



User Manual

For submitting an Employment
Support Application

First Step:

Get the service through the Human Resources Development Fund (HRDF) website

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Submitting an Employment Support Application

Get the Service

Enablement Employment Support

One of the income support products introduced by the Human Resources Development Fund. The product seeks to support the employment of job seekers in the private sector, by covering a percentage of the employee's salary. The program includes support for all full-time jobs in the private sector.

Service Level Agreement

Steps to obtain the service	Required information and documents	Eligibility Criteria	FAQ	Other
<p>It is required for establishments to register in the electronic services of the Human Resources Development Fund (HRDF) (for establishments that have an account with the Ministry of Human Resources and Social Development) and can register with the same username and password, and then complete the registration with the following steps:</p> <ul style="list-style-type: none"> Login to the employment support product. Electronically agree to the terms and conditions. Specify the bank name. Add the establishment's IBAN. 				

Launch Date

Language
Arabic

Service delivery channels
Platform Link

Beneficiary Categories
Citizen

Stage duration
Immediate registration - application processing time takes up to 19 days

Service cost
Free

Payment methods
Non

Second Step:

Registration through the National Unified Access

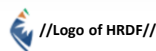
//Logo of Human Resources Development Fund (HADAF) found//

Indivi duals	Private and non-profit sector	Governmental and semi- governmental sector	Training Providers
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//Logo of National
Information Center (NIC)//

Dear customer, you can log in with your username and password used in the National Unified Access platform to leverage from the e-services provided by the Human Resources Development Fund (HRDF).

Login through the National Unified Access



The system will display the National Unified Access Portal.
To continue, the individual shall enter the "National ID
Number" then click on Login

Dear Hadaf customer, Welcome to the National Unified Access Service

Nafath App

National/ Iqama ID
Enter your National/ Iqama ID here

Login

To download nafath app
Available on the AppGallery | Get it on Google Play | Download on the App Store

Please introduce your National/Iqama ID, then click 'Login'.

//Logo of Human
Resources Development
Fund (HADAF) found//

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Adel

Establishment Profile

Khaled Al-Mutairi For Mushi Education

Active

Establishment Info.
Social Media Accounts
Billing Information
Contact Details
Delivery Address
User Management
Personal Data
Document Management
Tax Details

Establishment Name
Khaled Al-Mutairi For Mushi Education
Economic Activity
Arabic Language Institutes for Non-Native Speakers

Establishment No.
0-1279346
Economic Activity No.
854960

Fourth Step:

The system will display to the user the establishment information, such as (establishment name - establishment No.) and other fields as shown below

//Logo of Human
Resources Development
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Employment Support Applications > Employment Support Applications

Establishment Information

You can update the establishment information from the profile

Establishment Name

Khaled Al-Mutairi Mushi Education

Establishment No.

0-1279346

Contact Person

Adel Ahmed Mohamed Gharama

Establishment Type

Private

Mobile No.

+96615555555

City

Riyadh

Economic Activity

Arabic Language Institutes for Non-Native Speakers

Establishment Size

Medium Class C

Email

c.fahmy-c@hrdf.org.sa

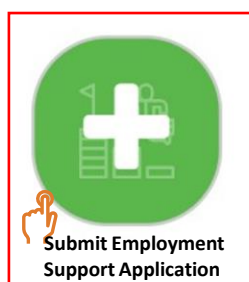
City

Riyadh

Fifth Step

To submit a new support application, the user clicks on "Submit Employment Support Application" as shown below

Submit Support Application



Job Title at the
Establishment

Region

City

Job Posting
Status

Job Posting Type

Search

Delete

Job Opportunity
Posting No.

Establishment
Name

Establishment
No.

Job Title

Posting Type

Posting End Date

Posting
Status

Location

View details

You have no job posting to view

0 records

Sixth Step:

The system will display all the mandatory fields until they are filled by the user

//Logo of Human
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Fund (HADAF) found//

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Job title in the establishment*

Analyst

Job title according to the Arabic code *

Region Secretary ▾

Region*

Riyadh ▾

City*

Abraqiyah (Al Muzahimiyah) ▾

Address details*

Riyadh

Basic Salary + housing allowance (SAR)*

7000

Posting End Date

24-11-2023

+ Add New Employee

Added Employees

Name	ID No.	Salary in GOSI	View Status	Actions
No records to view				

0 records

Save & Send

Back

Seventh Step:

The system will display all the mandatory fields until they are filled by the user

Job Title as per the Arabic Code*

-- Select --

Administrative Control Manager

Region Secretary

Market Control Manager

Branch Manager

Administrative Manager

Cultural Affair Manager

The user shall select the "Job Title" through the drop-down menu as shown above

Region*

-- Select --

Riyadh

Makkah

Al Madinah

Eastern Province

Qassim

Hail

Asir

Jazan

Al Baha

Najran

Tabuk

Northern Borders

Al Jouf

The user shall select the "Job Region" through the drop-down menu as shown above

City*

-- Select --

Aba as Salabikh

Aba Alkbash

Abraqiyah (Al Muzahimiyah)

Abraqiyah (Afif)

Ibn Ghannam

Abu Raml

Abu Jalal

Abu Humaid

Abu Khusayfa'

Abu Rujum

Abu Rakab

Abu Uraynah (Dawadmi)

The user shall select the "Job City" in the region through the drop-down menu as shown above

Eighth Step:

After filling in all required fields; to add the employee, click on "Add New Employee"

//Logo of Human Resources Development Fund (HADAF) found//

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Job title in the establishment*
Analyst

Job title according to the Arabic code *
Region Secretary


Region*
Riyadh

City*
Abraqiyah (Al Muzahimiyah)

Address details*
Riyadh

Basic Salary + housing allowance (SAR)*
7000

Posting End Date
24-11-2023

 [Add New Employee](#)

Added Employees

Name	ID No.	Salary in GOSI	View Status	Actions
No records to view				

0 records

[Save & Send](#) [Back](#)

Ninth Step:

The system will display the "ID No." field to be filled by the user, then the user will click on "Check Eligibility" to verify the employee's eligibility

The screenshot shows a web application interface for adding a new employee. The background form includes fields for 'Job title in the establishment*' (Analyst), 'Job title according to the Arabic code*' (Region Secretary), 'Region*' (Riyadh), 'Address details*' (33442), and 'Posting End Date' (24-11-2023). A modal window titled 'Add New Employee' is overlaid, containing an 'ID No.' field, an 'Employee name' field, and a counter 'Number of added persons in the support application 0'. A red box highlights the 'Check Eligibility' button, with a hand cursor icon pointing at it. The 'Close' button is also visible.

Tenth Step:

After filling in all required fields; to add the employee, click on "Save & Send" as shown below

//Logo of Human Resources Development Fund (HADAF) found//

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Job title in the establishment*
Analyst

Job title according to the Arabic code *
Region Secretary

Region*
Riyadh

City*
Abraqiyah (Al Muzahimiyah)

Address details*
Riyadh

Basic Salary + housing allowance (SAR)*
7000

Posting End Date
24-11-2023

[+ Add New Employee](#)

Added Employees

Name	ID No.	Salary in GOSI	View Status	Actions
No records to view				

0 records

[Save & Send](#) [Back](#)

Eleventh Step:

After clicking on "Save & Send", the system will generate a confirmation message. To confirm, the user will click on "Yes"

Confirmation

Are you sure you want to add the support application containing 1 employee?

Twelfth Step:

The system will display a message that "The support Application is successfully added" as shown below

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✓ The support Application is successfully added ✕

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HUMAN RESOURCES
DEVELOPMENT FUND

