual, on-line and interactive media reference searches, making interlibrary loans and performing other functions to assist users in accessing library materials.

   3.2 **Knowledge / Skills / Attributes**
   - Knowledge of standard methods, techniques, concepts, and principles of one or more specialty areas of librarianship is required to perform independently assignments in locating, classifying, selecting, controlling, or preserving information;
   - Assignments can be successfully performed without significant deviation from established methods and precedents. Assignments usually involve providing professional library services to meet a clientele’s non-specialized needs, such as general reading, viewing videotaped movies or instructional videos, and/or listening to music, literature or instructional material on audio cassette; or they may consist of limited segments of more complex assignments regarding specialized information needs. Assignments at this level are generally characterized by such features as:
     - services and products (e.g., bibliographies, cataloguing records) are non-technical in nature or of limited technical complexity, and seldom require going beyond easily-accessed sources of information;
     - information is obtained, organized, and maintained using standard reference tools and established techniques and practices, such as an overall classification system (e.g. Library of Congress, Dewey Decimal) and cataloguing rules with prescribed local modifications, customary reference interviewing techniques, standard search strategies, commonly used bibliographic information sources and professional journals in the library field, or accepted practices for maintaining the quality of contemporary print materials;
     - participation in formulating plans for collection development, changes in physical facilities, or improved automation services is limited to developing factual data, such as usage statistics for certain journals or books, frequently asked reference questions, or descriptions of problems with particular software.
   - Strong computer and quantitative skills and be able to perform complex research;
   - Patience and persistence are necessary qualities, given that economists must spend long hours on independent study and problem solving;
   - Good communication skills.

   3.3 **Work Context / Conditions**
Usually work regular business hours, but may work in the evenings and weekends or do shift work, in libraries, offices and information centres. They may travel locally and nationally to community meetings, library conferences and seminars, and sometimes internationally.

   3.4 **Qualification / Education Requirements**
Advanced or Higher diploma in library/information services or related field of work/discipline, higher qualification or equivalent.

4. **Employment Requirements:**

   4.1 **Experience**
4 years and above.
4.2 Example Employer
National Centre for Documentation and Research, Abu Dhabi Tourism and Culture Authority, Sheikh Zayed Grand Mosque Centre, Abu Dhabi Tourism Authority (ADTC), Petroleum Institute, UAE University, University of Sharjah, Zayed University, Higher Colleges of Technology, Library of UAE Central Bank, Al-Wasl Hospital Medical Library, Dubai Public Library & branches, Library of Dubai pharmacy Collage & Dubai Medical Collage, Institute Administration Development Library, Dubai Police Academy Library, Federation of Chambers of Commerce & Industry Library, Dubai Courts Department Library, Al-Ruwaq Public Library.

5. Related Employment Information:

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations

Examples of job titles:
Bibliographer - Cataloguer - Librarian

Examples of some related occupations:
Archivist - Historian - Curator - Conservator - Health information manager - Library assistant - Library technician - Records manager - Records officer - Library Assistant

Occupational Code: 2632
Title: Sociologists, anthropologists and related professionals

1. Job Description:
Study human society and social behaviour by examining the groups and social institutions that people form and write reports on the findings.

2. Job Summary:
Sociologists, anthropologists and related professionals investigate and describe the structure of societies, the origin and evolution of societies, and the interdependence between environmental conditions and human activities. They may study the behaviour and interaction of groups, trace their origin and growth, and analyze the influence of group activities on individual members including comparing present and past societies and cultures. They may provide advice on the practical application of their findings in the formulation of economic and social policies.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) conducting research on the origin, development, structure, social patterns, organizations and inter-relationships of human society;
(b) tracing the origin and evolution of humanity through the study of changing characteristics and cultural and social institutions;
(c) tracing the development of humanity through the material remains of its past, such as dwellings, temples, tools, pottery, coins, weapons, or sculpture;
(d) studying physical and climatic aspects of areas and regions, and correlating these findings with economic, social and cultural activities;
(e) developing theories, models and methods to interpret and describe social phenomena;
(f) evaluating the outcome of political decisions concerning social policy;
(g) analyzing and evaluating social data;
(h) advising on the practical application of findings in the formulation of economic and social policies for population groups and regions, and for the development of markets;
(i) preparing scholarly papers and reports.

3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas,
policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work in offices, libraries, institutions, research centres and in private locations. They may travel locally, nationally or internationally to visit or meet clients/stakeholders and to undertake research. They may also attend conferences and seminars.

3.4 Qualification / Education Requirements
Bachelor degree in social sciences or related field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
5 - 7 years and above

4.2 Example Employer
Family Development Foundation, Community Policing Department, Khalifa Fund, Abu Dhabi Tourism Authority (ADTC)

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent
5.4 Job Titles / Related Occupations

Examples of job titles:
- Anthropologist
- Archaeologist
- Criminologist
- Ethnologist
- Geographer
- Sociologist

Examples of some related occupations:
- Research scientist
- Research associate
- Social scientist
- Behavioural scientist
- Foundation program director
- International health director (Health science administration)
- Policy analyst
- Research and evaluation manager
- Research centre director
- Research coordinator
- Demographer
- Political scientist
- Archaeologist

Occupational Code: 2641
Title: Authors and related writers

1. Job Description:
Conceptualise and write stories, scripts, poems and plays for publication or production, to entertain, educate and/or inform people.

2. Job Summary:
Authors and related writers create, plan, research and write books, biographies, blogs, plays or film, radio and television scripts, storyboards, plays, essays, poetry, speeches, manuals, specifications, song lyrics and other non-journalistic articles (excluding material for newspapers, magazines and other periodicals) for publication or presentation. Often they require such persons to be imaginative and creative, produce original pieces of work, inquisitive, patient, adaptable, disciplined, persistent and importantly self-motivated to complete said work as per the original goal.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) conceiving, writing and editing written works such as novels, plays, scripts, prose, poetry, song lyrics and other material for publication or presentation;
(b) conducting research to establish factual content and to obtain other necessary information;
(c) writing scripts and continuities and preparing programmes for stage, film, radio and television productions;
(d) analyzing material, such as specifications, notes and drawings, and creating manuals, instructions for use, user guides and other documents to explain clearly and concisely the installation, operation and maintenance of software, electronic, mechanical and other equipment;
(e) writing brochures, Handbooks and similar technical publications;
(f) selecting material for publication, checking style, grammar and accuracy of content, arranging for any necessary revisions and checks proof copies before printing.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work almost anywhere, with most working in offices, libraries, homes, specific mood settings, and in many instances on their own, for long periods. They may also work long hours to finish sections, chapters or the product to meet deadlines or complete the flow of creativity and thinking. They may travel locally, nationally or internationally to visit or meet clients or review or research scenes, settings, locations or information. They may also attend conferences and seminars.

3.4 Qualification / Education Requirements
Diploma / Associate degree in creative writing or related field of work/discipline, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
5 years and above.

4.2 Example Employer
Al Dhafra Magazine, Sharjah Media Corporation, Dubai Media City, TwoFour54, Hamaleel Newspaper, Abu Dhabi Tourism Authority (ADTC)

5. Related Employment Information:
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good
5.4 Job Titles / Related Occupations

Examples of job titles:
Author - Book editor - Essayist - Interactive media writer - Novelist - Playwright - Poet - Script writer - Speech writer - Technical communicator - Technical writer - Writer

Examples of some related occupations:
Freelance writer - Songwriter - Lyricist - Book reviewer - Creative writer - Documentary script writer - Freelance journalist - Librettist - Advertising copy writer - Public relations copy writer - Transcript typist - Journalist - Newspaper editor

Occupational Code: 2642
Title: Journalists

1. Job Description:
Research, investigate, interview, observe, interpret and communicate news and public affairs stories through newspapers, television, radio and other media outlets or electronic mediums.

2. Job Summary:
Journalists research and write stories about events and topics of interest such as information on a specific subject, event, occurrence or person. They may write this information as a report for the press, radio and television, blog or other media mediums including the public relations division of a company or other organizations, institutions, clients and/or stakeholders. These may be published or represented in a variety of forms, styles and types in newspapers, magazines or on websites, or are presented on the radio or television and other related mediums such as Twitter, Facebook, Ims, blogs.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) collecting local, national and international news through interviews, investigation and observation, attending public events, seeking out records, reviewing written work, attending film and stage performances;
(b) collecting, reporting and commenting on news and current affairs for publication in newspapers and periodicals, or for broadcasting by radio, television or webcast media;
(c) receiving, analyzing and verifying news and other copy for accuracy;
(d) interviewing politicians and other public figures at press conferences and on other occasions, including individual interviews recorded for radio, television or webcast media;
(e) researching and reporting on developments in specialized fields such as medicine, science and technology;
(f) writing editorials and commentaries on topics of current interest to stimulate public interest and express the views of a publication or broadcasting station;
(g) writing critical reviews of literary, musical and other artistic works based on knowledge, judgement and experience for newspapers, television, radio and other media;
(h) selecting material for publication, checking style, grammar, accuracy and legality of content and arranging for any necessary revisions;
(i) liaising with production staff in checking final proof copies immediately prior to printing;
(j) selecting, assembling and preparing publicity material about business or other organizations for issue through press, radio, television and other media.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Work almost anywhere, with most working in newspaper offices as well as at specific media organization premises, home, specific mood settings, and in many instances on their own, for long periods. They may also work long hours to finish articles, stories or the product to meet deadlines or complete the flow of creativity and thinking. They may travel locally, nationally or internationally to visit or meet clients or review or research scenes, settings, locations or information. They may also attend conferences and seminars. Initially most reporters are expected to be ‘generalists’ who are able to cover almost any topic of interest. Initially most reporters are expected to start as ‘generalists’ and be able to cover almost any topic of interest and with experience and further training be assigned an area of specialization.

3.4 Qualification / Education Requirements
Advanced/Higher Diploma in journalism or media and communication or related field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience
5 years and above.

4.2 Example Employer
Etihad Newspaper, Hamaleel Newspaper, Abu Dhabi Media Company
5. Related Employment Information:

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations

Examples of job titles:

Examples of some related occupations:
Public relations officer - Reporter - Anchor - News reporter - General assignment reporter - Television news anchor (TV news anchor) - Television reporter (TV reporter) - Staff writer - Sports reporter - News director - Feature writer - Rounddisperson - News reporter - Lead writer - Book author - Book editor - Photo journalist - Camera operator - Copywriter

Occupational Code: 2651
Title: Visual artists

1. Job Description:
Visual artists create and execute works (includes original works) of art by sculpting, painting, drawing, carving, creating cartoons, engraving or using other techniques.

2. Job Summary:
Visual artists create original artworks using any of a wide variety of media and techniques. It includes conceptualizing and creating visual as well as three-dimensional forms of artwork using visual effects or different forms or types of media such as paint, clay, wood, stone or other forms or types of media. It includes painting, drawing, printmaking, carving, sculpting, photography, modelling, film-making, music, acting, dancing, video, computers and other mediums to communicate an impression or idea.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) conceiving and developing ideas, designs and styles for paintings, drawings and sculptures;
(b) arranging objects, positioning models, and selecting landscapes and other visual forms according to chosen subject matter;
(c) selecting artistic media, method and materials;
(d) creating representational or abstract three-dimensional or relief forms by shaping, carving and working and combining materials such as, wood, stone, clay, metal, ice or paper;
(e) creating representational or abstract drawings and paintings using pencils, ink, chalk, oil paints, water colours or through the application of other techniques;
(f) creating drawings and engraving or etching them on metal, wood, or other materials;
(g) creating cartoons to depict persons and events, often in caricature;
(h) restoring damaged, soiled and faded paintings and other art objects.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;

- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

### 3.3 Work Context / Conditions

Typically, work irregular hours. May work very long hours when finish creative work or meeting particular client deadlines. May work with a range of mediums, that can in some instances be hazardous or toxic if not handled correctly. May also, hold another job to supplement income whilst seeking discovery or recognition in terms of capacity to earn sufficient income to live. Usually work in an art studio, workshops or in some case in-situ or outdoors to create the artwork. Also, working from home is common. To gain inspiration or materials or exhibit artwork may need to travel locally, nationally and internationally.

### 3.4 Qualification / Education Requirements

Diploma/Associate degree in visual arts or related field of work/discipline, higher qualification or equivalent.

### 4. Employment Requirements :

#### 4.1 Experience

5 years and above.

#### 4.2 Example Employer

Abu Dhabi Media Co., Abu Dhabi Media Zone Authority.

### 5. Related Employment Information :

#### 5.1 Occupational Size

Less than 5,000

#### 5.2 Indicative Salaries

Above the industry average

#### 5.3 Employment Outlook / Job Prospects

Very good
5.4 Job Titles / Related Occupations

Examples of job titles:
Cartoonist - Ceramic artist - Commercial artist - Picture restorer - Portrait painter - Sculptor

Examples of some related occupations:
Handicraft workers - Industrial designer - Graphic designer - Painting teacher (private tuition) - Artist blacksmith - Illustrator - Portrait artist - Sacred art artist - Stained glass artist - Automotive artist

Occupational Code: 2654

Title: Film, stage and related directors and producers

1. Job Description:
Oversee and control the technical and artistic aspects of motion pictures, television or radio productions and stage shows.

2. Job Summary:
Film, stage and related directors and producers are generally responsible for creative decisions, such as interpretation of script, choice of actors or guests, set design, sound, special effects, and choreography. They research, consider, plan, coordinate and/or direct the main activities associated with the conception, making and/or direction of a feature production. It includes stage, television, radio, video, motion picture or other forms of contemporary media for entertainment, education, information, or instruction. They may be involved in arranging and managing finance and talent selection (such as identifying and recruiting actors), as well the distribution and marketing process. They may also oversee the activities of technical departments.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) choosing writers, studying scripts to determine artistic interpretation, and instructing actors on acting methods;
(b) directing all aspects of dramatic productions on stage, television, radio or in motion pictures, including choice of actors, and final decisions concerning costumes, set designs, sound or lighting effects;
(c) planning, organizing and controlling the various stages and scheduling involved in the production of presentations, motion pictures, television shows and radio programs;
(d) engaging and supervising all technical personnel, and determining the treatment, scope and scheduling of production;
(e) maintaining production archives and negotiating royalties;
(f) creating, planning, writing scripts for recording, videotaping and editing programs;
(g) supervising the positioning of scenery, props and lighting and sound equipment.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;

- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Typically, work long and irregular hours, which may include evenings and weekends to complete assigned tasks and priorities. Often work in offices or studios, and outdoors on location, including some time spent at different local, national or international locations to accord with production schedules and/or shoots. Their work can be quiet stressful at times caused by the need to develop, negotiate and manage the performance plan(s), the production, budget(s) and respective technical departments and talent. As well, being constantly vigilant in monitoring and reviewing the performance of the production, the technical departments, finances, actors, technology, legal and human resources to meet the deadlines, whereby should they be exceeded penalties may be applied. May undertake negotiations, to effect business closure and to achieve results, contributing increased stress levels. May travel often to meet with existing or prospective clients, stakeholders and/or officials, and attend, in some cases present at, conventions, peer events, conferences or seminars.

Also, they may work as volunteer (unpaid) directors or producers, semi-volunteer (some payment maybe from a private or public grant) directors or producers or professional (full salary) directors or producers; largely dependent on the purpose of the organization, whether private, government or community based.

3.4 Qualification / Education Requirements
Advanced/Higher Diploma in film studies and visual arts or related field of work/discipline, higher qualification or equivalent. Larger and more professional organizations may require individuals to hold a Bachelor degree in arts communication related to media arts and production with a bias in business administration or equivalent as an entry requirement.
4. Employment Requirements :

4.1 Experience
5 years and above.

4.2 Example Employer
Al Shiraa Animation Studio, Media Zone Authority, Integrated Media Solutions

5. Related Employment Information :

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations

Examples of job titles:
- Documentary director
- Film editor
- Motion picture director
- Director of photography
- Stage director
- Technical director
- Technical television or radio director
- Theatre producer

Examples of some related occupations:
- TV news producer
- Broadcasting technician
- Sound technician
- Video technician
- Stage manager
- Director
- Production manager
- Production director
- Engineer
- Operations manager
- Master control operator (MCO)
- Engineering production operations director
- Creative services director
- Casting director
- Artistic director
- Casting associate
- Casting assistant
- Artistic associate
- Casting agent
- Casting coordinator
- Extras casting director
- Program director
- Program manager
- Programming director
- News director
- Director
- Operations manager
- Program coordinator
- Production director
- Newscast director
- Operations director
- - Producer
- Television news producer
- Promotions producer
- Television producer (TV producer)
- Animation producer
- Executive producer
- Newscast producer
- Radio producer
- Associate producer
- Director
- Television director (TV director)
- Artistic director
- Newscast director
- Stage manager
- Technical director
- News production supervisor
- Television newscast director
- Assistant director
- Associate artistic director

1. Job Description :
Read news bulletins, conduct interviews, and make other announcements or introductions on radio, television, and in theatres and other establishments or media.

2. Job Summary :
Announcers on radio, television and other media are involved in preparing, introducing and/or reading across a variety of media platforms. They are involved in presenting or hosting programs such as news which may cover contemporary issues such as business, political, sports weather, traffic news, sports, weather, fashion or specific programs such as music, documentaries, reports, chat or talkback shows, interviews, live performances, and other specialist fields. They may research background information, gather and rewrite material to communicate the required information in a manner fit for purpose – e.g. assembled to fit specific time slots for a range of media (stream TV/radio, Twitter, Facebook, cable TV). They may read or rewrite for announcement news briefs to inform audiences of important issues, occurrences or events or present longer reports in differing formats. They may be required to read from Teleprompters, scripts, memory, or ad-lib and work with very fine and tight timelines in which to present information. They often work closely with producers and assistants, based on factors such as program specialties, audience tastes, or requests from the public to select and present relevant program content.

3. Quick Facts :

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) reading news bulletins and making other announcements on radio or television;
(b) introducing performing artists or persons being interviewed, and making related announcements on radio, television, or in theatres, night-clubs and other establishments;
(c) interviewing persons in public, especially on radio and television;
(d) studying background information in order to prepare for programs or interviews;
(e) commenting on music and other matters, such as weather or traffic conditions.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or...
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Broad knowledge of political, government, legislative and regulatory systems related to the field of work;
- Broad knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Broad knowledge of principles, concepts and techniques in sensitively managing complex ethical issues;
- Leverage information technology, management information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and produce recommendations and/or relevant options;
- Manage higher level relationships and organize related activities of respective stakeholders;
- Higher skills and experience in broad based policy analysis, formulation and research, plus planning in sensitive and confidential environment;
- Develop concepts and convey strategic suggestions from the spectrum of development experience;
- Broad level negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support broad-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex predictable and new contexts problems;
- Communicate with effect, and a proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively control risks associated with change, as well observe ethical standards related to complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
May work in a studio with regular hours although it may be weekend, night or day work or on location and follow either regular or irregular hours depending on the field of work. For instance on-camera presenters need to be well groomed and are likely to follow regular hours. On radio they need to have a clear voice and dress code is not as important. Specialist subject presenters, such as business, political, legal and sports commentators, however may follow irregular hours in pursuit of relevant stories or providing running commentary. They may work as volunteer (unpaid) presenters, semi-volunteer (some payment maybe from a private or public grant) presenters or professional (full salary) presenters; largely dependent on the purpose of the organization, whether private, government or community based. They are generally required to develop a sound knowledge of the subject area they are presenting. Their work may prove stressful and in some cases very stressful due to strict timetables and deadlines followed by the industry when on broadcasting live-to-air, versus pre-recorded.

3.4 Qualification / Education Requirements
Diploma/Associate degree in communication and media or related field of work/discipline, higher qualification or equivalent. Larger and more professional organizations may require individuals to hold a Bachelor degree in communication and media studies as an entry requirement.

4. Employment Requirements:
4.1 Experience
5 years and above.

4.2 Example Employer
Abu Dhabi Radio, Media Zone Authority, Abu Dhabi Media Company
5. Related Employment Information :

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations

Examples of job titles:
Radio announcer - Television announcer - News anchor - Sports announcer

Examples of some related occupations:
Journalist - News anchor - Anchor - Television news anchor (TV news anchor) - Announcer - Meteorologist - Host - Program director - Sports director - Radio announcer - News director

Occupational Code : 2659
Title : Creative and performing artists not elsewhere classified

1. Job Description :
Create and perform in front of crowds to entertain using a variety of methods, techniques and practices.

2. Job Summary :
Creative and performing artists cover occupations not covered under creative and performing artists. For instance, it includes clowns, magicians, acrobats and other performing artists. They study human behaviour and reactions and explore ways of communicating information through performance, with the aim of entertaining. They create and develop concepts and ideas and express them through various forms whether physical, equipment/material/substance, visual, sound, touch, smell, taste, colour or other to achieve an effect on people. They typically plan, organize, conduct and improvise to achieve such and may deploy an array of sound technical skills to achieve the objective.

3. Quick Facts :

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) performing amusing antics and telling funny stories;
(b) performing tricks of illusion and sleight of hand, and feats of hypnotism;
(c) performing difficult and spectacular acrobatics, and gymnastic or juggling feats;
(d) training and performing with animals.

3.2 Knowledge / Skills / Attributes
- Higher specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Advanced knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Higher knowledge of research principles and methods;
- Higher knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Broad knowledge of recent developments in the field of work, discipline and/or professional practice;
- Broad knowledge of principles, concepts and techniques in management, economics,
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- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed broad organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Typically, work irregular hours. May work very long hours to rehearse and/or conduct creative performance, meeting particular client deadlines, or entertaining small or large crowds at evenings or weekends. May work with a range of mediums, which can in some instances be hazardous, dangerous, spectacular or toxic if not handled correctly. May also, hold another job or jobs, to supplement income whilst seeking discovery or recognition in terms of capacity to earn sufficient long-term income to live. Usually perform in front of crowds in a variety of environments from indoor to outdoor and in some instances in-situ or outdoors in a range of weather conditions to create the performance. Also, rehearsing working from home or conducive practice environments is common. They may work with no pay, part pay or full pay dependent on the source of employment, which can range from busking to paid employment. To gain inspiration or materials or performance intelligence may need to travel locally, nationally and internationally.

3.4 Qualification / Education Requirements
Secondary School Certificate is typical and is dependent on the performing craft, where in some case higher qualifications may be needed for entry into paid employment. However, as many start out in unpaid employment a credential pathway may often be to undertake specific courses and qualifications through a related occupational association - e.g. Clowns of America, International offers courses and certification.

4. Employment Requirements :
4.1 Experience
5 years and above.

4.2 Example Employer
Ministry of Culture, Youth & Community Development, Abu Dhabi Authority for Tourism and Cultural,

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good
5.4 Job Titles / Related Occupations

Examples of job titles:
Acrobat - Aerialist - Clown - Hypnotist - Magician - Puppeteer - Stand-up comedian - Ventriloquist

Examples of some related occupations:

Occupational Code: 3431
Title: Photographers

1. Job Description:
Photograph subjects or news worthy events, using still cameras, colour or black-and-white film, and variety of photographic accessories.

2. Job Summary:
Photographers operate still cameras to photograph people, events, scenes, materials, products and other subjects. Photographers may be self-employed or employed by photographic companies, multimedia houses or large organizations.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) taking photographs for advertising, or other commercial, industrial or scientific purposes and to illustrate stories and articles in newspapers, magazines and other publications;
(b) taking portrait photographs of persons and groups of persons;
(c) studying requirements of a particular assignment and decide on type of camera, film, lighting and background accessories to be used;
(d) determining picture composition, making technical adjustments to equipment and photograph subject;
(e) operating scanners to transfer photographic images to computers;
(f) operating computers to manipulate photographic images;
(g) adapting existing photographic images to create new digitized images to be included in multimedia products;
(h) using airbrush, computer or other techniques to create the desired visual effect.

3.2 Knowledge / Skills / Attributes
- Knowledge of techniques, principles and equipment of modern photography including still, motion, colour, and black and white photography;
- Knowledge of film properties, film composition, adapting digitized images and their suitability for generalized and specialized photography;
- Knowledge of cameras, flashes, computers, lenses and films;
- Knowledge of how to control light and achieve different photographic effects;
3.3 Work Context / Conditions
Photographers need to have a good sense of colour, and good hand-eye coordination and reflexes. They also need to be reasonably fit as they may have to carry heavy cases of equipment.

3.4 Qualification / Education Requirements
Certificate in photography or related field of work, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
2 - 3 years and above.

4.2 Example Employer
Emirates Palace Hotel, National Consultative Council, Abu Dhabi National Exhibition Company, Abu Dhabi Tourism Authority (ADTC)

5. Related Employment Information :
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Aerial photographer - Commercial photographer - Industrial photographer - Photo-journalist - Photographer - Portrait photographer - Scientific photographer

Examples of some related occupations:
Film camera operator - Video camera operator - Electronics mechanic - Photographic equipment repairer - Photogravure photographer - Photolithographer

Occupational Code : 3432
Title : Interior designers and decorators

1. Job Description :
Interior designers plan and design spaces in residential, commercial, retail and leisure environments.

2. Job Summary :
Interior designers and decorators plan and design commercial, industrial, public, retail and residential building interiors to produce an environment tailored to a purpose, taking into consideration factors that enhance living and working environments and sales promotion. They coordinate and participate in their construction and decoration.

3. Quick Facts :
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) determining the objectives and constraints of the design brief by consulting with clients and stakeholders;
(b) researching and analyzing spatial, functional, efficiency, safety and aesthetic requirements;
(c) formulating design concepts for the interiors of buildings;
(d) preparing sketches, diagrams, illustrations and plans to communicate design concepts;
(e) negotiating design solutions with clients, management, suppliers and construction staff;
(f) selecting, specifying and recommending functional and aesthetic materials, furniture and products for interiors;
(g) detailing and documenting selected design for construction;
(h) coordinating the construction and the decoration of interiors;
(i) designing and painting stage scenery;
(j) designing and decorating show windows and other display areas to promote products and services.

3.2 Knowledge / Skills / Attributes
- Specialist knowledge of principles, concepts and techniques in field of work and/or discipline;
- Higher knowledge of analyzing, planning, organizing and establishing policies, strategies, projections and/or conditions in the field of work and/or discipline;
- Broad knowledge of research principles and methods;
- Broad knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Knowledge of recent developments in the field of work and/or discipline;
- Knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work;
- Knowledge of political, government, legislative and regulatory systems related to the field of work;
- Knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work and/or discipline and more general subjects including OHSE and cultural understanding and awareness;
- Knowledge of principles, concepts and techniques in sensitively responding to and observing complex ethical issues;
- Effect information technology, management information systems, management techniques and tools for optimal field of work performance;
- Skills in research, analysis, consultation and synthesis of information to evaluate policies, strategies, projections and/or conditions and develop suggestions and/or relevant options;
- Manage broad level relationships and coordinate related activities of respective stakeholders;
- Broad skills and experience in policy analysis, formulation and research, in a sensitive and confidential environment;
- Produce concepts and convey suggestions from the spectrum of development experience;
- Negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop solutions to complex problems;
- Communicate with effect, and proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Well developed leadership and effective organizational skills, with capacity to organize and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and control risks associated with change, as well comply with ethical standards;
- Achieving results within tight timelines, and capacity to implement new policy directions;
- Highly developed organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
Interior Designers are employed across several industries including professional, scientific and technical services, retail trade, manufacturing, and construction. Typically work regular business hours, although there maybe requirements for weekend work or evenings, to attend to clients. They tend to spend most of their time working in offices and often travel to visit clients and other related establishments or sites. Work may be stressful on occasion when aiming to meet specific client deadlines.

3.4 Qualification / Education Requirements
Diploma in arts and design majoring in interior design, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience
2 - 3 years and above.

4.2 Example Employer
Abu Dhabi National Exhibition Company, Municipality of Abu Dhabi, Mohammed Bin Rashid Housing Est.

5. Related Employment Information :

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Display decorator - Interior decorator - Set designer - Window dresser - Visual merchandiser

Examples of some related occupations:
Interior architect
1. **Job Description:**
Collect, organize and look after materials, artworks, specimens and artefacts, and make them available to users. They may also answer specific requests for information.

2. **Job Summary:**
Gallery, museum and library technicians prepare artworks, specimens and artefacts for collections, arrange and construct gallery exhibits, and assist librarians to organize and operate systems for handling recorded material and files.

3. **Quick Facts:**
   3.1 **Job Activities / Tasks**
   Job activities and tasks include:
   - mounting and preparing objects for display;
   - designing and arranging exhibit furnishings, display cases and display areas;
   - assisting in setting up lighting and display equipment;
   - receiving, shipping, packing and unpacking exhibits;
   - ordering new library materials and maintaining library records and circulation systems;
   - cataloguing printed and recorded material;
   - entering data into databases and editing computer records;
   - operating audiovisual and reprographic equipment;
   - searching and verifying bibliographic data.

   3.2 **Knowledge / Skills / Attributes**
   - Knowledge of databases, cataloguing automation systems, online library/gallery/museum systems, online public access systems, and circulation systems;
   - Knowledge in specific field of history, art or education;
   - Skill in working with a range of cultural materials and objects;
   - Skills in organizing, storing and retrieving information;
   - Skill in analysis and research;
   - Skills in using specialized software and databases;
   - Skills in communication, people and teaching others;
   - Skills in creativity to do tasks like designing art exhibition props or presenting information in different formats or styles for visitor interest;
   - Skills in project management to schedule exhibition display work, and check its quality.

3.3 **Work Context / Conditions**
The vast majority of library technicians work in a metropolitan environment. Evening and weekend work is often required, however this may vary depending on the size and location of the gallery, museum or library.

3.4 **Qualification / Education Requirements**
Advanced or Higher Diploma in library/information services, professional or technical services or related field of work/discipline, higher qualification or equivalent.

4. **Employment Requirements:**
   4.1 **Experience**
   2 - 3 years and above.

   4.2 **Example Employer**
   TDIC, Abu Dhabi Tourism and Culture Authority, Emirates Heritage Club, Dubai Heritage Museum

5. **Related Employment Information:**
   5.1 **Occupational Size**
   Less than 5,000

   5.2 **Indicative Salaries**
   Above the industry average

   5.3 **Employment Outlook / Job Prospects**
   Very good

   5.4 **Job Titles / Related Occupations**

   **Examples of job titles:**
   Gallery technician - Library technician - Museum technician - Taxidermist

   **Examples of some related occupations:**
   Archivists - Curators - Historian - Conservator
1. Job Description:
Assistant directors or actors and support personnel involved with staging of theatrical, motion picture, television or commercial productions.

2. Job Summary:
This unit group covers artistic and cultural associate professionals not classified elsewhere in artistic, cultural and culinary associate professionals. For instance those who assist directors or actors with staging of theatrical, motion picture, television or commercial productions are classified here.

3. Quick Facts:
3.1 Job Activities / Tasks
(a) Employers in this sector may require employees in these occupations to typically have several years of work-related experience, on-the-job training, and/or vocational training.

3.2 Knowledge / Skills / Attributes
- Assistant Directors and Producers:
  - Ensuring smooth operation of the shooting set;
  - Making sure crew and actors know what is happening and what will happen;
  - Creating call sheet with input from the director, unit production manager, producer;
  - Keeping track of schedule changes and making sure activity/session is on schedule;
  - Attending to director’s and crew’s questions;
  - Determining the area and depth of field for camera or stage setting and effecting the quiet area (lock-up);
  - Reviewing and implementing safety rules and filming/staging schedule with the crew;
  - Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.

- Other associated support personnel:
  - Knowledge of specific field of work or discipline;
  - Knowledge of the industry sector and related issues and conditions;
  - Demonstrated skills in specific field of work or discipline;
  - Demonstrated skills in working in the industry sector and ability to respond to the related issues and conditions;

- General knowledge and skill requirements:
  - Strong administrative, managerial and interpersonal skills - where appropriate;
  - Ability to deal with pressured situations;
  - Resourceful and problem-solver;
  - Physically fit to handle long hours;
  - Problem Solving - Responding to customer and internal organizational complaints and reviewing related information to develop and evaluate options and implement solutions;
  - Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
  - Monitoring - Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
  - Reading Comprehension - Understanding written sentences and paragraphs in work related documents;
  - Excellent communication skills;
  - Writing - Communicating effectively in writing as appropriate for the needs of the audience;
  - Oral Comprehension - The ability to provide quality customers services encompassing listening and understanding information and ideas presented through spoken words and sentences;
  - Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making;
  - Time Management - Managing one’s own time and the time of others;
  - Instructing - Teaching others how to do something;
  - Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things;
  - Information Communications Technology - Knowledge and use of relevant financial and/or accounting applications and programs;
  - Team work or individual - job may require him/her to work alone or in conjunction with other support personnel.

3.3 Work Context / Conditions
People who become assistant producers/assistant directors or support personnel follow many paths to employment. The most important qualities employers look for are creative instincts, innate talent, and the intellectual capacity to respond to problems in a unique way. The best way to prepare for a career as assistant producer/assistant director, stunt artist, floor manager, theoretical dresser, or stage technician is through a variety of pathways for example in the theatre, filming industry, local plays or formal training preferably obtained as part of
Assistant producers and especially assistant directors need experience in the field, either as actors or in other related support personnel jobs. Like actors, assistant producers and assistant directors need talent and creativity. They also need business acumen. When assisting at the performances events work hours can typically be long and irregular. For example, stage actors and related support personnel may need to work during a performance of one show at night and be there for rehearsals during the day. Support personnel may also travel with a show when it tours the country. Actors and support personnel such as stunt artists, floor managers, theatrical dressers, or stage technicians may work on location, sometimes under adverse weather conditions, and may spend considerable time waiting for scenes to be performed or completed.

3.4 Qualification / Education Requirements
Diploma in performing arts, drama, theatre or image capture and editing technology, or field of work/discipline, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
3 - 4 years and above.
4.2 Example Employer
Abu Dhabi Tourism and Culture Authority, Sheikh Mohamed Centre for Culture Understanding, Sheikh Zayed Grand Mosque Centre, Abu Dhabi Tourism Authority (ADTC)

5. Related Employment Information:
5.1 Occupational Size
Less than 5,000
5.2 Indicative Salaries
Above the industry average
5.3 Employment Outlook / Job Prospects
Very good
5.4 Job Titles / Related Occupations
Examples of job titles:
Body artist - Floor manager (broadcasting) - Lighting technician - Program coordinator (broadcasting) - Prompter - Property master (broadcasting) - Script-girl/boy - Special effects technician - Stage manager - Stage technician - Stunt coordinator - Stunt artist - Tattooist - Theatre technician - Theatrical dresser - Walker-on

Examples of some related occupations:
Assistant art directors - Associate graphic designers - Associate set and exhibit designers - Assistant producers - Talent directors - Camera operators, television, video, and motion picture - Associate film and video editors

1. Job Description:
Monitor and control electronic computer and peripheral electronic data processing equipment.

2. Job Summary:
Information and communications technology operations technicians (Helpdesk Operators) support the day-to-day processing, operation and monitoring of information and communications technology systems, peripherals, hardware, software and related computer equipment to ensure optimal performance, and identify any problems.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) operating and controlling peripheral and related computer equipment;
(b) entering commands, using computer terminal, and activating controls on computer and peripheral equipment to integrate and operate equipment;
(c) monitoring systems for equipment failure or errors in performance;
(d) notifying supervisor or maintenance technician of equipment malfunctions;
(e) responding to program error messages by finding and correcting problems, escalating the problem to other staff or terminating the program;
(f) reading job set-up instructions to determine equipment to be used, order of use, material such as disks and paper to be loaded, and control settings;
(g) retrieving, separating and sorting program output as needed, and sending data to specified users;
(h) loading peripheral equipment, such as printers, with selected materials for operating runs, or oversee loading of peripheral equipment by peripheral equipment operators.

3.2 Knowledge / Skills / Attributes
- Knowledge of computer maintenance, operating systems, network configuration and maintenance, interface design and internet working technologies;
- Knowledge of the principles, practices, and techniques of computer operations;
- Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems;
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, copying and transcription, designing forms, and
other office procedures and terminology;
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction;
- Skill in following verbal and written instructions of a technical nature to include the performance of arithmetic calculations;
- Problem Solving - Responding to customer and internal organizational complaints and reviewing related information to develop and evaluate options and implement solutions;
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Monitoring - Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents;
- Excellent communication skills;
- Writing - Communicating effectively in writing as appropriate for the needs of the audience;
- Oral Comprehension - The ability to provide quality customer services encompassing listening and understanding information and ideas presented through spoken words and sentences;
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making;
- Time Management - Managing one's own time and the time of others;
- Information Communications Technology - Knowledge and use of relevant ICT and computer applications and programs;
- Team work or individual - job may require him/her to work alone or in conjunction with other support or related personnel.

3.3 Work Context / Conditions
Computer (Helpdesk) operators spend a lot of time using computers, so it is important they know how to use computer equipment properly to avoid Occupational Overuse Syndrome (OOS).

3.4 Qualification / Education Requirements
Certificate in information and communications technology or relevant discipline, higher qualification or equivalent.

4. Employment Requirements :
4.1 Experience
3 - 4 years and above.

4.2 Example Employer
Etisalat, C4 Advanced Solutions, Injazat Data System

5. Related Employment Information :
5.1 Occupational Size
More than 5,000 and less than 30,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Helpdesk operator - Computer operator - High-speed computer printer operator - Computer peripheral equipment operator

Examples of some related occupations:
1. Job Description:
Library clerks provide technical and paraprofessional support to librarians and library users.

2. Job Summary:
Library clerks issue and receive library materials, sort and shelve books, sound and vision recordings, periodicals, journals, magazines and newspapers and provide general library information to library users. Library clerks provide technical support by performing a wide variety of tasks providing direct services to the public and indirect technical services such as materials acquisition, copy cataloguing, support of automated systems, or other similar work in support of library or related information programs and operations. The work requires a practical knowledge of library or related information services, tools, and methods and procedures.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) issuing and receiving library books and other materials;
(b) placing books and other library materials on shelves;
(c) performing clerical activities such as manual and electronic filing, word processing and occasional typing;
(d) maintaining journal subscriptions;
(e) assisting library users in accessing basic library materials and making interlibrary loans;
(f) maintaining library records relating to the acquisition, issue and return of books and other materials.

3.2 Knowledge / Skills / Attributes
- Knowledge of basic and well-established library procedures related to routine and repetitive aspects of such functions as circulation, acquisition, and disposal of library materials, and collection maintenance and preservation;
- Knowledge of a body of standardized library rules, procedures, and operations related to one or more library functions such as those used to maintain the collection, locate information, process library materials, or assist clientele with routine inquiries;
- Knowledge that is in-depth and broad of a body of library regulations, procedures, and policies related to one or more library functions or specializations
- Knowledge of standard, professionally accepted techniques and methods of a library, library system, or of a specialty area to perform complex support work, or to carry out limited projects that involve the use of a variety of specialized technical methods and procedures;
- Knowledge of laws of the UAE and specific Emirates related to library services and more general subjects including political and cultural systems;
- Skills in providing acquisition services under general professional supervision for a library system serving a large and varied clientele including attorneys, paralegals, and economists;
- Skill in searching, inputting and updating large in-house data bases for duplicates of newly accessioned books and materials/journals;
- Skills in using standard cataloguing rules, foreign language guides, subject guides, and Romanization tables to do original descriptive cataloguing of monographic materials in Arabic language and several foreign languages;
- Skills in providing ready reference services for scientists in a research facility by using manual and automated reference tools, and by searching internal and external data bases to resolve difficult identification problems;
- Skills in serving and maintaining an extensive cartographic collection, maintaining automated circulation records, answering inquiries about maps in the collection, locating misfiled maps and atlases and refiling them according to the specialized classification system;
- Skills in assisting librarians in preparing finding aids, in publicizing new acquisitions, and in giving tours to groups of schoolchildren;
- Skills in assisting in undertaking preliminary cataloguing of rare books by first identifying the language used and, based on knowledge of the bibliographic conventions of the time and region, by determining the title, author, and place of origin;
- Skills in assisting in the operation of a small, physically separate branch library of a large specialized library system, where acquisitions and cataloguing are done centrally including circulation, interlibrary loan, shelving and collection maintenance, and publicity, and where required limited reference searches;
- Good analytical skills;
- Very good mathematical skills;
- Good negotiating skills;
- Excellent communications and customer services skills.

3.3 Work Context / Conditions
Work involves everyday risks or discomforts typically associated with libraries, offices, and meeting and training rooms. Work areas are adequately heated, lighted, and ventilated. Work regular hours, and in some cases shift work. It may include evening and weekend to meet
library opening and closing schedules. They may travel locally, nationally or internationally to visit or meet peer professionals and to undertake specific research projects. They may also attend conferences and seminars.

3.4 Qualification / Education Requirements
Diploma in library information service or related field, higher qualification or equivalent.

4. Employment Requirements:
   4.1 Experience
   2 years and above
   4.2 Example Employer
   Public and private school libraries, public libraries, university libraries, institutional libraries

5. Related Employment Information:
   5.1 Occupational Size
   Less than 5,000
   5.2 Indicative Salaries
   Above the industry average
   5.3 Employment Outlook / Job Prospects
   Very good
   5.4 Job Titles / Related Occupations
   Examples of job titles:
   Library clerk - Library filer
   Examples of some related occupations:
   Library assistant - Library technician

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Occupational Code: 5113
Title: Travel guides

1. Job Description:
Plan, organize, and conduct cruises, tours, and expeditions for individuals and groups.

2. Job Summary:
Travel guides accompany individuals or groups on trips, sightseeing tours and excursions and on tours of places of interest such as historical sites, industrial establishments and theme parks. They describe points of interest and provide background information on interesting features.

3. Quick Facts:
   3.1 Job Activities / Tasks
   Job activities and tasks include:
   (a) escorting and guiding tourists on cruises and sightseeing tours;
   (b) escorting visitors through places of interest such as museums, exhibitions, theme parks, factories and other industrial establishments;
   (c) describing and providing information on points of interest and exhibits and responding to questions;
   (d) conducting educational activities for school children;
   (e) monitoring visitors’ activities to ensure compliance with establishment or tour regulations and safety practices;
   (f) greeting and registering visitors and tour participants, and issuing any required identification badges or safety devices;
   (g) distributing brochures, showing audiovisual presentations, and explaining procedures and operations at tour sites;
   (h) providing for physical safety of groups, and performing activities such as providing first aid and directing emergency evacuations;
   (i) resolving any problems with tour itineraries, service, or accommodation.

3.2 Knowledge / Skills / Attributes
- Knowledge of principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques;
- Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including their relative costs, advantages, and limitations;
- Knowledge of various methods for describing the location and distribution of land, sea,
and air masses including their physical locations, relationships, and characteristics;
- Knowledge of key holiday destinations, first aid skills and/or a driving licence maybe required;
- Knowledge of historical events and their causes, indicators, and effects on civilizations and cultures;
- Knowledge of group psychology;
- Knowledge of travel industry terminology, how tours are put together by tour operators, industry trends, pre-tour departure preparations; public speaking, airline and airport/shipping procedures, and baggage handling and control;
- Specific knowledge of subject area of travel and/or tour;
- Knowledge in research techniques for planning travel/tour events and/or activities;
- Working effectively without supervision, possess a calm ‘customer focused’ manner, and have excellent interpersonal skills;
- Leadership skills in a tourism context;
- Manage health and safety and first aid in an emergency situation;
- Using a wide range of technology to venture outdoors (e.g. two way radios, map and compass, GPS, Personal Locator Beacons);
- Knowledge and skills in beverage and food health issues and handing;
- Interpersonal skills, with strong oral communication skills;
- Very good analytical and numerical skills;
- Accuracy and attention to detail;
- Ability to use initiative;
- Excellent organizational skills;
- Business awareness;
- Creativity and problem-solving skills;
- Teamwork and negotiation skills;
- Flexibility and self-motivation;
- Information Communication and Technology literacy.

3.3 Work Context / Conditions
Work with the general public, or experience gained within the hotel, tourism or travel trades is usually beneficial. May work irregular hours including weekends to service client demand.

3.4 Qualification / Education Requirements
Secondary School Certificate, Diploma in leisure, travel, tourism, or languages or related field, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
2 years and above

4.2 Example Employer
Abu Dhabi Tourism and Culture Authority, TDIC, Emirates Heritage Club

5. Related Employment Information:
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Art gallery guide - Tour escort - Tourist guide

Examples of some related occupations:
Tour director - Tour manager - Tour escort - Guide - Mountain bike guide - Mosque guide - Tour coordinator - Tour operator - Cruise counsellor - Tours captain
OCCUPATIONAL CODE: 7323

Title: Print finishing and binding workers

1. Job Description:
Bind books and other publications or finish printed products by hand or machine. May set up binding and finishing machines for print production.

2. Job Summary:
Binding and finishing workers set up, operate or oversee the operation of specific machines, equipment or computerized units that bind and finish printed material. They may also use hand tools to produce, repair or modify printed materials and products. Workers who perform finishing operations in the paper, carton and packaging industries, as well as those who encode and stamp plastic cards, are included. They are employed by binderies, commercial printing companies, newspapers, magazines, and other publishing companies, and establishments in both the public and private sectors that have in-house printing, binding and finishing departments.

3. Quick Facts:
   3.1 Job Activities / Tasks
   Job activities and tasks include:
   (a) setting up and supervising the operation of automatic binding and finishing equipment and machines;
   (b) binding full, half and limp-bound books, and repairing bindings, including repairing, restoring, or rebinding old, rare, or damaged books, using hand tools;
   (c) folding, collating and sewing signatures by machine and hand;
   (d) operating paper guillotines for pre-press and post-press paper cutting and trimming, and programming electronically operated units;
   (e) operating systems to insert printed material into newspapers, magazines and envelopes;
   (f) embellishing printed products automatically and manually;
   (g) operating photographic and electronic reproduction devices.

   3.2 Knowledge / Skills / Attributes
   - Knowledge of prepress fundamentals, print concepts and workflows, proofing systems, press controls and checks, post press and finishing, digital imaging, page composition, image scanning and editing, page imposition, prepress output, offset printing processes, colour management in print production;
   - Knowledge of principles, concepts and techniques of print production;
   - Knowledge of principles of drafting and imaging and the interpretation, uses and production of sketches, models, assembly, 2D and 3D perspectives/models, plates, layouts, and drawings;
   - Knowledge of assemblage as well as maintaining print production plant, equipment and tools;
   - Knowledge of repairing and troubleshooting print production plant, equipment and tools;
   - Knowledge of consumables in print production plant and equipment usage;
   - Knowledge of materials, production processes, quality control, costs, and other techniques for maximizing the effective assembly of print products;
   - Knowledge of laws, regulations, standards and codes of the UAE and specific Emirates related to print production and more general subjects including OHSE and cultural understanding and awareness;
   - Using mathematics and scientific rules and methods to solve problems;
   - Solving and identifying problems and reviewing related information to develop and evaluate options and implement solutions;
   - Using manufacturer’s catalogue, technical orders, drawings, schematics, blueprints, repair manuals and engineering bulletins from manufacturer;
   - Assembling, repairing, modifying, troubleshooting and/or removing components for print production and which includes preparing, undertaking and completing such work to the standards required;
   - Using proprietary/specialist and specific print production tools and equipment in performing and delivering specialist, unique and/or standard quality services;
   - Actively looking for ways to help people;
   - Monitoring/assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action;
   - Flexibility to work effectively in a variety of situations and adapt to new ways of doing things;
   - Considering the relative costs and benefits of potential actions to choose the most appropriate one;
   - Communicating effectively in writing as appropriate for the needs of the audience including understanding written sentences and paragraphs in work related documents;
   - Time Management - Managing one’s own time and the time of others;
   - Team work or individual - job may require him to work alone or in conjunction with other support or related personnel.
3.3 Work Context / Conditions
Bindery work requires careful attention to detail. Accuracy, patience, neatness and good eyesight are all important. Mechanical aptitude is necessary to operate automated equipment, and workers with computer skills will increasingly be in demand. Manual dexterity is needed in order to count, insert and fold. In addition, creativity and artistic ability are necessary for hand bookbinding.

3.4 Qualification / Education Requirements
Secondary School Certificate, Certificate in printing, finishing and binding or related field of work, higher qualification or equivalent.

4. Employment Requirements:

4.1 Experience
2 - 3 year and above

4.2 Example Employer
twofour54, The National, Khalij Times, The Gulf

5. Related Employment Information:

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations

Examples of job titles:

Examples of some related occupations:

Industry Group 6

- Agriculture, Food and Natural Resources
- Livestock and Fishery Systems
1. Job Description:
Plan, administer, manage and review the aquaculture and fisheries production program and activities of an organization.

2. Job Summary:
Aquaculture and fisheries production managers plan, direct, and coordinate production in large scale aquaculture and fishery operations to catch and harvest fish and shellfish, and to grow fish shellfish or other forms of aquatic life, as cash crops or for release into freshwater or saltwater.

3. Quick Facts:

3.1 Job Activities / Tasks
Job activities and tasks include:
(a) monitoring aquaculture and fishery market activity and planning production and fishing activities to meet contract requirements and market demand;
(b) establishing and managing budgets, monitoring production output and costs, recording information such as fisheries management practices, and preparing financial and operational reports;
(c) conferring with buyers to arrange for the sale of produce and catches;
(d) contracting with fishing skippers or owners of vessels and aquaculture farms for fishing and aquaculture operations, or for management of production;
(e) conducting and organizing aquaculture or fishery stock examinations in order to identify diseases or parasites;
(f) devising and coordinating activities to improve fish hatching and growth rates, and to prevent disease in hatcheries;
(g) monitoring environments to maintain or improve conditions for aquatic life;
(h) directing and monitoring trapping and spawning of fish, egg incubation, and fry rearing, applying knowledge of management and fish culturing techniques;
(i) coordinating the selection and maintenance of brood stock;
(j) directing and monitoring the transfer of mature fish to lakes, ponds, streams, or commercial tanks;
(k) purchasing machinery, equipment, and supplies such as vessels and nets;
(l) organizing operations such as maintenance of ships, boats and equipment;
(m) overseeing the selection, training and performance of aquaculture or fishery workers and contractors.

3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
- Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
Typically, work long and irregular hours, which may include evenings and weekends to complete assigned tasks and priorities. Often work in offices, but may spend time at different worksites within respective establishment or organization liaising with local supervisors and/or subordinates. Their work can be quiet stressful at times caused by the need to develop and negotiate annual performance plans and budgets for the department or section, and then implement, manage and ensure ongoing approved financial, technology, legal and human resource budgets, plans and deadlines are met. May undertake negotiations, to effect business closure and to achieve results, contributing increased stress levels. May travel often to meet with existing or prospective clients, stakeholders and/or officials, and attend, in some cases present at, conferences or seminars.

3.4 Qualification / Education Requirements
Bachelor degree in aquaculture and fisheries or relevant discipline, higher qualification or equivalent.

4. Employment Requirements :

4.1 Experience
5 - 7 years and above

4.2 Example Employer
Ministry of Environment and Water, Al Ain Wildlife Park & Resort, Environment Agency

5. Related Employment Information :

5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations

Examples of job titles:
Aquaculture production manager - Fishing operations manager - Shore captain (fishing) - Trawler manager

Examples of some related occupations:
Fish farmer - Fish hatchery manager - Oyster Farmer - Seafood Farmer - Fishing vessel skipper (coastal waters) - Fishing master (deep sea)
Occupational Code: 2131

Title: Biologists, botanists, zoologists and related professionals

1. Job Description:
Biologists, botanists, zoologists and related professionals study the structures, characteristics, functions, ecology and environments of animals.

2. Job Summary:
Biologists, botanists, zoologists and related professionals study living organisms and their interactions with each other and with the environment, and apply this knowledge to solve human health and environmental problems. They work in diverse fields such as botany, zoology, ecology, marine biology, genetics, immunology, pharmacology, toxicology, physiology, bacteriology and virology. They also undertake research or study basic principles of plant and animal life, such as origin, relationship, development, anatomy, and functions.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) undertaking research in laboratories and in the field to increase scientific knowledge of living organisms; to discover new information; to test hypotheses; to solve problems in areas such as the environment, agriculture and health; and to develop new products, processes and techniques for pharmaceutical, agricultural and environmental use;
(b) designing and conducting experiments and tests;
(c) gathering human, animal, insect and plant specimens and data, and studying their origin, development, chemical and physical form, structure, composition, and life and reproductive processes;
(d) examining living organisms using a variety of specialized equipment, instruments, technologies and techniques such as electron microscopes, telemetry, global positioning systems, biotechnology, satellite imaging, genetic engineering, digital imaging analysis, polymerase chain reaction and computer modelling;
(e) identifying, classifying, recording and monitoring living organisms and maintaining databases;
(f) writing scientific papers and reports detailing research and any new findings which are then made available to the scientific community in scientific journals or at conferences for scrutiny and further debate;
(g) designing and carrying out environmental impact assessments to identify changes caused by natural or human factors;

(b) providing advice to governments, organizations and businesses in areas such as conservation, management of natural resources, the effects of climate change and pollution.

3.2 Knowledge / Skills / Attributes
- Comprehensive and detailed knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Highly specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Detailed knowledge of research principles and methods;
- Detailed knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Detailed knowledge of recent developments in the field of work, discipline and/or professional practice;
- Advanced knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Advanced knowledge of political, government, legislative and regulatory systems related to the field of work;
- Advanced knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Advanced knowledge of principles, concepts and techniques in sensitively managing highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Advanced skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate high-level recommendations and/or alternative scenarios;
- Manage high level relationships and coordinate related activities of respective stakeholders;
- Substantial skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Conceptualize and convey strategic indications from the spectrum of development experience;
- Advanced negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and highly complex work
achievement;
- Manage sensitively and effectively in a multi-cultural environment;
- Work with others to develop innovative solutions to highly complex, unpredictable and unfamiliar problems;
- Communicate with authority and influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed specialist oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to develop, initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well consistently and sensitively manage highly complex ethical issues;
- Achieving results within tight timelines, and capacity to develop and establish new policy directions;
- Highly developed advanced organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
May work by themselves, but they usually work in a team. The team may include peer or research specialists as well as clerical and computing staff involved in data collection and analysis.

3.4 Qualification / Education Requirements
Bachelor degree in biological sciences or relevant discipline, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
5 - 7 years and above

4.2 Example Employer
Al Ain Wildlife Park & Resort, Dubai Aquarium & Underwater Zoo, Environment Agency

5. Related Employment Information:
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:

Examples of some related occupations:
Animal attendant - Life scientist - Marine biologist - Museum curator - Pathologist - Ecologist - Environmental analyst - Research scientist - Environmental specialist - Fisheries biologist - Aquatic scientist - Assistant scientist - Marine biologist - Research biologist
Occupational Code: 2250

Title: Veterinarians

1. Job Description:
Care for the health of animals. They diagnose, treat, or research medical conditions, reproduction and lineage, productivity improvers, infections and diseases of livestock, sporting (racetracks), laboratories and zoo animals as well as those in domestic environs.

2. Job Summary:
Veterinarians diagnose, prevent and treat diseases, injuries, infections and dysfunctions of animals. They may provide care to a wide range of animals or specialize in the treatment of a particular animal group or in a particular specialty area, or provide professional services to commercial firms producing biological and pharmaceutical products. They also advise on measures to prevent the occurrence or spread of diseases, and on ways to improve the health and productivity of animals. They also supervise safety standards for animal food supplies. Some veterinarians may own and manage their own practice and provide specialist veterinary services (e.g. camel, equestrian, scientific breeding programs). They may need to be registered or licensed with a relevant authority or agency.

3. Quick Facts:
3.1 Job Activities / Tasks
Job activities and tasks include:
(a) determining the presence and nature of abnormal conditions by physical examination, laboratory testing and through diagnostic imaging techniques including radiography and ultrasound;
(b) treating animals medically and surgically, and administering and prescribing drugs, analgesics, and general and local anaesthetics;
(c) rendering obstetric and dental services to animals;
(d) participating in programs designed to prevent the occurrence and spread of animal diseases;
(e) inoculating animals against, and testing for, infectious diseases and notifying authorities of outbreaks of infectious animal diseases;
(f) performing autopsies to determine cause of death;
(g) advising clients on health, nutrition and feeding, hygiene, breeding and care of animals;
(h) providing euthanasia services for animals.

3.2 Knowledge / Skills / Attributes
- Advanced specialized knowledge of principles, concepts and techniques in field of work, discipline and/or professional practice;
- Specialized knowledge of analyzing, planning, managing and establishing ideas, policies, strategies, projections and/or conditions in the field of work, discipline and/or professional practice;
- Advanced knowledge of research principles and methods;
- Advanced knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;
- Higher knowledge of recent developments in the field of work, discipline and/or professional practice;
- Higher knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work and/or professional practice;
- Higher knowledge of political, government, legislative and regulatory systems related to the field of work;
- Higher knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work, discipline and/or professional practice and more general subjects including OHSE and cultural understanding and awareness;
- Higher knowledge of principles, concepts and techniques in sensitively recognizing and responding to the management of highly complex ethical issues;
- Leverage information technology, executive information systems, management techniques and tools for optimal field of work performance and/or professional practice;
- Higher skills in research, analysis, consultation and synthesis of information to evaluate ideas, policies, strategies, projections and/or conditions and generate recommendations and/or relevant alternatives;
- Manage advanced relationships and coordinate related activities of respective stakeholders;
- Advanced skills and experience in high level policy analysis, formulation and research, plus strategic planning in sensitive and confidential environment;
- Develop abstract concepts and convey strategic indications from the spectrum of development experience;
- Higher negotiation cultural sensitivity and diplomatic skills;
- Use of information, tools, resources to support high-level and complex work achievement;
- Work sensitively and effectively in a multi-cultural environment;
- Work with others to develop creative solutions to complex unpredictable and/or abstract problems;
Communicate with influence, and a proven record of developing and maintaining effective partnerships across an organization and with diverse external clients and other key stakeholders;
- Highly developed advanced oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Highly developed leadership and effective management skills, with capacity to initiate, implement and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and effectively manage risks associated with change, as well recognize and implement ethical standards to highly complex ethical issues;
- Achieving results within tight timelines, and capacity to set and implement new policy directions;
- Highly developed higher organizational skills, including the ability to manage priorities and meet tight deadlines.

3.3 Work Context / Conditions
May work either indoors or outdoors depending on the location of their practice or employment. They may also work in a specialist field such as camel racing or horse racing which requires unusual, long and irregular hours; especially those in private practice who may be called upon to treat sick animals at any hour of the day or night.

3.4 Qualification / Education Requirements
Bachelor degree in veterinary science or relevant field of work/discipline, higher qualification or equivalent.

4. Employment Requirements :
   4.1 Experience
   7 - 10 Years and above.

   4.2 Example Employer
   Abu Dhabi Falcon Hospital, Abu Dhabi Food Control Authority, Environment Agency, Dubai Equine Hospital

5. Related Employment Information :
   5.1 Occupational Size
   Less than 5,000

   5.2 Indicative Salaries
   Higher than the industry average

5.3 Employment Outlook / Job Prospects
Excellent

5.4 Job Titles / Related Occupations
Examples of job titles:
Animal pathologist - Veterinarian - Veterinary epidemiologist - Veterinary intern - Veterinary surgeon

Examples of some related occupations:
Agricultural scientist - Life scientist - Medical practitioner - Veterinary nurse - VET
1. Job Description:  
Carry out advisory, diagnostic, preventive and curative veterinary tasks, more limited in scope and complexity than those carried out by, and with the guidance of, veterinarians.

2. Job Summary:  
Veterinary technicians and assistants may perform controlled medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. They may be required to prepare vaccines and sera used for the prevention of diseases as well as prepare tissue samples, take samples of tissue, solids and fluids, and conduct laboratory tests, such as urinalysis and blood counts. They may use a range of laboratory equipment, technologies as well as defined mediums (such as chemicals), techniques and practices to conduct controlled tests in an endeavour to assist in determining causes and affects. Clean and sterilize instruments and materials and maintain equipment and machines. They may assist a veterinarian during surgery. In private practices may also be involved in the supervision of staff, and financial, administrative and technical resources of a veterinary practice, animal hospital or similar treatment facility. They may also care for animals under treatment and in temporary residence at veterinary facilities, perform routine procedures and assist veterinarians to perform procedures and operations. They may need to be registered or licensed with a relevant authority or agency.

3. Quick Facts:  
3.1 Job Activities / Tasks  
Job activities and tasks include:  
(a) advising communities and individuals on the treatment of animals and their diseases and injuries;  
(b) conducting examinations of animals to make diagnoses or refer more difficult cases to veterinarians when needed;  
(c) treating ill or injured animals, especially for common diseases and disorders;  
(d) cleaning and sterilising examination tables and instruments and preparing materials used in the examination and treatment of animals;  
(e) carrying out technical tasks connected with artificial insemination of animals;  
(f) getting animals ready for examination or treatment and restraining or holding them during treatment;  
(g) assisting veterinarians to administer anaesthetics and oxygen during treatment;  
(h) placing animals in cages for recovery from operations and monitoring their condition;  
(i) producing radiographs, collecting samples, and performing other laboratory tests to assist in diagnosis of animal health problems;  
(j) performing routine animal dental procedures and assisting veterinarians with animal dentistry.

3.2 Knowledge / Skills / Attributes  
- Specialist knowledge of principles, concepts and techniques in field of work and/or discipline;  
- Higher knowledge of analyzing, planning, organizing and establishing policies, strategies, projections and/or conditions in the field of work and/or discipline;  
- Broad knowledge of research principles and methods;  
- Broad knowledge of high level governance of systems, processes and procedures including legislative, regulatory, standards, codes and conventions;  
- Knowledge of recent developments in the field of work and/or discipline;  
- Knowledge of principles, concepts and techniques in management, economics, finance, statistics and fiscal disciplines related to the field of work;  
- Knowledge of political, government, legislative and regulatory systems related to the field of work;  
- Knowledge of laws, regulations, standards codes and conventions of the UAE and specific Emirates related to the field of work and/or discipline and more general subjects including OHSE and cultural understanding and awareness;  
- Knowledge of principles, concepts and techniques in sensitively responding to and observing complex ethical issues;  
- Effect information technology, management information systems, management techniques and tools for optimal field of work performance;  
- Skills in research, analysis, consultation and synthesis of information to evaluate policies, strategies, projections and/or conditions and develop suggestions and/or relevant options;  
- Manage broad level relationships and coordinate related activities of respective stakeholders;  
- Broad skills and experience in policy analysis, formulation and research, in a sensitive and confidential environment;  
- Produce concepts and convey suggestions from the spectrum of development experience;  
- Negotiation cultural sensitivity and diplomatic skills;  
- Use of information, tools, resources to support complex work achievement;  
- Work sensitively and effectively in a multi-cultural environment.
- Work with others to develop solutions to complex problems;
- Communicate with effect, and proven record of developing and maintaining active partnerships across an organization and with diverse external clients and other key stakeholders;
- Developed higher oral and written communication, interpersonal and representational skills, and a proven ability to use these skills to prepare and present clear, concise, high quality advice;
- Well developed leadership and effective organizational skills, with capacity to organize and sustain improvements within a team environment, as well as the ability to work flexibly and cooperatively as a member of a team;
- Personal drive and integrity, the ability to self-manage and the capacity to identify and control risks associated with change, as well comply with ethical standards;
- Achieving results within tight timelines, and capacity to implement new policy directions;
- Highly developed organizational skills, including the ability to organize priorities and meet tight deadlines.

3.3 Work Context / Conditions
May work either indoors or outdoors depending on the location of their practice or employment. They may also work in a specialist field such as camel racing or horse racing which requires unusual, long and irregular hours; especially those in private practice who may be called upon to treat sick animals at any hour of the day or night. May work as part of a team in veterinary consulting rooms, surgeries and hospitals.

3.4 Qualification / Education Requirements
Diploma/Associate degree in veterinary nursing, veterinary assistant or related field of work/discipline, higher qualification or equivalent.

4. Employment Requirements:
4.1 Experience
3 - 4 years and above.

4.2 Example Employer
Abu Dhabi Food Control Authority, Abu Dhabi Farmers Services Centre, Environment Agency

5. Related Employment Information:
5.1 Occupational Size
Less than 5,000

5.2 Indicative Salaries
Above the industry average

5.3 Employment Outlook / Job Prospects
Very good

5.4 Job Titles / Related Occupations
Examples of job titles:
Artificial inseminator - Veterinary assistant - Veterinary nurse - Veterinary vaccinator

Examples of some related occupations:
Veterinarian - Animal attendant - Veterinary aide - Veterinary technician (Vet Tech) - Veterinary assistant - Veterinarian technician - Internal medicine veterinary technician - Medical technologist - Emergency veterinary technician - Animal nurse - Rural animal technician - Veterinary assistant - Veterinary technologist - Veterinary assistant (Vet Assistant) - Veterinary technician (Vet Tech) - Veterinary assistant (VA) - Veterinarian assistant - Groomer - Animal caregiver - Animal care provider
Chapter 4
Approach and Handbook maintenance

4.1 Handbook development approach and methodology

In accordance with the directive of His Highness Sheikh Mansour Bin Zayed Al Nahyan, Deputy Prime Minister and Minister of Presidential Affairs, an Executive Technical Committee, comprised of key stakeholders from government, employers and educators was established in January 2012. Committee members were drawn from the Ministry of Presidential Affairs (MOPA), the Ministry of Labour (MoL), the National Qualifications Authority (NQA) and the Abu Dhabi Centre for Technical Education and Training (ACTVET). The Committee was chaired by MOPA and mandated to develop and publish the Occupations and Careers Handbook for UAE Nationals.

The Committee met on a number of occasions to determine and review the research, proposed structure and criteria for selecting occupations, content, translation and publication of the Handbook. A technical sub-committee of experts was established to assist the Committee in the research and content development processes, which helped identify the criteria and selected occupations. The sub-committee also met on several occasions to undertake its work and submit its findings and recommendations to the Committee.

During the development process, consultations and surveys with government agencies, federal and local government related entities and private sector employers were undertaken to identify, review and validate the industry groups, critical, essential and important jobs that would be included therein.

Information from the Ministry of Labour’s Labour Market Information System (LMIS) of private sector employment was utilized to ascertain UAE Nationals participation rate as well as occupations with sustainable and long-term career paths and their respective salary averages. A similar study was undertaken with a range of government agencies, federal and local as well as major government related entities. This information was used to identify related employment information such as occupational size, employment outlook or job prospects and indicative salary levels.

The Committee finalized its work in September 2012 and submitted the final English and Arabic versions of the Occupations and Careers Handbook for UAE Nationals to His Highness Sheikh Mansour for consideration and approval for publication.
4.2 Continuous improvement process

It is envisaged that the Occupations and Careers Handbook for UAE Nationals will be changed from time to time, and updated to reflect changes in the critical, essential and important jobs and maintain concordance with the UAE Vision 2021 and Emirate specific Plans. It will be a vital document which UAE Nationals can review to determine suitable occupations and careers they wish to aspire to pursue.

Custodianship for the continuous updating and improvement of this Handbook has been vested in the National Qualifications Authority (NQA), following the initial project which was managed and initiated by the Ministry of Presidential Affairs (MOPA).

It is anticipated that the approach to utilize a national stakeholder committee to oversee and assist in managing the continuous improvement process will continue to be a major feature in the maintenance of this Handbook.

4.3 Occupational Profile Template development

In considering what might be included in the Occupational Profile for each occupation, a paper was prepared and adopted, with a common template used to populate each identified occupation, and for final publication. The Occupational Profile Template is assembled in six (6) sections.

The first covers the title of the occupation. The internationally recognized title and code referred to earlier, ISCO code and title are used to represent the occupation. Using the commonly internationally recognized title is necessary because there are many different titles used in industry to represent the same job. Employers usually like to reflect their particular setting when looking to recruit or advertise for prospective job applicants.

It would be extremely difficult to use all these titles for the purposes of this Handbook. However, if they can be shown to represent the same job family, it is possible to then simply map these many titles to the recognized ISCO title. The added value of using the ISCO title is that it:

- facilitates easy referencing for those looking to recruit or those looking for employment;
- can be used in terms of assisting in national data collection exercises (such as Census 2011 in Abu Dhabi) and reporting of information for same job families; and
- simplifies communication between government, employers, employees, the community and international bodies.

The remaining sections provide generic details about the job in terms of a very brief overview of the job, a summary statement of the expected outcome, an outline of the key tasks and responsibilities of the job, the pre-requisite requirements for the job, and support information for those looking for a job, i.e., size of the industry and potential job numbers, potential salary, outlook for the occupation over the ensuing few years, and job titles/related occupations.

Other useful information is also included about study, work and career support, looking for work, building your CV, what government employment support services are available, how to find out about the major education and training bodies and providers in the UAE as well as links to other useful resources.

The Occupational Profile Template developed was as follows:

**Occupational Code and Title:**

1. **Job Summary:**

2. **Quick Facts:**
   - 2.1. Job activities/tasks
   - 2.2. Knowledge/skills/attributes
   - 2.3. Work context/conditions
   - 2.4. Qualification/education requirements

3. **Employment Requirements:**
   - 3.1. Experience
   - 3.2. Example employers

4. **Related Employment Information:**
   - 4.1. Occupational size
   - 4.2. Indicative salaries
   - 4.3. Employment outlook/job prospects
   - 4.4. Job titles/related occupations

**Appendices:**

Support information and related links:

1. Study, work and career support, and looking for work
2. CV building
3. Government employment support services
4. Key UAE education and training bodies and providers
5. Links to useful resources
Appendices - Support information and related links

This section provides support information for those seeking jobs, building a CV, government employment support services as well as key UAE education and training bodies and providers. Links to support information are included also, and information as to the methodology that was used to develop the selection of occupations and the Handbook.
Appendix 1
Study, work and career support

The following sections provide guidance information for those UAE Nationals who intend to search for a job including how to produce a Curriculum Vitae (CV) and prepare for a job interview. Also included in this chapter is information on available government employment support services, key education and training bodies and providers in the UAE as well as useful resources links.

1.1 Job search action plan

Many graduating students have trouble figuring out how, exactly, to start their job search. It can seem overwhelming - there are so many places to look, so many steps that need completing. An action plan will set you off on the right track to getting your dream career started.

1. Update your CV: Write a series of resumes and cover letters for possible job scenarios. Make sure every resume has a clear objective that lets your prospective employer know what you can bring to the job. Your resume is a summary of your academic and professional history, and as a document itself it represents your writing and communicative abilities. If your resume is dry, boring, poorly formatted, and full of misspellings, potential employers are going to think you're lazy, incompetent, or both.

2. Make sure your CV is up to date with all of your experience and education to date. Try to make each entry as brief as possible while covering all the main issues you want to highlight. Avoid using the passive voice whenever possible, and try to be more specific in what you actually did.

3. Stop by a Career Guidance Centre (such as the services Tamnia-federal, Tawteen Council -Abu Dhabi and Emirates Nationals Development Programme (ENDP)-Dubai) and take advantage of their CV writing services before you start applying to increase the chances to get positive responses.

4. Research prospective employers. Tap into resources at your institute, the local papers, and employer and job websites. Always keep your objective in front of you when searching and make sure the job offer matches what you really want to do.

6. Network with prospective employers to attend job fairs, attend career events or exhibitions such as Najah and Getex (their website information is included in a later section), and visit professional associations, seminars and conferences. Attend events in your industry and connect with people who have been in the business for a while and demonstrate that you’re a serious candidate. Many professional associations accept young people and students as members. When you’re applying to a job, the prospective employer must notice your application. Thanks to the Internet, your resume is competing for the attention of the hiring manager with hundreds of others. However, your connections might know someone at the company to draw their attention to your application and possibly land you an interview.

7. Talk with family friends, talk to older friends who graduated a year or two before you… And take full advantage of any alumni networking events your institute might host and through your career services office. Remember, many people get jobs because of who they know.

8. Brush-up your LinkedIn profile, or create one if you don’t have one already. LinkedIn can be a great way to connect with potential employers through your friends and former co-workers. Take the time to transfer everything on your resume into your LinkedIn profile, and make connections with your friends and employers.

9. Review the interview skills workshop slides on career guidance websites.

10. Present a professional appearance at interviews. Research the company before the interview. Listen closely to what they ask so you’ll know what they expect of an employee. Review the interview skills resources posted at ADVETI website under career guidance.

11. Follow up every interview with a thank-you note. Send a polite email if you haven’t heard back in a week.

12. Assess offers based on more than salary: The biggest issue dictating the job choices of most recent college graduates is the starting salary. This can be a big mistake. You should focus on attaching yourself to a reputable organization that will give you strong experience, and the opportunity for career growth.

13. Persistence: Stay confident in yourself and in your abilities, keep looking and applying for jobs and use all your connections as much as you can, and sooner or later, you’ll find what you’re looking for.

1.2 CV building

Two sample CV templates are provided to assist those looking for a job, and two completed CVs are provided to assist prospective applicants in identifying key points to include there in.

Sample 1 – CV Template

Name:

Address:

Country:

Telephone:

Mobile:

Email:

Personal Details

Date of Birth:

Place of Birth:

Citizenship:

Visa Status:

Gender:

Additional Personal Information

Optional

Marital Status:

Children:

Employment History

List in chronological order, position details and dates of employment

Work History:

Positions:

Main duties:
Education
Include dates, majors, and details of degrees, training, and certification:

High School:
University/College:
Graduate School:
Post-Graduate Training:

Professional Qualifications
Certifications:
Accreditations:
Computer Skills:
Other:

Awards

Publications

Professional Associations

Languages
List languages and fluency

Interests

Sample 2 – CV Template

Personal Details:
Name:
Address (home):
Telephone (home- optional):
Telephone (mobile):
E-mail:
Date of Birth:
Nationality:

Personal Profile: (summary about what you have done)

Educational:
Dates, university, course/program, qualification (school, Certificate, Diploma, degree), grade or predicted grade

Subjects:
A Levels (grades if good):
Other qualifications:
Modules studied, dissertation:

Work Experience (for each job with most recent first):
Company Name, Job Title, Dates:
Main responsibilities:
Skills gained:
Communication, team work, interpersonal, problem solving, etc.

Skills:
Skills you have to offer (target towards the advert/job description) and what you are looking to do. 3 lines max.

IT skills:

Languages:

Interests and Activities:
Not just a list – try to make them relevant to what the employer is looking for example, travelling around Europe helped develop my communication skills through meeting a variety of people.

References:
Available on request
SAMPLE 1 – Completed CV

Your Name here

Permanent Address:
Villa 506, Muzera
Al Raha Gardens, Abu Dhabi, UAE
Tel: 971 (0)2 551 6398
E-mail: myemailaddress@address.com

Objective: To obtain an entry-level position in Civil Engineering with a focus on environmental/structural … etc engineering. Primary areas of interest include …..

Education:
Bachelor of Science in Civil Engineering, (date)
UAE University

Project Experience:
• Interactive Qualifying Project: “title of iqp” (one or two sentence description or a.pdf file reference that is available online)
• Major Qualifying Project: “title of mqp” (same)

Background Courses Include: (add/remove)
Analytical Mechanics I Surveying Intro to Analysis
Analytical Mechanics II AutoCAD
Urban & Environmental Planning Materials of Construction

Employment:
list employment and dates (start with most recent)
ABC Company, United Arab Emirates, May 2002 - May 2003
Performed, managed, etc….

Computer Skills:
AutoCAD, MS Office (Word, Excel, PowerPoint), Primavera, …

Languages:
English, Arabic, French, ………

Work Skills:
Planning, leadership, ………

SAMPLE 2 – Completed CV

Name: ____________________________________________________________

Contact details: ____________________________________________________

Summary
Type a brief summary of your knowledge, skills and experiences including any work experience pertinent to the job you are applying for

Experience 1
Name: ABC Company, United Arab Emirates
Job title: Sales Director
ABC Company is a national organization providing ….

Responsibilities:
Managed a team of ? staff developing technical solutions for our clients …
Managed and worked on …
Liaised with the implementation team …
Followed up with client Post Sales to ensure satisfaction and on-going business

Achievements:
Increased sales by ….
Suggested new products that increased earnings by 23%.

Experience 2
1994–1999
Name: FMCG, United Arab Emirates
Job title: District Sales Manager
FMCG is a company specializing in …………………

Responsibilities:
Managed a team of 5 staff
Looked after the top 5 clients personally
Managed training for all staff
Developed sales methodologies in conjunction with the team
Liaised with the implementation team
Achievements:
Increased regional sales from $3 million to $10 million.  
Managed 5 sales representatives in 3 different locations.  
Implemented training course for new recruits — increasing profitability.

Experience 2  
1990–1993  
Name: D&V, United Arab Emirates  
Job Title: Senior Sales Representative  
Duffy Milk-yards had just increased its production to the point where it needed to more actively market their products nationally and overseas.

Responsibilities:  
Developed a sales strategy  
Worked in conjunction with a marketing company to establish branding for local and overseas markets

Achievements:  
Expanded sales team from 1 to 3 representatives.  
Tripled revenues for the company.  
Expanded sales to include mail order accounts.

Education  
1983–1986  
Name: Institute of ………………….  
Qualification: Diploma in Business Administration and Information Science.

Technical Skills  
Type a summary of your technical skills

Interests  
Running, gardening, carpentry, computers.

Appendix 2  
Government employment support services

2.1 – Government employment support services  
Tanmia (Federal body)  
Tel: +971 4 3764577  
Fax: +971 4 3258887  
Address: P.O. Box 90505, Dubai, United Arab Emirates  
Working Hours: Sunday to Thursday, 7:30am and to 2:30pm  
Website: http://www.tanmia.ae

Abu Dhabi Tawteen Council  
Tel: +971 2 6997777  
Fax: +971 2 6997700  
Address: Behind Ministry of Finance, Baniyas/Najdah Street – Baniyas Towers, Abu Dhabi  
Mailbox: P.O. Box 126666  
Email: feedback@tawteencouncil.ae  
Website: http://www.tawteenonline.ae

Abu Dhabi Jobs  
Website: http://jobs.abudhabi.ae

Emirates Nationals Development Programme (ENDP)  
Dubai based ENDP builds partnerships between private sector and UAE Nationals aimed at elevating the recruitment and long-term retention of nationals into the workforce. It reports to the Dubai, Knowledge and Human Development Authority (KHDA)  
Tel: Toll Free - 800 3637 (ENDP)  
Website: http://www.endp.ae
### 2.2 – Key UAE education & training bodies and providers

<table>
<thead>
<tr>
<th>Organization</th>
<th>Description</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abu Dhabi Centre for Technical Vocational Education and Training (ACTVET)</td>
<td>The Abu Dhabi Centre for Technical and Vocational Education and Training (ACTVET) was created by the Abu Dhabi Executive Council in 2010 to preside over technical and vocational training in the Emirate.</td>
<td><a href="http://www.actvet.ac.ae">www.actvet.ac.ae</a></td>
</tr>
<tr>
<td>Abu Dhabi Education Council (ADEC)</td>
<td>ADEC’s mission is to produce world-class learners who embody a strong sense of culture and heritage and are prepared to meet global challenges.</td>
<td><a href="http://www.adec.ac.ae">www.adec.ac.ae</a></td>
</tr>
<tr>
<td>Commission of Academic Accreditation (CAA)</td>
<td>CAA is the licensure body for higher education universities, colleges and academies in the UAE. Its website lists the names and contact details of licenced institutions in the UAE as well as the courses that these institutions offer.</td>
<td><a href="http://www.caa.ae">www.caa.ae</a></td>
</tr>
<tr>
<td>Knowledge and Human Development Authority (KHDA), Dubai</td>
<td>The Knowledge and Human Development Authority (KHDA) is responsible for the growth, direction and quality of private education and learning in Dubai. They are the regulatory authority in the Government of Dubai which supports the improvement of schools, universities, training institutes and other human resource sectors.</td>
<td><a href="http://www.khda.gov.ae">www.khda.gov.ae</a></td>
</tr>
<tr>
<td>Ministry of Education (MoE)</td>
<td>The MoE mission is working together to promote the UAE K-12 educational system, investing in human capital to build a knowledge-based society while enriching citizenship values.</td>
<td><a href="http://www.moe.gov.ae">www.moe.gov.ae</a></td>
</tr>
<tr>
<td>Ministry of Higher Education and Scientific research (MOHESR)</td>
<td>The MOHESR’s mission is to achieve excellence in higher education and scientific research output, and contribute to the knowledge-based society and sustainable development of UAE by providing educational programs and services in accordance with international standards of quality and excellence, and promote the Ministry's role in coordinating between institutions of higher education.</td>
<td><a href="http://www.mohesr.gov.ae">www.mohesr.gov.ae</a></td>
</tr>
<tr>
<td>National Industry Vocational Education (NIVE) Centre</td>
<td>The National Institute for Vocational Education (NIVE) was established in the United Arab Emirates (UAE) in 2006 to provide UAE Nationals with the opportunity to gain specific job competencies geared to enhancing their employability. It is affiliated with KHDA, Dubai.</td>
<td><a href="http://www.nive.gov.ae">www.nive.gov.ae</a></td>
</tr>
<tr>
<td>Sharjah Institute of Technology (SIT)</td>
<td>SIT is all about preparing students (UAE Nationals) for the future they want. They support them through their studies. They focus on providing students with a conducive environment for them to enjoy their time as a student and make the most of their studies to get a great qualification. SIT offer a range of programs including UK Awarding Body BTEC programs and is an Edexcel approved centre.</td>
<td><a href="http://www.sit.ac.ae">www.sit.ac.ae</a></td>
</tr>
</tbody>
</table>

### 2.2.1 Other useful Education and Training links:

- [Al Ain Education & Career Fair](http://www.alaincareerfair.com/HomePage/ExhibitorZone/)
- [Arabian Campus](http://www.arabiancampus.com/index.html)
- [GETEX](http://www.mygetex.com/)
- [Knowledge Village Dubai UAE](http://www.dubiaFAQs.com/dubai-knowledge-village.php)
- [List of universities and colleges in the United Arab Emirates](http://en.wikipedia.org/wiki/List_of_universities_and_colleges_in_the_United_Arab_Emirates)
- [NAJAH](http://www.najahonline.com/)
- [TAWDHEEF (career expo)](http://www.twdheef.ac)
Appendix 3

Links to useful resources

3.1 Entities and organizations

<p>| 2011 UAE Year Book | Launched in 2000-2001 the UAE Yearbook Collection, a valuable information source on developments that occurred in the United Arab Emirates over the past 10 years, will appeal to all who have an interest in the country. <a href="http://www.UAEyearbook.com">http://www.UAEyearbook.com</a> |
| Federal Human Resource Authority (FHRA) | The Authority is authorized with the powers and general responsibilities related to management of Human Resources of Ministries and Federal authorities. FHRA aims to pursue four strategic objectives during the three years from 2011 – 2013. These are: strengthening the capacity of employees and develop their skills in the Federal Government; attracting, motivating and retaining qualified human resources in targeted jobs of the Federal Government sector; developing HR policies, programs and regulations at the Federal Government level; ensuring that all central services are being rendered according to standards of quality, efficiency and transparency. <a href="http://www.fahr.gov.ae">http://www.fahr.gov.ae</a> |
| Federation of UAE Chambers of Commerce and Industry | The FDDC offers its services to support the private sector though a group a programs that include research studies, service and guidance in addition to facilitating the works of firms and companies on all economic, commercial and industrial activities. <a href="http://www.fcciUAE.ae/en/index.php">http://www.fcciUAE.ae/en/index.php</a> |</p>
<table>
<thead>
<tr>
<th>Organization</th>
<th>Description</th>
</tr>
</thead>
</table>
| government.ae                        | As the official portal of the UAE government, it is the unified gateway for all information and services provided to the public. http://www.government.ae  
For job advice: http://www.government.ae/web/guest/c-jobs                                                                                                                                                                                                                      |
| Ministry of Labour (MoL)             | The MoL's mission is to organize the labour market to strengthen the participation of the Emirates in the labour force, realize the protection and flexibility in the labour market, and attract skilled workers through a comprehensive system of policies and regulations, enforcement, institutional partnership and effective service delivery. http://www.MoL.gov.ae                                                                                                                                 |
| ISCO                                 | ISCO - the International Standard Classification of Occupations (ISCO) system established by the ILO. It is the internationally recognize system for classifying occupations. It is used by the Ministry of Economy in the UAE for its occupational data gathering and reporting tool. ISCO: http://www.ilo.org/global/publications/ilo-bookstore/order-online/books/WCMS_172572/lang--en/index.htm |
| ILO                                  | International Labour Organization (ILO) - www.ilo.org                                                                                                                                                                                                                                                                                          |
| National Qualifications Authority (NQA) Qualifications Framework of the Emirates (QFEmirates) | The Authority works in coordination with other existing concerned authorities to establish and develop a national system of educational qualifications in the state through drawing up plans and policies in this regard within a comprehensive and standardized strategy of the qualifications, which determines regulations and standards of higher, general, technical education qualification and vocational training and how to develop them continuously in order to keep pace with scientific and technological progress and the requirements of economic and social development in UAE.  
NQA is implementing a national Qualifications Framework in cooperation with relevant entities and entrusted bodies. It has developed the Qualifications Framework for the Emirates (QFEmirates). The NQA Board of the National Qualifications Authority (NQA) approved the QFEmirates on the 20th February 2012.  
The QFEmirates is the first national qualifications framework for the UAE and is detailed in the Qualifications Framework for the Emirates (QFEmirates) Handbook www.nqa.gov.ae  
| UAE Vision 2021                       | The UAE aspires to be among the best countries in the world by 2021. The UAE Government Strategy 2011-2013 lays the foundations to achieve the UAE Vision 2021, launched by HH Sheikh Mohammed bin Rashid Al Maktoum, Vice President and Prime Minister of the UAE and Ruler of Dubai. It forms the basis upon which the Federal entities develop their strategic and operational plans and consists of seven general principles, seven strategic priorities and seven strategic enablers. http://www.vision2021.ae |
3.2 Endnotes


The Federal Demographic Structure Council (FDSC) has discussed in its meeting held recently the work mechanisms for enhancement of productivity.

The fund was set up upon the resolution of the Cabinet to report under the FDSC in line with the state’s strategy and government vision 2020 towards knowledge economy to boost productivity of private sector, upgrade technological level and provide skilled labour.

Chaired by H. H. Lt. General Sheikh Saif bin Zayed Al Nahyan, Deputy Prime Minister and Minister of Interior, the FDSC also reviewed methods of financing the fund and spending.

The fund will work on reduction of dependence on the unskilled expatriate labour through adoption of the latest technology and administrative approaches. It will also work on developing material and human capitals and improve work procedures in the private sector in the country.

It will raise competitiveness level among the local companies to contribute effectively to the economic growth and support the transition to the knowledge driven economy, as well as the fund’s pivotal role in tackling the defects of the demographic structure.

Present were Saqr Ghobash, Minister of Labour, Deputy Chairman of the FDSC, Mariam Al Roumi, Minister of Social Welfare, Rashid Salem Lakhraibani Al Nuaimi, member and Secretary General of the FDSC, Major General Nasser Lakhraibani Al Nuaimi, Secretary General of the Office of Deputy Prime Minister and Minister of Interior, Dr Saeed Abdullah, Acting Assistant Secretary General for Policies at the FDSC and Salem Al Ghafli, from the National Productivity Improvement Programme.

iv. Emiratization Policy

In a country with diverse demographic challenges, Emiratization is a crucial item on the Government agenda. The federal and local authorities are continuously drawing up and implementing initiatives to support the policy of expanding participation of the country’s citizens in the workforce. Among these are the establishment of the National Human Resource Development and Employment Authority – Tanmia, the Abu Dhabi Emiratization Council, the Dubai-based Emirates National Development Programme and the Department for Human Resources Development in Sharjah.

These organizations help develop the capabilities and skills of nationals in order to create a better balance in the labour market.

Emiratis hold about 15,000 (20,000 in 2012) jobs in the private sector. Given the shrinking percentage of citizens in the total workforce of the country, it is estimated that they may account for less than 4 percent of the total workforce in 2020.
1. Emirates Council for Emiratization

Following a review of the programme, the Cabinet established the Emirates Council for Emiratization in June 2009. The primary function of this body is to avoid duplication between federal and local Emiratization authorities. The council includes representatives from all federal and local authorities, higher education departments and the private sector in order to ensure a unified, nationwide plan.

While the Council formulates policies, standards and criteria for Emiratization, the implementation process will be the responsibility of the local authorities. The Council is also responsible for preparing nationals for employment, particularly in the private sector. This is expected to produce a new national training agenda, as well as the first national human resources database, which will provide relevant information to all stakeholders.

The UAE Vice President, Prime Minister and Ruler of Dubai, H.H. Sheikh Mohammed bin Rashid Al Maktoum has appointed an inquiry team to investigate the lack of adequate progress in the Emiratization process. Explaining his decision, he said:

“The development of education, the competencies and capabilities of the UAE Nationals will remain our main priority… The Emiratization level does not exceed 54 percent in ministries and 25 percent in federal authorities…”

I am positive that most of the private sector companies prefer to recruit UAE Nationals as part of their Corporate Social Responsibilities.

We must develop strategies with private sector employers to help persuade nationals that employment in the private sector is highly desirable. We must work to overcome flawed stereotyping of nationals as employees; and we must provide data and information about different careers and job openings to students and others seeking work across the country…”

2. Tawteen


Also on 04/01/2012 (Tawteen website), where information advises that Tawteen will assist in helping to find 300,000 Jobs for Emiratis by 2020

Nearly 300,000 jobs in seven sectors will be filled by Emiratis until 2020, said the head of strategy of a governmental body tasked with finding employment for Emirati jobseekers. Dr Abdullah Amer Al Bishr, head of the strategy, planning and policy at Abu Dhabi Tawteen Council (ADTC), said 298,000 jobs will be created for UAE citizens in seven industries including media, real estate, financial services, tourism, health care and energy.

3. Abu Dhabi Government announces creation of 600,000 new jobs


With the Abu Dhabi government stating, “With the Emirate expecting to create more than 600,000 new jobs over the next decade, based on the forecast of 7 to 9 percent annual economic growth, the government’s goal is to disseminate quality education and provide effective human resource development programmes to improve the ability of the educational system to prepare highly efficient human capital and keep abreast with the job market demand. It also seeks to rectify the current imbalance between public and private sectors in providing employment for UAE Nationals.”

4. Mubadala Aerospace - investing in the future


One important area that Abu Dhabi is particularly seeking to expand is its aerospace industry. The firm Mubadala Aerospace plans to add up to 10,000 new jobs to the economy by 2030 in the quest to transform the emirate into a global aviation hub. Their subsidiary, Strata, makes parts for Airbus airplanes, and will be increasing their manufacturing capacity to fulfill a deal signed with Boeing to produce wing flaps for the 787 Dreamliner.

It has become a well-known fact that in order to leverage a country’s human capital and economy the two must be united, working in harmony for the same goals. Building UAE’s human capital is thus a mutual objective and organizations should look to retain, preserve and grow their employees. These are the key tools of human resource planning which ensure that the best possible skill and talent is available to back the plans and achieve the goals.

“Camel is the new cash cow!” A report by Malcolm Borthwick for Middle East Business Report: Camels, blog (Fudzail – Dubai version) titled, stated the following:

“While waiting a friend at Ibn Batutta Mall, I read a tabloid on camel. Yes, have consumed camel milk and meat. The camel has more to offer.

There is annual camel beauty pageant offering prizes worth million dollars!

The camel has become a brand icon of the UAE in recent years, overtaking the falcon - the UAE’s national emblem - as the animal best representing the country.

It is estimated that the national worth of camels runs into millions of dollars, taking into account the products, merchandise, brand value, jobs and associated businesses.

Once restricted to the desert and races, camels today are to be found everywhere ranging from coffee cups and shot glasses to chocolate and milkshakes. Even its urine and milk are being studied by Arab scientists for claims that it can treat diseases, including cancer and various other health conditions.

As Dubai tourists and expats get a taste of all things camel, global demand for camel products continues to spiral.

Global market

Some products are already being exported to GCC countries and Europe, and other countries also want a bite of the camel.

Like the animal, camel burger prices have also hit a hump or two more than doubling from the original Dh20 ($5.45) to Dh40-Dh60 ($10.89-$16.34) with each burger containing a quarter pound meat pattie.
The patty tastes like beef.

But Dubai’s starring dish has always been the camel.

Perhaps it explains the new menu soon to be launched at The Local House, with ice cream, cakes and patisseries - all made from camel milk, of course - adding to the camel shawarma, soup and milk already on offer.

The restaurant goes through about 200kg of camel meat a week which it sources from the Abu Dhabi government.

Camels are worth millions of dollars to the country’s tourism sector alone and had created business and jobs for hundreds of Dubai companies.

Just as the UAE’s founding tribes couldn’t have survived without them in the desert, today’s generation is also reliant on them.

Camel merchandise and products were among the favourite UAE items for tourists since they best symbolised the country’s tradition and heritage, representing the early beginnings when the Bedouin tribes rode camels through the desert.

Numbers say it all:

UAE camel population is 250,000 less than 5 percent of world population
Some 190,000 milking camels are reared in the UAE
Camels are used to produce about 1,700 tonnes of meat in Abu Dhabi annually

CAMEL CURE?

The camel is under the microscope for its healing abilities and food possibilities.

Every other month, some scientific discovery is made in relation to the camel, or a new product is launched.

The UAE is at the centre of it all, with studies underway at various universities - a professor predicts a new camel cheese is months away, and a ground-breaking medical study on camel milk is soon to be launched in Dubai.

The internationally renowned Central Veterinary Research Laboratory located in Dubai, studies camels and other animals. Clinical studies on the effect of raw camel milk in treating autistic children are expected to begin within a year.

* ISCO - is the International Standard Classification of Occupations (ISCO) system established by the International Labor Organization (ILO). It is the internationally recognize system for classifying occupations. It is used by the Ministry of Economy in the UAE for its occupational data gathering and reporting tool. ISCO:

The following information about an occupational classification is extracted from the ISCO-08 System:

What is an occupational classification?

An occupational classification is a tool for organizing all jobs in an establishment, an industry or a country into a clearly defined set of groups according to the tasks and duties undertaken in the job. It normally consists of two components:

- the classification system itself, which gives the guidelines on how jobs are to be classified into the most detailed groups of the classification and how these detailed groups are to be further aggregated into broader groups. It includes the occupational titles and codes, and represents a value set for the variable >occupation<, a variable which describes the different tasks and duties of jobs.

- a descriptive component, which usually consists of descriptions of the tasks and duties as well as other aspects of the jobs which belong to each of the defined groups, including goods and services produced, skill level and specialization, occupations included and excluded, entry restrictions, etc. These descriptions can be said to constitute a dictionary of occupations.

An occupational classification can be compared to a system of maps for a country, where the top level of aggregation corresponds to a small scale road map for the main motorways and highways; the next level corresponds to a set of larger scale maps for, say, each of the main regions, also showing provincial and local roads; and so on. At the most detailed level are the detailed technical maps used by municipal engineers to plan sidewalks, traffic lights, road extensions, etc. Such detailed technical maps can be compared to the job descriptions which are used by enterprises for personnel management and wage systems which in most countries are not the concern of national authorities, except for the management of public sector employees.

ISCO-08 organizes occupations in a hierarchical framework. They are based on two main concepts: the concept of kind of work performed – defined as a set of tasks or duties designed to be executed by one person – and the concept of skill, defined as the skill level – the degree of complexity of constituent tasks – and skill specialization – the field of knowledge required for competent performance of the constituent tasks.
Industry Group 1 - Industrial

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<td>Product and garment designers</td>
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<td>3118</td>
<td>Draughtspersons</td>
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<td>3122</td>
<td>Manufacturing supervisors</td>
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<tr>
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<td>Construction supervisors</td>
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<td>3131</td>
<td>Power production plant operators</td>
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<td>3133</td>
<td>Chemical processing plant controllers</td>
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<tr>
<td>3134</td>
<td>Petroleum and natural gas refining plant operators</td>
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<td>3135</td>
<td>Metal production process controllers</td>
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<td>3152</td>
<td>Ships’ deck officers and pilots</td>
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<tr>
<td>3153</td>
<td>Aircraft pilots and related associate professionals</td>
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<tr>
<td>3154</td>
<td>Air traffic controllers</td>
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<td>Air traffic safety electronics technicians</td>
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<td>Real estate agents and property managers</td>
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<td>3513</td>
<td>Computer network and systems technicians</td>
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<td>7115</td>
<td>Carpenters and joiners</td>
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<td>Plasterers</td>
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<td>7126</td>
<td>Plumbers and pipe fitters</td>
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<td>7127</td>
<td>Air conditioning and refrigeration mechanics</td>
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<td>7212</td>
<td>Welders and flamecutters</td>
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<td>Aircraft engine mechanics and repairers</td>
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<td>Locomotive engine drivers</td>
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<td>8312</td>
<td>Railway brake, signal and switch operators</td>
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<td>Crane, hoist and related plant operators</td>
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### Industry Group 2 - Community, health and social services

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<td>Generalist medical practitioners</td>
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<td>2262</td>
<td>Pharmacists</td>
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<td>Environmental and occupational health and hygiene professionals</td>
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<td>Social work and counselling professionals</td>
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<td>Medical and pathology laboratory technicians</td>
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### Industry Group 3 – Government, public administration and education services

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<td>Senior officials of special-interest organizations</td>
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<td>2310</td>
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<td>2351</td>
<td>Education methods specialists</td>
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<td>2352</td>
<td>Special needs teachers</td>
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<td>Other language teachers</td>
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<td>2359</td>
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<td>Lawyers</td>
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<td>Teachers’ aides</td>
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### Industry Group 4 – Business, administration, tourism, retail and leisure services

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<tr>
<td>1212</td>
<td>Human resource managers</td>
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<td>1213</td>
<td>Policy and planning managers</td>
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<td>Sales and marketing managers</td>
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<td>Advertising and public relations managers</td>
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<td>Research and development managers</td>
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<td>Retail and wholesale trade managers</td>
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<td>2120</td>
<td>Mathematicians, actuaries and statisticians</td>
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### Industry Group 5 – Arts, entertainment, multimedia and ITC applications

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### Industry Group 6 – Agriculture, fishery and livestock

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