



POSITION DETAILS	
Position Title	Senior Licensing and Compliance Specialist
Division	Licensing and Compliance
Department	Ras Al Khaimah Department of Knowledge

### Role Purpose

- Oversee compliance inspections and licensing activities across private educational institutions, including schools and universities in Ras Al Khaimah
- Ensure all entities meet the Department's regulatory requirements through field inspections, investigations, and documentation reviews
- Support the licensing process from application through renewal while promoting regulatory awareness and continuous improvement in compliance standards

### Key Responsibilities

- Conduct scheduled and unscheduled compliance inspections across schools and private educational providers
- Review and process licensing applications (new, renewal, amendments, cancellations) and issue relevant permits and NOCs
- Investigate regulatory breaches and follow up on corrective actions in collaboration with institutions
- Draft and contribute to compliance reports and monthly licensing analytics, highlighting trends and violations
- Keep institutions informed on current regulations and ensure consistent adherence to RAK DOK's policies

### Qualifications

- Minimum Bachelor's degree in Business, Education, or a related field
- Minimum of 3 years of relevant experience in compliance, audit, or a similar regulatory field
- Fluency in English and Arabic (both spoken and written)

### Competencies

- Regulatory compliance expertise
- Strong analytical and investigative skills
- Licensing and permit management knowledge





- Excellent written reporting and documentation skills
- Clear and confident communication (Arabic and English)
- Risk monitoring and follow-up
- Detail-oriented and well-organised
- Customer-focused with a service mindset
- Team-oriented with a strong sense of accountability
- Adaptable and able to manage multiple tasks in a dynamic environment

