



भारतीय विदेश व्यापार संस्थान

INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University)

An Autonomous Body under Department of Commerce & Industry, Govt. of India)

Advertisement for the Post of Administrative Coordinator in Dubai, UAE

The Indian Institute of Foreign Trade (IIFT) is in the process of setting up its offshore campus at Expo City, Dubai. As part of its pre-launch operations, the institute is looking to hire a **Local Administrative Coordinator** to fulfill the following roles and responsibilities:

- Coordinate on behalf of IIFT with local authorities such as the Knowledge and Human Development Authority (KHDA), the Embassy of India, Expo City authorities and other authorities in Dubai.
- Follow up on the processing of documentation with local authorities in Dubai.
- Coordinate with local contractors for the refurbishment of the Indian Pavilion building at Expo City, Dubai.
- Initial marketing of IIFT Programmes for Dubai Campus
- Handle any other administrative work as required by IIFT.

Eligibility Criteria:

- A graduate in any discipline.
- At least 3 years of work experience in Dubai.
- Read, write and speak English fluently.
- Age should not exceed 35 years.

The remuneration will be a fixed emolument of AED 20,000 per month all-inclusive including travel etc, for a period of one year. Renewal will be based on the candidate's performance.

IIFT reserves the right to modify the eligibility conditions at any stage, as per the requirements.

Interested candidates having the above qualifications and experience should only apply Online through the link given below latest by **09.12.2024**.

Link: https://www.iift.ac.in/iift/dubai_application/form.php

(Gaurav Gulati)
Registrar