

Job Description Template

UAE-Compliant Job Description | HR Kingsman — Arseel Nasher, MBA, SHRM-SCP

■ Complete all fields. This template is aligned with UAE Labour Law Federal Decree-Law No. 33 of 2021. Approved JDs must be signed before posting.

SECTION 1 — ROLE OVERVIEW

Field	Details	Field	Details
Job Title		Department	
Reports To		Location	Dubai / UAE
Employment Type	Full-time / Contract	Salary Band (AED)	
Direct Reports		Date Created	
Grade / Level		Review Date	

SECTION 2 — ROLE PURPOSE

Write a clear 2–3 sentence summary of why this role exists and its primary contribution to organizational objectives.

SECTION 3 — KEY RESPONSIBILITIES

#	Responsibility Description	% Time
1		
2		
3		
4		
5		
6		
	TOTAL	100%

SECTION 4 — QUALIFICATIONS & REQUIREMENTS

Category	Required	Preferred
Education		
Years of Experience		
Professional Certifications		
Languages	Arabic / English Fluent	

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Category	Required	Preferred
Systems / Software		
UAE Visa / Residency	Required / Will be provided	

■ SECTION 5 — CORE COMPETENCIES

Competency	Level Required	Evidence / Indicator
Strategic Thinking	Expert / Advanced / Intermediate	
Communication & Influence	Expert / Advanced / Intermediate	
Leadership & People Management	Expert / Advanced / Intermediate	
Problem Solving	Expert / Advanced / Intermediate	
Technical / Functional Expertise	Expert / Advanced / Intermediate	

■ SECTION 6 — KPIs FOR THIS ROLE

KPI	Target	Measurement Frequency	Data Source
		Monthly / Quarterly	
		Monthly / Quarterly	
		Monthly / Quarterly	

■ SECTION 7 — APPROVAL SIGN-OFF

Role	Name	Signature	Date
Prepared by (HR)			
Approved by (Hiring Manager)			
Final Approval (HR Director / CEO)			