



Employment Opportunity for Executive Director

The Canadian Business Council of Abu Dhabi is a non for profit membership based organization. We are one of the biggest and most active business councils in Abu Dhabi with a mandate to promote, encourage and facilitate the exchange of business between Canada and the UAE. Our objectives are to create relevant platforms for people to meet and network. For more information about us, kindly go to www.cbcabudhabi.com .

Position Description for Executive Director (Part time/full time)

Reporting to: The Chair

Work Location: CBC- Abu Dhabi Office: Al Firdous Street Tourist Club Area

Timeframe: The job will start on 01 April 2016 with the first month on a part time basis to become full time basis from May 2016 onwards.

Working Hours: Daily from 9:00 am to 5:00 p.m. Sunday to Thursday

Must be able to attend required meetings outside normal working hours. There will be no additional pay or compensatory time for these hours.

Contract period: For a period of 1 year from 01 April 2016 to March 2017. Renewable contract following performance assessment.

Skills & requirements:

- Canadian citizenship preferred.
- A minimum of 5 years in a senior administrative and managerial role
- Be fluent in English. Ability in French is a definite asset.
- Excellent communication skills (verbal and written)

- Have good leadership skills and excellent organizational skills
- Have experience in budget management, strategic and business development planning
- Be well versed in accounting and book keeping and accurately reporting the numbers to the Board

- Be adept with time management, problem solving and multi- tasking skills
- Ability to work independently in a fast paced environment
- Ability to work within a board setting
- Flexible, conscientious, mature person able to work with a variety of personalities and volunteers
- Computer skills required, good knowledge of excel, word, outlook, power point
- Must be able to work under pressure when there are deadlines
- Access to vehicle preferred
- Preferably on family visa

Main duties include:

- **Administration:** Management of the overall activities of the CBC Office and serve as board secretary.
- **Bookkeeping:** Liaise with the Treasurer and operations coordinator to keep the financial records and assist with budgeting.
- **Event Management:** Work with the Head of Events Committee to plan, organize, advertise and deliver all CBC events.
- **Membership:** Work with the Head of Membership Committee to ensure the database is up to date, on-going recruitment for new members, members services and interfacing are effective.
- **Sponsorship:** Work with the Head of Sponsorship Committee to expand sponsorship base. Interface and retain current sponsors.
- **Marketing & Communication:** Work with the Head of Business Development Committee to implement a marketing strategy.
- **Web Site:** Ensure that the web site is kept up to date, attractive, interactive and relevant to members.
- **Social Media:** Ensure that CBC the Facebook and LinkedIn accounts are monitored and updated.
- **External Affairs:** Maintain good relationship with The Canadian Embassy and Consulate, CBC Dubai and other Business Groups and business community affiliates.
- **Government Relations:** Maintain good relationship with Abu Dhabi government departments.

Compensation: The salary shall be determined based on the applicant's experience, knowledge, skills and qualifications.

Probation Period: 3 month applicable

Employee Benefits: Entitlements pursuant to applicable UAE Labour Law.

Forward your CV with references to admin@cbcabudhabi.com no later than COB on Thursday 24 March 2016. Only qualified and selected candidates will be contacted for an interview.