

JOB DESCRIPTION



1. POSITION DESCRIPTION:

Position Title:	TRL Associate – UAE Nationals Only
Reports to:	Senior Manager, Learning & Development
Division:	Supervision
Team:	Conduct Team
Location:	Dubai Financial Services Authority, DIFC, Dubai, UAE

2. JOB PURPOSE:

To undertake and successfully complete a short internship within the assigned division to undertake job related experience and a view the developing skills and capabilities required for a permanent appointment within DFSA or elsewhere.

To develop professionalism and personal effectiveness in the workplace.

To understand the role of a regulator in the Dubai International Financial Centre

3. KEY RESPONSIBILITIES:

Successfully complete knowledge and skill acquisition primarily in Supervision Division:

- **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, Division uses a risk-based framework to assess and, monitor the *firms* and ensure that they follow the DFSA and DIFC rules and laws.
- You will be assigned to a Coach who will support you during your TRL Internship. Activities with your Coach in the Conduct Team will include:
 - Participating in a Thematic Review
 - Assisting your Coach with daily Supervision and Licensing activities
 - Undertake Anti-Money Laundering activities
 - Understanding the role of the Conduct of Business Team within the wider Supervision Division

Attend other relevant activities as part of the TRL Internship such as:

- DFSA Induction
- DFSA professional development sessions
- An Introduction to Regulation
- Anti-Money Laundering

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5. COMMUNICATION AND COLLABORATION:

- Develop and maintain strong, open relationships within the Conduct Team.
- 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 for the approval of line management with the support of your Coach.

7. KNOWLEDGE, SKILLS & ATTRIBUTES:

Educational Background:

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

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
- 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

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8. Approvals:

Reviewer Line:

Reviewer HR:

Approved by:

Last reviewed: 30/03/2021 17:18:00