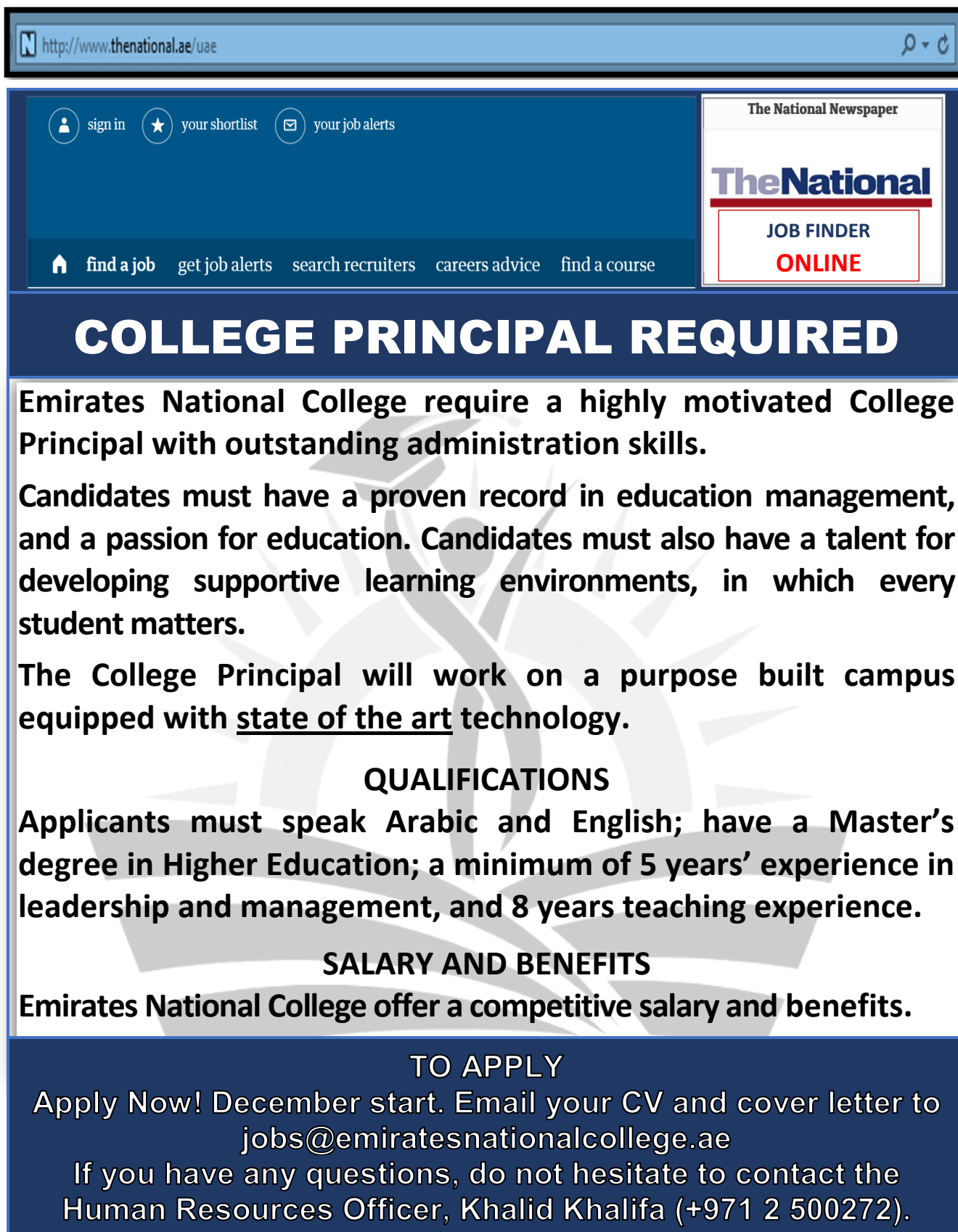


Text 1: College Principal Required



<http://www.thenational.ae/uae>

sign in your shortlist your job alerts

The National Newspaper

TheNational

JOB FINDER
ONLINE

find a job get job alerts search recruiters careers advice find a course

COLLEGE PRINCIPAL REQUIRED

Emirates National College require a highly motivated College Principal with outstanding administration skills.

Candidates must have a proven record in education management, and a passion for education. Candidates must also have a talent for developing supportive learning environments, in which every student matters.

The College Principal will work on a purpose built campus equipped with state of the art technology.

QUALIFICATIONS

Applicants must speak Arabic and English; have a Master's degree in Higher Education; a minimum of 5 years' experience in leadership and management, and 8 years teaching experience.

SALARY AND BENEFITS

Emirates National College offer a competitive salary and benefits.

TO APPLY

Apply Now! December start. Email your CV and cover letter to jobs@emiratesnationalcollege.ae

If you have any questions, do not hesitate to contact the Human Resources Officer, Khalid Khalifa (+971 2 500272).

Text 2: Buzz Aldrin

Buzz Aldrin

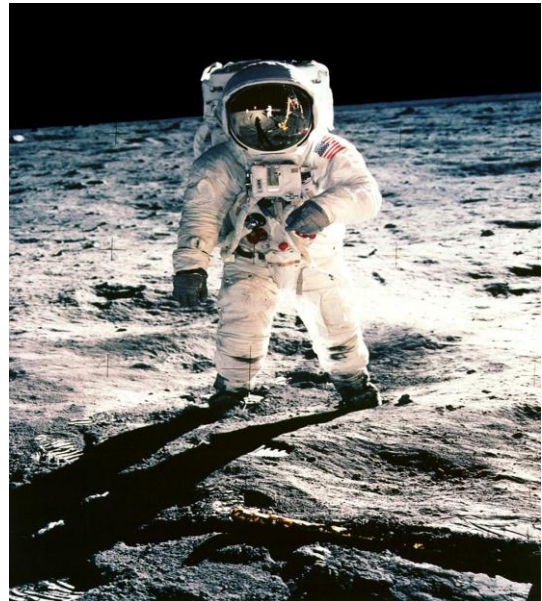
Life Lessons from the Man Who Dreamed of Walking on the Moon

Buzz Aldrin is an engineer and former astronaut. In 1969, Buzz flew to the moon on the Apollo 11 spacecraft. He made the first lunar landing. After Neil Armstrong, he was the second person to step onto the moon. Buzz retired from NASA in 1972, after 21 years of active duty. Since then, he has continued to promote space exploration. In his autobiography 'No Dream Is Too High' Buzz talks about growing up; life as an astronaut; travel to Mars; and his views on life.

Growing up, I dreamed of space travel. When I was just a young child, I was always looking up at the moon. I was trying to work out how to reach the stars.

My dreams came true. I worked for NASA and trained for the Apollo 11 space mission. By the age of 39, I was taking a stroll on the moon. It was a beautiful view from up there. I had worked hard to get to the moon.

Was there always the chance of mankind going to the moon? I don't know, but I always believed in space travel. I think it was resilience which helped me to become an astronaut and to fly into space. I feel blessed.



Mars is a little different to the moon. Some people see Mars as being too far away to fly to. Others see it as the next planet humans could live on. We have the technology to get to Mars.

Mars looks like a good planet to visit. We've been on Earth for a long time, so travelling to Mars could be man's next great adventure. It's just the practical matter of flying so far and then being able to set up a community there. Even so, I believe in the possibility of traveling to Mars.

Everybody can see the moon in the sky at night. Compared to Mars, it looks reachable and approachable. But not everyone can fly into space and not everyone can achieve greatness. My advice is to dream about what you *can* achieve in life and to work hard to achieve it. Make the most out of life.

As a child, I enjoyed looking up at the universe and dreaming. As an adult, I learnt that having achievable ambitions is important. As an older man, I still like to look up at the universe at night and dream of space travel. I believe it is good to look at your world from a better angle.

The Pros and Cons of Working from Home

Jobs which allow employees to work from home are a popular careers option. A study by Emirates University found that UAE graduates, who work from home, are often more productive. They work longer hours than those graduates who work in an office. Two Emirati students give their views on how working from home, rather than an office, will affect the UAE work force.

Working from Home



Jamal Mohammed

Some of the most talented workers in the UAE now work from home. Employees no longer have to travel on busy roads during the rush hour; they can avoid wasting hours and hours travelling to and from work. I believe that UAE workers remain more engaged if they work from home. It is also more cost effective when employees do not have to travel to work. In the modern world, most work can be done on a laptop computer or by using a smart phone. Traditional office environments (work spaces with desks and chairs) are becoming unnecessary. With a laptop and a smart phone, workers have the freedom to work whenever and wherever they want. The modern worker does not need an office space.

How people work is being redefined. Modern Emirati businesses consist of people who are communicating and collaborating with others in every corner of the globe. All a business needs is mobile technology. With the best technology, business training, and collaboration skills, the UAE workforce of the future can run companies more successfully, and from their own homes. Just imagine how wonderful it would be. Wouldn't you prefer to work from the comfort of your own home? The long daily commute may be a thing of the past.

Working at the Office

Cutting down on the daily commute to work helps to reduce energy consumption and pollution in the UAE. Reducing travel time is obviously a good idea. However, working from home means it can be difficult to achieve a balance between professional work time and personal time. For some workers, not knowing when to switch off the computer, stop answering the phone, or responding to text messages, creates problems.

Another point, is that when you work from home there is less collaboration with others. If people work from home it stops the process of unintentional creativity. Unintentional creativity is when informal interaction with work colleagues leads to collaboration and creative ideas. Working from home means less networking, which means fewer opportunities for creativity.





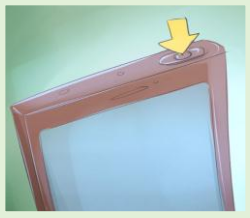


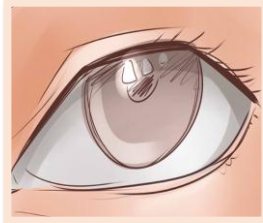
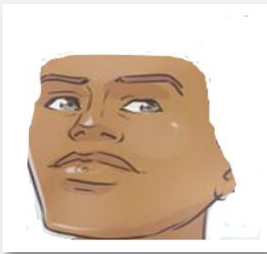



Sarah Dalal

Also, social activities are important for building positive worker relationships. If everyone worked from home, it would only lead to workers becoming more isolated. Do we really want the UAE business community to become less creative and more isolated because they work from home?

Text 4: How to Be Successful in a Job Interview

How to Be Successful in a Job Interview

Preparation for a job interview is a serious business. To be successful, a candidate should prepare for an interview long before the interview day arrives. The following 10 steps are a guide for how to do well in a job interview...

	<p>1. Research the company before an interview. Completing some basic research about the company will give the interviewer the impression that you are interested in the job.</p>		<p>2. Be punctual - arrive on time. Punctuality is absolutely essential. Never arrive late. Arrive ten or fifteen minutes before the interview is supposed to start. Take a few moments to calm your nerves.</p>
	<p>3. Place your mobile phone in the 'off' mode after arriving. It is rude to leave your mobile phone on during an interview. It is even ruder to answer a call.</p>		<p>4. Be professional. Professionalism is important. Everything you do will be <u>judged</u> by the interviewer.</p>
	<p>5. During the interview, try to be in a relaxed mood. Smile at the interviewer and show enthusiasm. Be positive and try to act naturally.</p>		<p>6. Convey the right body language. Dress appropriately, make eye contact with the interviewer, and try to sit up straight.</p>
	<p>7. Show that you are engaged and interested. To give the right impression, be polite, businesslike, friendly, and attentive. Interviewers have certain expectations about how you should act.</p>		<p>8. Listen carefully. Try to show that you are actively listening. Lean slightly forward on your seat, to show interest, and maintain appropriate eye contact. Stay engaged in the conversation.</p>
	<p>9. Speak concisely. Speak up and out. Give answers that are to the point. Ask clarifying questions, or targeted questions. For example, some questions which show good understanding are; "How do you measure success in this job?" or "How would you describe your ideal employee?"</p>		<p>10. Be honest. Do not <u>overstate</u> your skills as this will look bad. Your interviewer will value honest answers.</p>