

Vacancy Announcement:

Position: PA for CEO Office - Secretarial Support

Organization: Dubai Humanitarian Authority

Department: CEO Office

Location: Dubai / Meydan Office, upon request in DIC Office

Employment Type: Full-time

Role Overview:

The Personal Assistant provides high-level administrative and executive support to the CEO, ensuring the efficient operation of the CEO Office. The role plays a key part in managing schedules, coordinating communications internally and externally with relevant authorities, and supporting the execution of organizational priorities and strategic initiatives.

Key Responsibilities:

- Provide comprehensive administrative and coordination support to the CEO Office
- Manage and organize the CEO's calendar, meetings, and travel arrangements
- Act as a key point of contact between the CEO and internal/external stakeholders
- Coordinate executive meetings, including preparation of materials and follow-up on action items
- Prepare and review reports, presentations, and official documents
- Support the tracking and execution of key organizational initiatives
- Maintain strict confidentiality and professionalism in handling sensitive information

Qualifications & Experience:

- Bachelor's degree in Business Administration, Communications, or a related field
- Minimum of 5 years of experience in an executive assistant or similar administrative role, preferably in a corporate or nonprofit setting.
- Strong experience in administrative and executive support functions

Skills & Competencies:

- Excellent organizational and time management skills
- Strong communication and interpersonal abilities
- High attention to detail and accuracy
- Ability to manage multiple priorities in a fast-paced environment
- Strong sense of confidentiality, integrity, and professionalism
- Proficiency in Microsoft Office applications

Language Requirements:

- Fluency in Arabic and English (spoken and written) **is mandatory**, any other language represents a plus.

Additional Information:

- Occasional travel may be required based on business needs
- Candidates must demonstrate flexibility and the ability to work in a dynamic environment

Application Details:

Applications are open to UAE Nationals and non-UAE Nationals

Qualified candidates are invited to submit their applications to:

Email: careers@dubaihumanitarian.ae

Application Deadline: 12 April 2026