



## Responsible for compliance with local regulations

REF 2024RH/FP\_PDL/ADM\_CONFOR-REGL-ADEK

<b>LOCATION</b>	<i>Lycée français d'Abu Dhabi, Louis Massignon, a school run directly by the Agence pour l'Enseignement Français à l'Étranger (AEFE), with 1,750 students from kindergarden to bachelor.</i>
<b>POSITION</b>	Responsible for ensuring compliance with local regulations.
<b>MANAGER</b>	School management
<b>MISSION</b>	The Compliance Officer ensures that the school complies with the regulations and standards imposed by the Abu Dhabi Department of Education and Knowledge (ADEK) and other Emirati departments and ministries to ensure that the school meets quality standards in terms of education, safety and governance.
<b>MAIN ACTIVITIES</b>	<p><b>1. Monitoring regulatory compliance:</b></p> <ul style="list-style-type: none"><li>- Ensure compliance with standards and directives issued by ADEK or other supervisory authorities.</li><li>- Drawing up and updating compliance documents and ensuring that they are disseminated.</li><li>- Carry out regular internal audits to assess the establishment's level of compliance.</li></ul> <p><b>2. Implementing internal procedures:</b></p> <ul style="list-style-type: none"><li>- Design and implement internal procedures in line with ADEK requirements.</li><li>- Work with the various departments to apply the procedures and train the staff concerned.</li></ul> <p><b>3. External reports and audits:</b></p> <ul style="list-style-type: none"><li>- Prepare the periodic reports required by ADEK and coordinate the preparation of audit visits.</li><li>- To be the main contact for inspections and audits carried out by ADEK and other regulatory authorities and to ensure that they are carried out properly.</li></ul> <p><b>4. Public relations</b></p> <p>To improve the school's public relations with the supervisory authorities, in particular through visits to government departments or the management of invitations to the school.</p>



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	<p><b>5. Training and awareness-raising:</b></p> <ul style="list-style-type: none"> <li>- Organise training and awareness-raising sessions for staff to ensure understanding and adherence to ADEK standards.</li> <li>- Create teaching materials to raise awareness among teachers and administrative staff of good compliance practices.</li> </ul>
<p><b>QUALIFICATIONS</b></p>	<p>1- Education: Degree in law, management, public administration or other relevant field.</p> <p>3- Experience: Experience in regulatory compliance, ideally in the education sector or in an international environment.</p> <p>2. Skills :</p> <ul style="list-style-type: none"> <li>- In-depth knowledge of ADEK regulatory requirements or willingness to learn quickly.</li> <li>- Excellent organisational and writing skills and the ability to manage several projects simultaneously.</li> <li>- Strong communication skills. Good interpersonal skills.</li> <li>- Ability to summarise, rigour and responsiveness.</li> <li>- Loyalty, courtesy and professional discretion.</li> <li>- Ability to work in a team and adapt to a multicultural environment.</li> <li>- Fluency in French and English is essential. Arabic would be an asset.</li> <li>-The ability to establish contacts in Emirati institutional circles would be a plus.</li> </ul>
<p><b>REQUIRED DOCUMENTS</b></p>	<ul style="list-style-type: none"> <li>● CV in French and English</li> <li>● 1 passport-sized photo (with white background)</li> <li>● Cover letter</li> <li>● Work Experience certificates</li> <li>● Certified copies of degrees and their transcripts,</li> <li>● Certified copy of passport and copy of resident visa if available</li> </ul>
<p><b>ADDITIONAL INFORMATION</b></p>	<ul style="list-style-type: none"> <li>● Recruitment for January, 2025</li> <li>● Full time position</li> <li>● Complete application file: CV, cover letter(s), letter of recommendation and any other document justifying the candidate's position, to be filled in online at: <a href="https://llm.education">https://llm.education</a></li> </ul>