



# RAK Medical & Health Sciences University

Ras Al Khaimah, U.A.E

Invites application for the following positions

## **Sr. Secretary / Secretary**

Candidates having a Bachelor's degree and a minimum of 1-5 years of experience as a Secretary, preferably in an educational institution can apply.

Candidates must possess excellent English communications skills, computer and MS Office skills. Proficiency in written and spoken Arabic and working knowledge of stenography/shorthand is preferred.

Age should be below 30 years.

*Note: Please write in the subject line- Application for Sr. Secretary/Secretary.*

Applicants fulfilling the above requirements are invited to download the application form from the University website and email their detailed curriculum vitae to:

The Office of HR, RAK MHSU  
PO Box 11172, RAK, UAE.  
Email: [hrd@rakmhsu.ac.ae](mailto:hrd@rakmhsu.ac.ae)  
Website: [www.rakmhsu.com](http://www.rakmhsu.com)

**Applications of candidates strictly meeting the above requirements only will be scrutinized by the University.**