

# JOB DESCRIPTION



## 1. POSITION DESCRIPTION:

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|------------------------|--|
| <b>Position Title:</b> | TRL Associate – UAE Nationals Only                   |
| <b>Reports to:</b>     | Various / Senior Manager, Learning & Development     |
| <b>Division:</b>       | Supervision Division (plus one other)                |
| <b>Team:</b>           | As assigned  |
| <b>Location:</b>       | Dubai Financial Services Authority, DIFC, Dubai, UAE |
| <b>Grade:</b>          | E  |
| <b>Position Code:</b>  | (do not complete)                                    |

## 2. JOB PURPOSE:

To undertake and successfully complete a 2-year period of in-house and external professional training in regulation with a view of developing the skills and capabilities required for a permanent appointment within DFSA.

To undertake the Young Professionals Programme to develop professionalism in the workplace.

## 3. KEY RESPONSIBILITIES:

**Successfully complete knowledge and skill acquisition primarily in two of the key areas of DFSA activity:**

- **Supervision** - The main functions of the Supervision Division is the authorisation and on-going supervision of *firms* once they have been authorised.
  - The Division determines whether a *firm* satisfies key threshold conditions to get its License. For a *firm*, it considers factors such as: business strategy, financial resources, human resources, legal structure, systems and controls.
  - Once a *firm* is authorised or registered, the Division uses a risk-based framework to assess and, monitor the *firms* and ensure that they follow the DFSA and DIFC rules and laws.
- **Markets** – The main function of the Markets Division is the authorisation and on-going supervision of Authorised Market Institutions, Recognised Bodies and Members and Alternative Trading Systems. It is also responsible for the regulatory supervision of the Nasdaq Dubai and DME within the DIFC for the purposes of identifying and managing potential risks and administering certain laws and rules.
- **Enforcement** - The main function of the Enforcement Division includes handling complaints, conducting investigations and detecting misconduct. It ensures that the *firms* and individuals comply with the laws and operate responsibly and with integrity. If the *firms* and individuals do not comply with the laws then the Division takes enforcement action. The Enforcement Division is empowered to:
  - conduct investigations
  - conduct inspections

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- obtain books and records
- require individuals to participate in interviews under oath.

- **Strategy, Policy & Risk** – The main functions of the Strategy, Policy & Risk includes developing DFSA's strategic plan and managing the annual business planning cycle; maintenance of the DFSA's policy framework; and setting appropriate policies to manage risks to the DFSA's operations and the achievement of its regulatory objectives.

### Undertake entry level external professional training in:

- Chartered Institute for Securities & Investment: Risk in Financial Services
- Other appropriate qualifications

### Attend other relevant training as part of the TRL Programme such as:

- DFSA Induction and Orientation Programme
- An Introduction to Regulation
- What is Regulated Activity?
- Anti-Money Laundering

## 5. COMMUNICATION AND COLLABORATION:

- Develop and maintain strong, open relationships with other DFSA divisions.
- Communicate pertinent emerging issues to your coach or line management as needed.
- Actively participate in team meetings.
- Draft and deliver relevant external communications, in writing and through outreach presentations, designed to inform external stakeholders.

## 7. KNOWLEDGE, SKILLS & ATTRIBUTES:

### Educational Background:

- Bachelor's degree in any analytical discipline Finance, Business, Psychology, Economics, Commerce, Human Resources or Law. GPA 3+

### Knowledge:

- Background knowledge of / interest in international financial services and markets regulation
- Acceptable standard of numeracy
- Computer literate

### Skills:

- Research
- Analytical
- Attention to detail
- Creative problem solving – thinks “out of the box”

### Languages:

- Very high standard of spoken and written English

### Personal Attributes:

- Willingness and enthusiasm to commit to DFSA requirements

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- Demonstrates high personal ethics and integrity
- Self-motivated and work focused
- Resilient and achievement oriented
- Appreciates the need for timeliness
- Displays patience, tolerance and tact
- Ability to establish and maintain positive working relationships with other employees
- Shows imagination, curiosity and initiative
- Eager to continue learning

### 8. Approvals:

|                       |  |
|-----------------------|--|
| <b>Reviewer Line:</b> | Eric Salomons, Head of Markets                               |
| <b>Reviewer HR:</b>   | Jacqueline Whitehead, Senior Manager, Learning & Development |
| <b>Approved by:</b>   | Arif Sayed, Head of Human Resources                          |
| <b>Last reviewed:</b> | 07/04/2021 14:16:00  |