



# RAK Medical & Health Sciences University

Ras Al Khaimah, U.A.E

Invites application for the following positions

## 1. Sr. Executive / Executive - Finance & Accounts (Male only)

Candidate must mandatorily have Master's degree in Commerce / Accountancy.

**Mandatory Experience:** Minimum 2 years' experience for Executive / minimum 6 years' experience for Sr. Executive- as an Accountant in reputed organizations / educational institutions.

Candidates must have accounting experience in BRS, Inter-Division reconciliation, preparation of MIS reports etc. Knowledge of Tally / Accounting ERP package is mandatory.

Candidate must possess excellent English communications skills and Computer skills. Knowledge of spoken and written Arabic language will be preferred.

***Selected candidate should be ready to join soon.***

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.



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Invites application for the following positions

## 2. Sr. Executive / Executive / Sr. Assistant – Purchases (Male Only)

**Mandatory Qualification:** Candidate must have Master's degree for Sr. Executive /Executive // Bachelors' degree for Sr. Assistant. Certified Professional Purchaser accreditation is strongly preferred.

**Mandatory Minimum Experience:** 4-8 years of proven work experience as a Purchasing Officer, Purchasing Agent or similar role in public purchasing environment of reputed organizations / educational institutions.

Candidates must have strong computer skills with MS Office experience. Working knowledge of ERP system is strongly preferred. Candidate must also possess excellent negotiating skills, analytical skills, report-preparation skills, English communications skills and very good understanding of supply chain procedures and vendor sourcing practices.

***Selected candidate should be ready to join soon.***

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PO Box 11172, RAK, UAE.  
Email: [hrd@rakmhsu.ac.ae](mailto:hrd@rakmhsu.ac.ae)  
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# RAK Medical & Health Sciences University

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Invites application for the following positions

### 3. Store Assistant / Senior Store Assistant (Male Only)

Candidate must mandatorily have a Bachelor's degree.

**Mandatory Experience:** Minimum 3 years' Store management experience for Store Assistant/ minimum 5 years' Store management experience for Senior Store Assistant, in reputed organizations / educational institutions.

Candidates must have strong computer skills with MS Office experience. Working knowledge of ERP system is strongly preferred. Candidate must also possess excellent analytical and report-preparation skills, English communications skills and very good understanding of supply chain procedures.

**Selected candidate should be ready to join soon.**

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

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

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Invites application for the following positions

## 4. Professor / Associate Professor / Assistant Professor - English

**Masters with Ph.D. in English is mandatory.**

Also required, a minimum of 11 years' English teaching experience for a Professor, 6 years' English teaching experience for an Associate Professor and 1 year English teaching experience for an Assistant Professor in a reputed, recognized/ accredited university/college.

**Candidate must have an excellent command and communication skills in English.**

*Selected candidate should have valid passport and should be ready to join by September 2018.*

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

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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.