

POSITION DETAILS	
Position Title	Stakeholder Engagement Supervisor
Division	Operation & Engagement
Department	Ras Al Khaimah Department of Knowledge

Role Purpose

The Supervisor, Stakeholder Engagement supports the Manager in delivering effective communication, events coordination, and stakeholder engagement across private schools in Ras Al Khaimah.

The position plays a key role in planning and supporting Department-led events, daily communications, community activities, and media coordination. The Supervisor ensures consistent messaging, strong engagement with schools, and high-quality support for departmental initiatives and public-facing activities.

Key Responsibilities

- Promote the Ras Al Khaimah Department of Knowledge by facilitating clear, consistent, and professional communication between the Authority and private schools.
- Lead the preparation and distribution of official communications, including circulars, announcements, and engagement updates.
- Support the planning, coordination, and execution of Authority-led events, meetings, and community initiatives.
- Oversee event logistics, including invitations, attendance management, branding, and onsite coordination.
- Coordinate media coverage and manage content creation, including photography, videography, and storytelling.
- Contribute to the development of annual engagement calendars and activity plans.
- Ensure consistent branding across social media and official communication materials.
- Maintain organized documentation of communications, events, media outputs, and stakeholder engagement activities.

Profile

- **Education:** Bachelor's degree (or other equivalent qualification) in Education or a related field is required



- **Experience:**
- Minimum 0-3 years of experience in communications, events coordination, public relations, or stakeholder engagement.
- Experience working in an educational or government setting is an advantage.
- **Languages:** Fluency in Arabic and English (verbal and written)

Competencies

Behavioral

- Excellence in performance and outcomes
- Active communication
- Creativity and problem solving
- Customer focus
- Team spirit
- Organizational and ethical awareness

