

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

Role Purpose

The position supervises the compliance inspection and licensing of the private educational institutions (including private schools and universities). The position includes the preparation for and implementation of a range of compliance inspections in the field at schools and universities, and potentially at nurseries to check the level of compliance against a range of metrics. Further, the position includes contributing to the writing of reports and conducting investigations into areas where there could be a breach of the regulations. Apart from compliance, the role includes reviewing license applications (new and existing) to ensure all requirements are aligned with the Department's standards. The agility of the position allows for multitasking and the diversification of skills in a team environment.

Key Responsibilities

- Monitors all activities within the school and private educational institutions as part of the compliance inspection process to report on the Department's compliance related to the policies and regulations.
- Prepares reports with the respective compliance teams to report on any violations within the school/private education entity.
- Contributes to the Department's compliance procedures and processes to identify areas for further enhancement.
- Contributes to the licensing process (new, renewals, amendments, cancellations, Education Permits/NOCs, etc.), including processing applications, responding to inquiries, and providing guidance.
- Ensure all schools/private education institutions are aware of the latest regulations and processes.
- Tracks and reports all compliance inspections and violations and follows up on any corrective actions recommended within the report.
- Conduct scheduled and non-scheduled compliance visits to schools/private education institutions.
- Follows up with the schools/private education institutions' progress against non-compliance.
- Maintain updated knowledge of the regulatory environment in the education industry.

- Analyse all new educational licenses to ensure all components are submitted correctly against the current regulations.
- Contribute to the monthly reports on the number of existing and new license applications for all private schools, SMEs (Free Zone and Mainland), and international university branch campuses.
- Contributes to preparing research and undertaking analysis of surveys.

Profile

- **Education:** A bachelor's degree (or other equivalent qualification) in any discipline.
- **Experience:**
 - 0 - 3 years of experience
- **Languages:** Fluency in Arabic and English (verbal and written)

Competencies

Behavioural

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

