

THE PATH TO BUILDING A NATIONAL WORKFORCE

PROGRAMS GUIDE
(ESTABLISHMENTS)

Hadaf by the Human Resources Development Fund

An umbrella for the Human Resources Development Fund's programs and products, enabling efficient, effective delivery of guidance, training and empowerment products to strengthen workforce stability and development in the labor market.

Pillars

Counselling

Products that help target groups make informed educational and career decisions and develop career planning skills aligned with their personal ambitions and labor market needs.

Training

Products that support the training and qualification of Saudi talent, improve its competitiveness and proficiency in the labor market, and develop its skills, knowledge and professional capabilities.

Empowerment

Products that enable sustainable employment for groups facing barriers to entering or remaining in the labor market, increasing their participation, alongside the Fund's initiatives for business owners and entrepreneurs.

About HRDF

Establishment of the Human Resources Development Fund

The Human Resources Development Fund was established by a Council of Ministers resolution dated 29 / 04 / 1421 AH to support the qualification and employment of the national workforce in the private and nonprofit sectors.



Our Vision:

Building a sustainable national workforce in the Kingdom of Saudi Arabia.



Our Mission:

Developing national human resources through effective, high-impact initiatives delivered in partnership with key labor market stakeholders.

Our Values

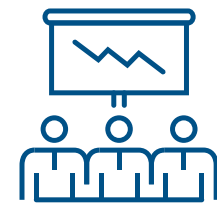
- Responsibility
- Teamwork
- Capacity Building
- Sustainable Impact

Who is this guide for?

- School students.
- Job seekers.
- Institute and university students.
- Current employees.

Human Resources Development Fund Objectives

The Human Resources Development Fund's strategy is based on (3) key objectives:



Support human resources development aligned with labor market needs.



Improve the efficiency of matching labor supply and demand.



Enable sustainable employment for groups facing barriers to entering or remaining in the labor market.

To achieve our strategic goals

The programs have been redesigned into (8) core programs comprising products tailored to the needs of individuals and establishments, providing a comprehensive beneficiary experience. The programs include:

- Career Guidance and Counseling Program
- Training Support Program
- On-the-Job Training Program
- E-Training Program
- Empowerment Program
- Income Support Program
- Job Matching Program
- Job Search Subsidy Program



The Fund also offers initiatives and programs that support the training, employment and empowerment of Saudi men and women, and support establishments across all economic activities, sectors and occupations.

Programs and Products for Establishments

 Training	 Empowerment
Graduate Development (Tamheer)	Employment Support
Cooperative Training	Childcare Support (Qurrah)
Professional Experience	Dialysis Support
Strategic Partnership Institutes	Nine Tenths Program
Maharat	
Hadaf Leadership	
E-Training	



Training Pillar



Graduate Development (Tamheer)

A Human Resources Development Fund product that trains male and female diploma, bachelor's and higher-degree graduates in government and semi-government institutions and establishments, and private-sector establishments. It equips them with the experience and skills needed to enter the labor market, with the possibility of employment.

Target Group:

- Government and semi-government institutions and establishments, and distinguished private-sector establishments.

Product Objectives:

1. Narrow the gap between individual qualifications and labor market skill requirements.
2. Prepare and develop graduates through practical and professional experience aligned with labor market needs.
3. Provide high-quality practical experience and improve employment opportunities.
4. A monthly stipend of SAR (3000) from the Human Resources Development Fund.

Graduate Development (Tamheer)

Support Mechanism

The Human Resources Development Fund supports institute and college graduates holding technical, health or administrative diplomas, and bachelor's or higher degrees, with a monthly stipend of SAR (3000) for 3 to 6 months.

Eligibility Requirements

- The establishment must have an account on the Human Resources Development Fund website.
- Graduate Development trainees must not exceed 10% of the establishment's total Saudi and non-Saudi employees in private-sector establishments, government institutions and entities, and nonprofit establishments, with a maximum of 100 trainees at any one time.
- Private-sector and nonprofit establishments must be rated Medium Green or above in Nitaqat.
- The establishment must meet the Fund's criteria for accepting training opportunities.
- The establishment's activity must align with the activities, sectors and occupations targeted by the Fund.
- The establishment must not be on the Fund's prohibited list.

Graduate Development (Tamheer)

Service Channels:



- Human Resources Development Fund website: [Click here](#)

Service Launch Date:



Service launched on: 18/07/2023

Policies, Regulations and Procedures:



Steps to Access the Service:

1. Visit the Human Resources Development Fund website.
2. Click the E-Services icon.
3. Select Establishments Login (private, government and semi-government sectors).
4. For private-sector registration, log in through National Single Sign-On (Nafath).
5. For government or semi-government registration, if no account exists, select New User, complete the required fields and confirm.
6. Select the Graduate Development (Tamheer) product.

For more about the product and frequently asked questions, [click here](#)

For the Human Resources Development Fund's procedures and regulations, [click here](#)



Training Management in Graduate Development

An HRDF e-service that enables the establishment's authorized representative to send training offers to trainees and assign trainers to them without visiting the entity.

Service Requirements:

- The authorized representative must be assigned to the establishment.

Service Processing Time:

- Immediate

Are there any service fees?

- No

Application Steps:

- Visit the Human Resources Development Fund website.
- Select Our Programs > On-the-Job Training.
- Select Our Programs > On-the-Job Training.

Training Advertisements for Graduate Development

An HRDF e-service that enables the establishment's authorized representative to create a training advertisement under Graduate Development without visiting the entity.

Service Requirements:

- The establishment must be rated Medium Green or above in Nitaqat.

Application Steps:

- | | | | |
|--|--|--|---|
| <ul style="list-style-type: none"> ▪ The establishment's authorized representative logs in to the system ▪ Select Our Programs > On-the-Job Training > Training Advertisements ▪ Click Create New Training Advertisement ▪ Select the Graduate Development product ▪ Enter the training advertisement title | <ul style="list-style-type: none"> ▪ Select the training position title ▪ Select years of experience ▪ Select the number of training vacancies ▪ Select gender ▪ Select the training duration ▪ Training description | <ul style="list-style-type: none"> ▪ Training tasks ▪ Specify the field of study ▪ Specify the skills ▪ Specify the languages ▪ Specify professional certifications/licenses ▪ Specify the training type | <ul style="list-style-type: none"> ▪ Specify the training period ▪ Specify the location ▪ Specify the monthly stipend provided by the establishment (optional) ▪ Accept the terms and conditions ▪ Click Send Training Offer |
|--|--|--|---|

Service Processing Time:

- Five business days.

Are there any service fees?

- No

Excluding a Trainee from Graduate Development

An HRDF e-service that enables the establishment's authorized representative to request a trainee's exclusion from a training opportunity without visiting the entity.

Service Requirements:

-
- If the trainee violates the rules.

Application Steps:

-
- The establishment's authorized representative logs in to the system
- Select Our Programs > On-the-Job Training
- Training Management
- Select the training opportunity from the dropdown list
- Select the trainee to be excluded
- The exclusion request is sent to program management for approval

Service Processing Time:

-
- 3 business days.

Are there any service fees?

-
- No

Cooperative Training

An HRDF product for male and female students whose graduation requirements include cooperative training, providing practical and professional experience to improve their employability.

Target Group:

- Government and semi-government institutions and establishments, and distinguished private-sector establishments.

Product Objectives:

- Reduce the gap between individual qualifications and required skills.
- Prepare and develop students through practical and professional experience aligned with labor market needs.

Cooperative Training

Support Mechanism

The Fund supports Cooperative Training through digital enablement using its platform.

Eligibility Requirements

- The establishment must have an account on the Human Resources Development Fund website.
- Cooperative Training trainees must not exceed 10% of the establishment's total employees in private-sector establishments, government institutions and entities, and nonprofit establishments.



Cooperative Training

Service Channels:

- Human Resources Development Fund website:
[Click here](#)

Service Launch Date:

Service launched on: 19/05/2024

Policies, Regulations and Procedures:

Steps to Access the Service:

1. Visit the Human Resources Development Fund website.
2. Click the E-Services icon.
3. Select Establishments Login (private, nonprofit, government and semi-government sectors).
4. For private-sector or nonprofit registration, log in through National Single Sign-On (Nafath).
5. For government or semi-government registration, if no account exists, select New User, complete the required fields and confirm.
1. Select On-the-Job Training > Cooperative Training.

For more about the product and frequently asked questions,
[click here](#)

For the Human Resources Development Fund's procedures
and regulations, [click here](#)



Register:

hrdf.org.sa

Professional Experience

An HRDF product for male and female secondary school, diploma and bachelor's students that raises career awareness and prepares them for the labor market through workplace experience available year-round, including summer holidays. Students learn and acquire essential labor market skills and explore fields of study, occupations and associated work in real workplaces, helping reduce their job search period after graduation.

Target Group:

- Government and semi-government institutions and establishments, and distinguished private-sector establishments.

Product Objectives:

- Prepare and develop students through academic and professional experience aligned with labor market needs.
- Equip students with the knowledge and skills required by the labor market.
- Narrow students' skills gaps before graduation and entry into the labor market.
- Reduce their job search period after graduation

Professional Experience

Support Mechanism



The Fund supports Work Experience through digital enablement using its platform.

Eligibility Requirements



- The establishment must have an account on the Human Resources Development Fund website.
- Work Experience trainees must not exceed 10% of the establishment's total employees in private-sector establishments, government institutions and entities, and nonprofit establishments.



Professional Experience

Service Channels:

- Human Resources Development Fund website:
[Click here](#)

Service Launch Date:

Service launched on: 08/07/2024

Policies, Regulations and Procedures:

Steps to Access the Service:

1. Visit the Human Resources Development Fund website.
2. Click the E-Services icon.
3. Select Establishments Login (private, nonprofit, government and semi-government sectors).
4. For private-sector or nonprofit registration, log in through National Single Sign-On (Nafath).
5. For government or semi-government registration, if no account exists, select New User, complete the required fields and confirm.
6. Select On-the-Job Training > Work Experience.

For more about the product and frequently asked questions,
[click here](#)

For the Human Resources Development Fund's procedures
and regulations, [click here](#)



E-Training — Establishments Service

An HRDF E-Training Program track that enables establishments to train employees and monitor their training performance in line with employee and establishment needs, improving efficiency and workplace productivity.

Target Group:

- Establishments across all fields and Nitaqat categories may register for and benefit from the service.

Eligibility Requirements:

- All establishment owners may register for E-Learning — Establishments Service and benefit from its training programs.

Support Mechanism:

- Registration is open to all Saudi establishment owners, with costs covered by the Fund.

E-Training — Establishments

Product Objectives:

- Invite establishment employees and organize them into groups.
- Assign training content or paths to an employee or a group of employees.
- Monitor employees' training performance and completion through detailed platform reports.
- Create training paths from content available on the platform to meet the establishment's training needs.

E-Training (Doroob) — Establishments

Service Channels:

- Human Resources Development Fund web site: [Click here](#)
- E-Learning platform: [Click here](#)

Service Launch Date:

Service launched on: 09/01/2019

Policies, Regulations and Procedures:

Steps to Access the Service:

1. Access the E-Learning platform.
2. Select Establishments at the top of the page.
3. Select Register and complete the National Single Sign-On (Nafath) requirements.
4. Complete the establishment's profile.

For more about the product and frequently asked questions , [click here](#)

For the Human Resources Development Fund's procedures and regulations, [click here](#)



Certificate Verification — Dorooob Individuals

The certificate verification service on the Dorooob E-Learning platform verifies certificate authenticity and details, including the course name, beneficiary name and number of hours.

Service Requirements:

-
- Must be a Saudi national

Service Processing Time:

-
- Immediate

Are there any service fees?

-
- No

Application Steps:

-
- Log in through Nafath
- Complete the details
- Enroll in the training content

Employee Management — Dorooob Establishments

A service for managing employees in Dorooob Establishments by organizing them into groups or departments and creating training paths from content on the Dorooob E-Learning platform aligned with the establishment's training needs. It enables training content or paths to be assigned to an employee or a group of employees, and monitors their training performance and completion through detailed platform reports.

Service Requirements:

- Must be a Saudi establishment

Service Processing Time:

- Immediate

Are there any service fees?

- No

Application Steps:

- Log in through Nafath
- Complete the details
- Invite employees and assign training content

Add Training Content — Dorooob Establishments

A service that enables an establishment to upload its own training content to the platform and assign it to employees. Select Create a Course and enter all required details in accordance with the applicable rules. The establishment must have an e-learning systems specialist to upload course components to edX Studio.

Service Requirements:

- Must be a Saudi establishment

Service Processing Time:

- Immediate

Are there any service fees?

- No

Application Steps:

- Log in through Nafath
- Complete the details
- Invite employees and assign training content

Training Content Management — Dorooob Establishments

A training content management service that allows a specified number of courses or training paths to be assigned to particular employees.

Service Requirements:

- Must be a Saudi establishment

Service Processing Time:

- Immediate

Are there any service fees?

- No

Application Steps:

- Log in through Nafath
- Complete the details
- Invite employees and assign training content

Strategic Partnership Institutes

An HRDF product that trains and employs job seekers in scarce specializations available at private-sector establishments. Training is provided by entities licensed by the Technical and Vocational Training Corporation, under private-sector employment contracts, with financial support from the Fund in accordance with its approved support mechanism.

Target Group:



- Private-sector establishments.

Product Objectives:



- Enable employers to benefit from Saudi talent who can train at the institute.
- Optimize investment in human capital.

Strategic Partnership Institutes

Support Mechanism:

Training-Phase Support:

- During training, the Fund covers (75%) of training costs for up to (24) months, capped at SAR (3000) per employee per month. The employer covers the remaining costs, subject to the Fund's rules.
- During training, the Fund covers (75%) of each employee's salary, up to SAR (1000) per month. The employer covers the remaining salary, subject to the Fund's rules.

Employment-Phase Support:

- For one year, the Fund covers (50%) of each employee's salary, up to SAR (2000) per month, subject to the Fund's rules.

Eligibility Requirements:

- All private-sector establishments may apply for training support at Strategic Partnership Institutes in line with their approved business activities.

Strategic Partnership Institutes

Training Providers Participating in the Program

Riyadh Region

- Al Kharj ♦ Food Industries Polytechnic.
- Riyadh ♦ Saudi Electronics and Home Appliances Institute.
- Riyadh ♦ Higher Institute for Plastics Fabrication.
- Riyadh ♦ Riyadh Polytechnic Institute.
- Riyadh ♦ Higher Institute for Tourism and Hospitality.
- Riyadh ♦ National Training Center for Facilities and Hospitality Management.
- Riyadh ♦ Saudi Electric Services Polytechnic.
- Riyadh ♦ Saudi Logistics Academy.
- Riyadh ♦ National Construction Academy.
- Riyadh ♦ Saudi Entertainment Academy.

Eastern Region

- Al Khobar ♦ National Training Center for Facilities and Hospitality Management.
- Al Khobar ♦ Leading National Academy.
- Dammam ♦ National Power Academy.
- Dammam ♦ EnergyTech.
- Jubail ♦ National Maritime Academy.
- Al Khafji ♦ EnergyTech.
- Al Ahsa ♦ National Industrial Training Institute.
- Abqaiq ♦ Saudi Arabian Drilling Academy.
- Al Nairyah ♦ Maharat Construction Training Center.
- Al Nairyah ♦ Saudi Electric Services Polytechnic.

Strategic Partnership Institutes

Training Providers Participating in the Program

Makkah Region

- Rabigh < Energy and Water Academy
- Jeddah < Saudi Japanese Automobile High Institute.
- Jeddah < Higher Institute for Paper and Industrial Technologies.
- Jeddah < Saudi Logistics Academy.

Qassim Region

- Buraidah < Saudi Railway Polytechnic.
- Al Bukayriyah < National Construction Academy

Jazan Region

- Baish < Saudi Electric Services Polytechnic.
- Jazan < Higher Institute for Tourism and Hospitality.

Northern Borders Region

- Arar < Saudi Mining Polytechnic.

Al Bahah Region

- Al Bahah < Higher Institute for Tourism and Hospitality.

Companies and establishments seeking training at these institutes to meet their staffing needs may contact the training providers directly.



Strategic Partnership Institutes

Service Channels:

- Human Resources Development Fund website: [Click here](#)

Service Launch Date:

Service launched on: 10/11/2008

Policies, Regulations and Procedures:

Steps to Access the Service:

1. Visit the Human Resources Development Fund website.
2. Click E-Services.
3. Select the Training and Employment System.
4. Register as an employer.

For more about the product and frequently asked questions,
[click here](#)

For the Human Resources Development Fund's procedures
and regulations, [click here](#)



Approve a New Training Provider — Strategic Partnership Institutes Support

An HRDF e-service for entities seeking to join the Strategic Partnership Institutes Support product.

Service Requirements:

- The training provider must be accredited by the National Center for Strategic Partnerships as a nonprofit training provider
- Training premises must be available

Application Steps:

- Access the product's electronic system.
- Enter the entity's details in the system.
- Visit the nearest branch to sign a comprehensive agreement.

Required Documents:

- The training provider's license from the National Center for Strategic Partnerships.

Service Processing Time:

- 5 business days.

Are there any service fees?

- No

Approve a Training Program — Strategic Partnership Institutes Support

An HRDF e-service for entities seeking approval of their training programs.

Service Requirements:

- The training program must be accredited by the National Center for Strategic Partnerships

Required Documents:

- The program's license from the National Center for Strategic Partnerships

Application Steps:

- Access the product's electronic system.
- Enter the training program details in the system.
- Email the required documents.

Service Processing Time:

- 5 business days.

Are there any service fees?

- No

Apply for Support — Strategic Partnership Institutes Support

An HRDF e-service for employers to apply for training support at providers accredited and licensed by the National Center for Strategic Partnerships as nonprofit institutes under the Strategic Partnership Institutes Support product.

Service Requirements:

- The institute's license must be valid.
- The commercial registration must be valid.
- The requested programs must suit the job.

Service Processing Time:

- 5 business days.

Are there any service fees?

- No

Required Documents:

- The institute's acceptance letter for the requested specializations and trainee numbers
- A copy of the commercial registration

Application Steps:

- Access the product's electronic system.
- Submit the support application through the system.
- Email the required documents.

Submit Financial Claims — Strategic Partnership Institutes Support

An HRDF e-service that enables employers to submit invoices due for reimbursement after paying training costs and trainee salaries.

Service Requirements:

- Pay the training costs to the training provider
- Pay the trainee's salary

Service Processing Time:

- 3 business days.

Are there any service fees?

- No

Required Documents:

- Receipt confirming payment of training costs to the training provider
- Attach proof of payment of the trainee's salary

Application Steps:

- Access the product's electronic system.
- Submit the invoices due through the electronic system.
- Attach the required documents in the electronic system.

Professional Certifications

An HRDF product that encourages and motivates the national workforce, business organizations and job seekers to obtain accredited professional certifications, developing their skills and expertise in specialized fields in demand in the labor market.

Target Group:



Saudi students, public- and private-sector employees, and job seekers.

Support Mechanism:



The Fund reimburses beneficiaries for training costs and examination fees after they obtain a professional certification, through the following steps:

1. Create an account on the Human Resources Development Fund website, then apply through the Professional Certifications product page.
2. Electronically accept the product terms and conditions and sign consent for the Fund or its authorized representative to verify the certificate.
3. Submit the claim through the electronic system, attaching copies of the professional certificate and invoices for the costs of obtaining it.
4. Certification costs are transferred directly to the certificate holder's bank account using their International Bank Account Number (IBAN).
5. Eligibility review takes 40 days from the product application date.
6. Payment is made 40 business days from the application date, provided all requirements are met.

Professional Certifications:

Eligibility Requirements

- The beneficiary must be a Saudi national, whether employed in the public or private sector or seeking work.
- The certification must be approved by the Human Resources Development Fund.
- The certificate must have been obtained after its approval under the Professional Certifications product.
- The applicant must declare that their employer has not paid for the certification.
- Reimbursement is limited to two certifications per person.
- The professional certificate must be valid and unexpired, with no more than six months elapsed since its approval date.
- The Fund does not cover membership fees, whether or not membership is required for certification.
- Do not attach invoices for membership fees for any approved certification.

Professional Certifications

Service Channels:

- Human Resources Development Fund website: [Click here](#)

Service Launch Date:

Service launch date: 05/01/2015

Policies, Regulations and Procedures:

Steps to Access the Service:

1. Visit the Human Resources Development Fund website.
2. Select "E-Services / Individuals".
3. Enter your National Single Sign-On credentials.
4. Click "Our Programs".
5. Select "Professional Certifications" from the menu.
6. Click "Add New Application".
7. Select "Direct Support Applications".
8. Enter the required information and attach the required documents.
9. Click "Submit Certification Application".

For more about the product and frequently asked questions, [click here](#)
For the Human Resources Development Fund's procedures and regulations, [click here](#)



Apply for Direct Support for Professional Certifications

An HRDF e-service that allows individuals to apply for professional certification support without visiting the Fund.

Service Requirements:

Reimbursement for a professional certification may be requested if the following eligibility conditions are met:

- The beneficiary must be a Saudi national, whether employed in the public or private sector or seeking work.
- The certification must be approved by the Human Resources Development Fund.
- The certificate must have been obtained after its approval under the Professional Certifications Support product.
- The applicant must declare that their employer has not paid for the certification.
- Reimbursement is limited to two certifications per person.
- The professional certificate must be valid and unexpired, with no more than six months elapsed since its approval date.
- The Fund does not cover membership fees, whether or not membership is required for certification.
- Do not attach invoices for membership fees for any approved certification.

Required Documents:

- Obtain the professional certificate.

Application Steps:

- Register on the Human Resources Development Fund website and request the service through the product page.

Service Processing Time:

- 45 days.

Are there any service fees?

- No

Add a Professional Certification Training Program

An HRDF e-service that allows training providers to add a professional certification training program without visiting the Fund.

Service Requirements:

- The training provider must be registered as a training provider on the Human Resources Development Fund website.

Required Documents:

- Training program approval

Application Steps:

- Register on the Human Resources Development Fund website and request the service through the product page.

Service Processing Time:

- 4 days.

Are there any service fees?

- No

Cancel Professional Certification Training

An HRDF e-service that allows training providers to cancel a professional certification training program without visiting the Fund.

Service Requirements:

- The training provider must be registered as a training provider on the Human Resources Development Fund website.

Application Steps:

- Register on the Human Resources Development Fund website and request the service through the product page.

Service Processing Time:

- 4 days.

Are there any service fees?

- No

Apply to Enroll in a Professional Certification Training Program

An HRDF e-service that allows a training provider to register for a professional certification training program without visiting the Fund.

Service Requirements:

- The training provider must be registered as a training provider on the Human Resources Development Fund website.

Required Documents:

- Training program approval

Application Steps:

- Register on the Human Resources Development Fund website and request the service through the product page.

Service Processing Time:

- 4 days.

Are there any service fees?

- No

Apply for Support for a Professional Certification Training Program

An HRDF e-service that allows training providers to apply for support for a professional certification training program without visiting the Fund.

Service Requirements:

- The training provider must be registered as a training provider on the Human Resources Development Fund website.

Required Documents:

- Training program approval

Application Steps:

- Register on the Human Resources Development Fund website and request the service through the product page.

Service Processing Time:

- 45 days.

Are there any service fees?

- No

Maharat

An HRDF product enabling training programs in general and specialized vocational skills in partnership with training providers licensed by the relevant authorities. It targets job seekers and private-sector employees to improve their skills, employment prospects and job retention by narrowing the gap between job requirements and their existing skills.

Target Group:

- Train and qualify job seekers.
- Train and qualify private-sector employees.
- Train and qualify new private-sector employees with less than one year in their job.

Program Objectives:

- Improve the target groups' skills and employment prospects in the private sector.
- Maintain their job stability.
- Narrow the gap between the skills a job requires and those of the job seeker or employee.

Maharat

Eligibility Requirements:

- The training provider must be licensed by an authorized accreditation body or have training delivery within its regulatory mandate.
- Training programs must be approved by an authorized accreditation body or provided by an entity whose regulatory mandate includes training delivery.
- Register the trainee after they obtain a training completion certificate authenticated by an authorized accreditation body, or issued by an entity whose regulatory mandate includes training delivery.



Maharat

Service Channels:

- Human Resources Development Fund website: [Click here](#)

Service Launch Date:

Service launch date: 15/08/2021

Policies, Regulations and Procedures:

Steps to Access the Service:

1. Visit the Human Resources Development Fund website.
2. Select Programs and Products / Establishments / Training / Maharat.
3. Register for the Maharat product by clicking "Access Service".
4. The system will redirect the beneficiary to the e-services sign-in page.
5. To complete registration, open "HRDF E-Services", then select "Private and Nonprofit Sectors".
1. After selecting Sign In, you will be redirected to the National Single Sign-On page.
2. After you sign in through Nafath, the system will display the establishments you are authorized to represent.

For more about the product and frequently asked questions, [click here](#)

For the Human Resources Development Fund's procedures and regulations, [click here](#)



Add a New Training Course by an Establishment under Maharat

An e-service that allows training providers to upload courses through their account on the HRDF website without visiting the entity.

Service Requirements:

- The training provider must be licensed by an authorized accreditation body or have training delivery within its regulatory mandate.
- Training programs must be approved by an authorized accreditation body or provided by an entity whose regulatory mandate includes training delivery.
- Register the trainee after they obtain a training completion certificate authenticated by an authorized accreditation body, or issued by an entity whose regulatory mandate includes training delivery.

Application Steps:

- Register for HRDF E-Services.
- Select the Maharat product.
- Apply for the training opportunity.
- Select the training program.

Required Documents:

- Eligibility conditions are verified electronically through the HRDF website.

Service Processing Time:

- 10 business days.

Are there any service fees?

- No

Manage Enrollment Applications by Maharat Training Providers

An e-service that allows users to view training course enrollment applications without visiting the entity.

Service Requirements:

- Support covers one general skills training program and one vocational skills training program per beneficiary, based on training costs and subject to the maximum cost for each program.

Application Steps:

- Schedule the training.
- Set the program start date.
- Set the program end date.

Required Documents:

- Eligibility conditions are verified electronically through the HRDF website.

Service Processing Time:

- 10 business days.

Are there any service fees?

- No

Issue a Training Certificate by Maharat Training Providers

An e-service that allows training providers to upload a training attendance certificate to the electronic system through the HRDF website after the participant attends and completes the training.

Service Requirements:

How can I obtain a training completion certificate?

- The training provider issues the completion certificate after you attend the program and fulfill all its requirements.

Your certificate will also be available on the HRDF website.

Service Processing Time:

- 10 business days.

Are there any service fees?

- No

Required Documents:

- Eligibility conditions are verified electronically through the HRDF website.

Application Steps:

- After the training program ends
- The training provider uploads the program attendance certificate through the electronic system.
- Individuals can view the certificate through their account on the HRDF website.

Hadaf Leadership

An HRDF education and training product delivered with leading global universities in leadership. It prepares and develops future Saudi leaders of both genders in the private sector to lead establishments in the Kingdom, supporting Saudi Vision 2030 through high-quality Saudization and leaders capable of creative planning and innovation.

Target Group:

- Future Saudi leaders of both genders employed in the private sector.

Support Mechanism:

- The Human Resources Development Fund covers only the training program cost.

Product Objectives:

1. Equip participants with the required knowledge, techniques and competencies.
2. Optimize national establishments' investment in human capital.
3. Transfer international expertise and apply effective, influential leadership principles.
4. Transfer comparable practices, with follow-up and direct simulation activities alongside distinguished global leadership development experts.

Hadaf Leadership

Eligibility Requirements

- The beneficiary must be a Saudi national.
- Must currently work at a private-sector establishment.
- Must hold at least a bachelor's degree.
- At least five years of work experience, including at least two years in a supervisory or managerial role.
- English proficiency is required only for the English-language training track.

Hadaf Leadership

Service Channels:

- Human Resources Development Fund website: [Click here](#)

Service Launch Date:

Service launched on: 09/01/2019

Policies, Regulations and Procedures:

Steps to Access the Service:

Register for the Hadaf Leadership product by emailing: academicAF@hrdf.org.sa

For more about the product and frequently asked questions, [click here](#)
For the Human Resources Development Fund's procedures and regulations, [click here](#)





Empowerment Pillar

Employment Support

An HRDF product that helps male and female job seekers join the private sector by covering a percentage of the employee's wage. Support covers all full-time private-sector jobs.

Target Group:

- Private-sector establishments.
- Current and new employees of both genders.

Eligibility Requirements:

1. The beneficiary must be a Saudi national.
2. The applicant must be 18 to 60 years old, based on the Gregorian calendar.
3. The beneficiary must not be a student according to Ministry of Education records.
4. The beneficiary must not be a government employee or business owner.
5. The beneficiary must not have exceeded the product's maximum support period of 24 months.
6. The beneficiary must be registered with GOSI under the specified establishment.
7. The beneficiary must not be registered with GOSI under any other establishment during the product support period.

Employment Support

8. The beneficiary must be registered on the Unified National Employment Platform (Jadarat).
9. The wage must be at least SAR 4000 and no more than SAR 15,000.
10. Support is calculated based on the salary registered with GOSI.
11. The applicant must have been registered with GOSI for at least 90 days from the registration date. The establishment may submit a support application through HRDF E-Services from day 91 to day 180 after GOSI registration.
12. A new support application for an employee previously with the same establishment may only be submitted 6 months after their GOSI deregistration date.
13. Support under previous Employment Support programs may resume for those who have not completed 24 months or exceeded 3 support instances. Active beneficiaries of employment-linked training support programs are ineligible. Beneficiaries of Job Search Subsidy, Qurrah, Wusool, Professional Certifications, Wage Support for Dialysis Days and E-Learning may receive support under this product.

Employment Support

Support Mechanism:



Support is provided to eligible establishments under the Fund's approved mechanism and any amendments, as follows:

- 1- Support lasts (24) months, starting at 30% of the employee's monthly wage.
- 2- The support percentage may increase in the following cases:
 - (a) An additional 10% applies if the supported employee has a disability, as recorded on the Unified National Employment Platform (Jadarat).
 - (b) An additional 10% applies if the supported employee is female.
 - (c) An additional 10% applies if the beneficiary establishment is medium, small or micro-sized.
 - (d) An additional 10% applies if the job falls within the economic sectors.
 - (e) An additional 10% applies if the job is in a city other than Riyadh, Jeddah, Dammam or Khobar.
 - (f) An additional 10% applies if the job is among the targeted occupations and job titles.

Total support must not exceed SAR (3000) or 50% of the wage, whichever is lower. The full support amount is paid to the establishment.

Employment Support

Service Channels:

- Human Resources Development Fund website: [Click here](#)

Service Launch Date:

Service launch date: 23/03/2020

Policies, Regulations and Procedures:

Steps to Access the Service:

1. Register on the Human Resources Development Fund website
2. Sign in using the establishment's Ministry of Human Resources and Social Development account.
3. Select the Employment Support product and accept the terms.
4. Add the establishment's IBAN.

For more about the product and frequently asked questions, [click here](#)

For the Human Resources Development Fund's procedures and regulations, [click here](#)



Submit an Employment Support Application

An HRDF e-service supporting male and female job seekers' employment in the private sector by covering a percentage of the employee's wage. The program covers all full-time private-sector jobs without requiring a visit to the entity.

Service Requirements:

- The applicant must be a Saudi national.
- The applicant must be 18–60 years old.
- The applicant must not be a full-time student.
- The applicant must not be a government employee, business owner, or public- or private-sector retiree.
- The applicant must not hold a commercial registration.
- The applicant must not have exceeded the maximum two-year support period. Previous financial support under Employment Support will be checked; support may be resumed no more than 3 times.
- The employee included in the support application must have been registered with GOSI under the same establishment for at least 90 days and no more than 180 days.
- Support is calculated based on the salary registered with GOSI.
- The applicant must not be registered with GOSI under any other establishment.
- The applicant must be registered on the Unified National Employment Platform (Jadarat).
- The minimum wage is SAR 4000 and the maximum is SAR 15000.
- A new support application for an employee previously supported at the same establishment may only be submitted 6 months after their GOSI deregistration date.
- Previous Employment Support may resume for those who have not completed 24 months or exceeded 3 support instances. Those who completed 24 months of support under employment-linked training programs and products are ineligible. Beneficiaries of Job Search Subsidy, Qurrah, Wusool, Professional Certifications, Wage Support for Dialysis Days and E-Learning may receive support under this product.

Submit an Employment Support Application

Required Documents:

- Complete the establishment's or individual's details.

Service Processing Time:

- Instant registration – application review takes up to 19 days

Are there any service fees?

- No

Application Steps /

Establishments must register for HRDF E-Services. Those with a Ministry of Human Resources and Social Development account may use the same username and password, then complete registration through the following steps:

- Open the Employment Support product.
- Electronically accept the terms and rules.
- Select the bank name. Add the establishment's IBAN.

Childcare Support (Qurrah)

An HRDF product connecting childcare centers with Saudi women employed in the private sector, enabling centers to offer and market their services for children's enrollment. It also helps working women enter and remain in the labor market.

Target Group:

- Childcare centers and private kindergartens.

Support Mechanism:

The Fund covers up to 50% of childcare costs, capped at SAR 1600 per child.

Eligibility Requirements:

1. The center must be licensed by the Ministry of Human Resources and Social Development or the Ministry of Education.
2. Accept the terms and conditions.
3. The center must have a bank account in its own name; personal-account IBANs are not accepted.
4. Register on the Qurrah portal and add the center's details and services.

Childcare support (Qurrah)

Service Channels:

- Human Resources Development Fund website: [Click here](#)

Service Launch Date:

Service launch date: 01/11/2017

Policies, Regulations and Procedures:

Steps to Access the Service:

1. Open the registration page on the Qurrah portal and enter the required center details.
2. Open the center's page and activate the account.
3. Complete the center's details.
4. Wait 24 hours to receive an email response to the application.

For more about the product and frequently asked questions, [click here](#)

For the Human Resources Development Fund's procedures and regulations, [click here](#)



Register for the Childcare Support Product

An e-service for registering for Childcare Support through HRDF's Unified Services Platform using National Single Sign-On and verifying the working mother's eligibility.

Service Requirements:

- The beneficiary must be a Saudi woman.
- The beneficiary's total monthly wages must not exceed SAR (8,000).
- The beneficiary must be registered with GOSI.
- The child must be 0 to 6 years old.
- There is no limit on the number of children supported.

Application Steps /

- A woman employed in the private sector.

Required Documents:

- Accept the product's electronic agreement and click Start Registration.

Service Processing Time:

- Instant.

Are there any service fees?

- No

Add a Child to the Childcare Support Product

An e-service for adding the beneficiary's children, from newborn to six years old, to the mother's portal account.

Service Requirements:

- The child must be aged from newborn to six years.

Application Steps /

- Visit the HRDF website, select Childcare Support (Qurrah), then click Start Service .
- Go to National Single Sign-On to access the Unified Platform.
- Click the Add Child icon.
- Enter the child's ID number to retrieve their details.
- Click Save and Continue.

Service Processing Time:

- Instant.

Are there any service fees?

- No

Service FAQs:



Book a Service at a Center or Nursery

An e-service allowing mothers to reserve a place for their child at an approved childcare center or private kindergarten and pay the mother's contribution to qualify the booking for support.

Service Requirements:

- The child must be aged from newborn to six years.
- A place must be available at the center or nursery.

Application Steps /

- Visit the Human Resources Development Fund website, select the Childcare Support product, and click Start Service.
- Use National Single Sign-On to access the Unified Platform.
- Add children.
- Add the address.
- Select the childcare center or private kindergarten.

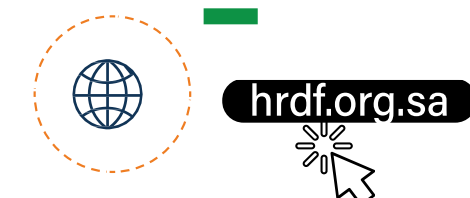
Service Processing Time:

- 24 working hours.

Are there any service fees?

- No
- Select the service.
- Send the booking to the center for approval.
- The center approves the request.
- A payment link is sent.
- Receive the booking confirmation message.

Service FAQs:



Register for the Childcare Support Product

An online service allowing an establishment's authorized representative to register a center or private kindergarten on HRDF's Unified Services Platform through National Single Sign-On for company representatives, to provide childcare for children of mothers enrolled in the Childcare Support product.

Service Requirements:

- Childcare centers wishing to apply for the Childcare Support product (Qurrah) must meet the following requirements:
- The center must be licensed by the Ministry of Human Resources and Social Development or the Ministry of Education.
- The center or private kindergarten must have a 100/700 commercial registration number.
- The center or its owner must hold authorization from the Ministry of Human Resources and Social Development.
- The bank account must be linked to the establishment's 700/100 number.

Service Processing Time:

- 24 working hours.

Are there any service fees?

- No

Register for the Childcare Support Product

Application Steps /

- Visit the Human Resources Development Fund website, select Childcare Support (Qurrah) – Establishments, and click Access Service.
- Use National Single Sign-On to access the Unified Platform.
- Read and accept the platform's terms and conditions and privacy policy.
- The authorized representative selects the establishment.
- Enter the establishment's mobile number and email address.
- Read the product welcome message and click Go to Product.
- Accept the product's electronic agreement and terms and conditions.
- Enter the establishment's IBAN.
- Enter the license details.
- Enter the center's details.
- Add the center's services by age group and service type.

Service Processing Time:

- 24 working hours.

Are there any service fees?

- No

Add Services to the Center's Account

An online service allowing an establishment's authorized representative to add services to the center's account according to its license type, specifying the age group, service price, additional services, and available places for each service.

Service Requirements:

Childcare centers wishing to apply for the Childcare Support product (Qurrah) must meet the following requirements:

- The center must be licensed by the Ministry of Human Resources and Social Development or the Ministry of Education.
- The center or private kindergarten must have a 100/700 commercial registration number.
- The center or its owner must hold authorization from the Ministry of Human Resources and Social Development.
- The bank account must be linked to the establishment's 700/100 number.

Service Processing Time:

- 24 working hours.

Are there any service fees?

- No

Application Steps /

- Visit the Human Resources Development Fund website, select Childcare Support – Establishments, and click Access Service.
- Use National Single Sign-On to access the Unified Platform.
- Access the establishment's account.
- Add the center's services by age group and service type.

Accept a Pending Booking at the Center

An online service allowing the authorized representative to access the center's account and accept childcare bookings submitted by mothers, enrolling children according to the service start date and advertised price.

Service Requirements:

Service Requirements

- A place must be available at the center.
- The center must approve the booking request.
- After the center approves, the mother must pay her share to finalize and confirm the booking.

Service Processing Time:

- 24 working hours.

Are there any service fees?

- No

Application Steps /

- Visit the Human Resources Development Fund website, select Child care Support, and click Access Service.
- Use National Single Sign-On to access the Unified Platform.
- Select a center near home or work.
- Send the booking request to the center for approval.
- Receive the service's online payment link.
- Receive the booking confirmation message.

Dialysis Support Product

The product encourages private-sector establishments to employ people with kidney failure and retain them in their jobs, ensuring employment stability.

Target Group:

- Saudi nationals with kidney failure employed in the private sector.

Employee Eligibility Requirements:

- Must be a Saudi national.
- Must be registered as an active employee with the General Organization for Social Insurance.
- Must work for the same establishment applying for support.
- Must have kidney failure, undergo regular hemodialysis, and hold "Dialysis Leave" issued through the Seha platform.
- The beneficiary's latest "Dialysis Leave," as shown on Seha, must have been issued no more than (3) months before the attempt to add them to the support application.

Establishment Eligibility Requirements:

- Must not work for any government entity (public sector).
- Must not currently receive Dialysis Support through another establishment.
- The establishment must not be suspended by the Human Resources Development Fund.
- The establishment must have an active bank IBAN, updated in the Fund's electronic system.
- No amounts may be deducted from the employee's salary for absences to undergo dialysis.

Dialysis Support Product

Support Mechanism

The establishment is reimbursed for working days the employee misses to undergo dialysis, up to thirteen working days per month.

Service Channels:

- Human Resources Development Fund website: [Click here](#)

Service Launch Date:

Service launch date: 15/07/2025

Policies, Regulations and Procedures:

Steps to Access the Service:

1. Register for e-services on the Fund's platform.
2. Submit a support application through the establishment's account.

For more about the product and frequently asked questions, [click here](#)
For the Human Resources Development Fund's procedures and regulations, [click here](#)



Register for the Dialysis Support Product

An online transactional service allowing an establishment's authorized representative to register it for Dialysis Support by verifying its commercial registration and bank IBAN, then adding the first beneficiary, without visiting the entity.

Submit a Dialysis Support Application

An online service allowing an establishment's authorized representative to apply for Dialysis Support for an employee by entering their details and sending them a consent link before the application is approved and eligibility verified, without referring back to the establishment.

Service Requirements:

- Employee details.
ID number – mobile number – email address

Service Processing Time:

- Instant.

Are there any service fees?

- No

Required Documents:

- The establishment's authorized representative accesses the Dialysis Support dashboard.
- Click “Add Employee” above the beneficiaries table.
- Complete the employee's basic details (ID, mobile number, and email), then click “Submit Support Application.”
- The employee receives the consent link, reviews the medical requirements, and provides consent.
- After consent, the employee becomes an “Active Beneficiary.”

Service FAQs:





Register for the Dialysis Support Product

An online transactional service allowing an establishment's authorized representative to register it for Dialysis Support by verifying its commercial registration and bank IBAN, then adding the first beneficiary, without visiting the entity.

Submit a Dialysis Support Application

An online service allowing an establishment's authorized representative to apply for Dialysis Support for an employee by entering their details and sending them a consent link before the application is approved and eligibility verified, without referring back to the establishment.

Service Requirements:

- Employee details.
ID number – mobile number – email address

Service Processing Time:

- Instant.

Are there any service fees?

- No

Required Documents:

- The establishment's authorized representative accesses the Dialysis Support dashboard.
- Click “Add Employee” above the beneficiaries table.
- Complete the employee's basic details (ID, mobile number, and email), then click “Submit Support Application.”
- The employee receives the consent link, reviews the medical requirements, and provides consent.
- After consent, the employee becomes an “Active Beneficiary.”

Service FAQs:



hrdf.org.sa

Cancel a Dialysis Support Application

An online transactional service allowing an establishment's authorized representative to cancel any Dialysis Support application without referring back to the establishment. The application status changes to "Canceled," and the establishment and employee are notified, with no fees or penalties.

Required Documents:

- On the product dashboard, the representative clicks "View Details" on the beneficiary's card.
- The system displays the beneficiary's details; the representative selects "Cancel Support for This Employee."
- A confirmation message appears; the representative clicks "Continue."
- Select the reason for withdrawal (recovery, resignation, etc.) and accept the removal declaration.
- Click "Confirm" to withdraw.
- The system displays "Employee Support Canceled," offers a return to the dashboard, and changes the beneficiary's status to "Inactive."

Service Processing Time:

- Instant.

Are there any service fees?

- No

Service FAQs:





Other Programs





◆ 9/10ths

9/10ths

The 9/10ths platform aims to support the local economy and transform the work culture of individuals and society in Saudi Arabia by encouraging and supporting entrepreneurship and small and medium-sized establishments, and enabling individuals to find new work opportunities in innovative ways.

Target Group:

- Small and medium-sized establishments.
- Freelancers.
- Entrepreneurs.
- Productive families.

Services Offered by the 9/10ths Platform

▪ Forsah

We connect buyers and suppliers and enable small and medium-sized establishments to compete for opportunities offered by major entities.

▪ Zadd

We provide reports, data, and interactive maps for most regions of the Kingdom, enabling entrepreneurs to make evidence-based decisions.

▪ Tojjar

Tojjar is a platform designed to help productive families and entrepreneurs grow their businesses through Tojjar Kiosks and Tojjar Apps.

▪ Bahr

We connect Saudi freelancers with diverse skills to project owners to deliver high-quality work at lower cost.

9/10ths Platform

Service Channels:

- 9/10ths website: [Click here](#)
- Human Resources Development Fund website: [Click here](#)

Service Launch Date:

Service launch date: 25/08/2016

Policies, Regulations and Procedures:

Steps to Access the Service:

1. Visit the 9/10ths platform website.
2. Verify your online account.
3. Select the service and complete the information.

For more about the product and frequently asked questions, [click here](#)
For the Human Resources Development Fund's procedures and regulations, [click here](#)



Add/Remove an Establishment Representative on Forsah

An HRDF online service allowing beneficiaries to add an authorized representative to manage the establishment's Forsa account without visiting the entity.

Service Requirements:

- The authorization must be attested by the Chamber of Commerce.

Required Documents:

- ID of the owner or authorized representative.

Service Processing Time:

- One working day

Application Steps /

- Download the authorization form.
- Complete the fields.
- Have it attested by the Chamber of Commerce.
- Upload it to the platform.

Add/Remove a Branch on Forsah

An HRDF online service allowing beneficiaries to add or remove a new establishment branch without visiting the entity.

Service Requirements:

- The service is available to partners.

Required Documents:

- Complete the partner registration form.

Service Processing Time:

- One working day.

Are there any service fees?

- No

Application Steps /

- Access the Forsa platform.
- Select Account Management.
- Click Branches.

Create and Manage a Tender on Forsah

An HRDF online service allowing beneficiaries to publish tenders on Forsa for suppliers to review and submit quotations, without visiting the entity.

Service Requirements:

- Register on the Forsa platform.

Required Documents:

- Complete the partner registration form.

Service Processing Time:

- One working day.

Are there any service fees?

- No

Application Steps /

- Go to the Forsa platform.
- Select Opportunity Management.
- Click Create Opportunity
- Add all required details.
- Publish the opportunity.

Bid for a Tender on Forsah

An HRDF online service allowing beneficiaries to submit a quotation for a tender posted on Forsa without visiting the entity.

Service Requirements:

- Register on the Forsa platform.

Required Documents:

- The supplier's Forsa account must be active.

Service Processing Time:

- One working day.

Are there any service fees?

- No

Application Steps /

- Go to the Forsa platform.
- Open an account.
- Opportunity Management.
- Select the opportunity.

Manage Tenders on Forsah

An HRDF online service allowing beneficiaries to manage published tenders by comparing quotations, extending an opportunity, or canceling it, without visiting the entity.

Service Requirements:

- Register on the Forsa platform.

Required Documents:

- The supplier's Forsa account must be active.

Service Processing Time:

- One working day.

Are there any service fees?

- No

Application Steps /

- Open an account.
- Opportunity Management.
- Select the opportunity.

View Reports and Statistics on Zadd

Zadd is an online service that helps small business owners and entrepreneurs establish businesses and make evidence-based decisions using interactive reports and integrated geospatial solutions and technologies. It includes over 1000 reports on products, sectors, and regions, plus an interactive map covering several regions of Saudi Arabia.

Application Steps /

- Visit the Zadd platform page.
- Select View Reports.

Service Processing Time:

- Immediate

Are there any service fees?

- No

Apply for Support to Register with Tojjar Apps

An HRDF online service helping beneficiaries reach more customers by displaying and selling their products on delivery apps. It diversifies sales channels for productive families and makes it easier to reach customers, without visiting the entity.

Service Requirements:

- The applicant must be a Saudi national .
- The applicant must hold a health certificate.
- A 9/10ths sign must be displayed at the home's entrance.

Required Documents:

- Valid national ID.
- Valid health certificate.
- Complete all details on the form required by the service provider (app).

Service Processing Time:

- Immediate

Are there any service fees?

- No

Application Steps /

- Apply through the website.
- The applicant will be contacted and enrolled in the program.
- Access the website and enter all required details.

Apply for Tojjar Kiosk Support

An HRDF online service helping beneficiaries reach more customers by displaying and selling products at designated kiosks in government entities and major companies, diversifying services available to employees, without visiting the entity.

Service Requirements:

- The applicant must be a Saudi national.
- The applicant must hold a health certificate.
- The applicant must hold a national ID.

Required Documents:

- Valid national ID.
- Valid health certificate.
- Complete all details on the required form.

Service Processing Time:

- Immediate

Are there any service fees?

- No

Application Steps /

- Apply through the website.
- The applicant will be contacted and enrolled in the program.
- Access the website and enter all required details.

Apply to Host Tojjar Kiosks

An HRDF online service allowing government entities and major companies to request kiosks at their premises without visiting the entity.

Service Requirements:

- Sign the form.
- Provide a suitable space.

Required Documents:

- Send the kiosk hosting request form to the host entity.
- The host entity signs the service request form.

Service Processing Time:

- Within one working week.

Are there any service fees?

- No

Application Steps /

- Apply through the website.
- The applicant will be contacted and enrolled in the program.
- Access the website and enter all required details.

General Track for Bahr Registrants

A track under the Fund's Freelance Support product that provides financial support based on the gross monthly income of Saudi freelancers registered on Bahr. It covers specialist fields such as design, programming, translation, digital marketing, consulting, exhibition and event management, tourism services, and others.

Target Group:

- Saudi men and women working as freelancers.

Eligibility Requirements:

- The beneficiary must be a Saudi national.
- The beneficiary must be at least (18) and no more than (60) years old.
- The beneficiary must be registered on Bahr at enrollment and monthly verification.
- The beneficiary must hold a valid freelance license at enrollment and throughout the eligibility period.
- The support applicant must not be employed in the government or private sector.
- The support applicant must not be a retired employee.
- The support applicant must not be a full-time student or own a business (commercial registration).
- The beneficiary must not currently receive support from another HRDF employment or training support program.

General Track for Bahr Registrants

Support Mechanism

- Monthly support equals 40% of gross monthly income (based on gross income and monthly performance data received by the Fund from Bahr), up to SAR (3,000) per month. Net income transferred to the beneficiary's Bahr wallet must total at least SAR 700 per month.
- Women and persons with disabilities receive preferential support of 10% of monthly income, with total support capped at SAR (3000).

General Track for Bahr Registrants

Service Channels:

- Human Resources Development Fund website: [Click here](#)
- Bahr platform: [Click here](#)
- Freelance Program: [Click here](#)

Service Launch Date:

Service launch date: 30/09/2025

Policies, Regulations and Procedures:

Steps to Access the Service:

1. Register on the Bahr platform.
2. Obtain a freelance certificate.
3. Access the Human Resources Development Fund's e-services.
4. Apply for the Freelance product – General Track.

For more about the product and frequently asked questions, [click here](#)
For the Human Resources Development Fund's procedures and regulations, [click here](#)



Online Payment on Bahr

An HRDF online service allowing beneficiaries to top up their wallets to pay for projects on the platform without visiting the entity.

Service Requirements:

- The user must be registered on the platform.
- Enter banking details (SADAD – credit card).
- Complete the payment and wallet top-up.

Required Documents:

- Enter the mada credit card details.
- Card number, cardholder name, expiry date, security code

Service Processing Time:

- Immediate

Are there any service fees?

- No

Application Steps /

- Click Bahr Wallet in the sidebar.
- Click “Top Up Wallet.”
- Enter the required information and the amount to add to the wallet.
- Click Top Up.

Withdraw Funds on Bahr

An HRDF online service allowing clients or freelancers to request a withdrawal from their platform wallet, after which the funds are transferred to their bank account, without visiting the entity.

Service Requirements:

- The user must be registered on the platform.

Required Documents:

- Enter bank account details.

Service Processing Time:

- Two working days.

Are there any service fees?

- No

Application Steps /

- Click Bahr Wallet in the sidebar.
- Click “Request Withdrawal.”
- Enter the required information and the amount to add to the wallet.
- The request will be sent to the Bahr team to complete the transfer.

Create Projects on Bahr

An HRDF online service allowing beneficiaries to post project requirements, receive quotations from freelancers, and contract with a suitable freelancer without visiting the entity.

Service Requirements:

- The user must be registered on the platform.

Required Documents:

- Must be a client, either a company or an individual.
(Name – email – mobile number – commercial registration number) Optional.

Service Processing Time:

- Immediate

Are there any service fees?

- No

Application Steps /

1. Open the Projects page.
2. Click “Post Your Project.”
3. Complete the required fields.
4. Click Save and Preview.

Arbitration on Bahr

An HRDF online service available to clients and freelancers in the event of a dispute. The platform's management reviews the dispute under its applicable terms and conditions, without visiting the entity.

Service Requirements:

- The user must be registered on the platform. For example:
Small and micro establishments, commercial companies, nonprofit organizations, and citizens

Required Documents:

- The user must have a platform profile containing: (Name, mobile number, email address).

Service Processing Time:

- Five business days.

Are there any service fees?

- No

Steps to raise a dispute for a project in progress:

- Open the project page.
- Click “Select Action.”
- Click Raise a Dispute.



◆ Job Matching

Job Matching

The program facilitates job matching between Saudi talent and employers by improving employability and job retention. It serves their mutual interests by matching jobseekers, supporting groups that are hardest to employ, and connecting them with suitable jobs to achieve high productivity, sustainable and satisfying employment, and lower unemployment across all groups in society.

Program Objectives:

- Provide a comprehensive experience and an enhanced value proposition for employers and jobseekers, ensuring all job advertisements through in-person channels are integrated with Jadarat.
- Develop accurate profiles of jobseekers registered on the Unified National Employment Platform (Jadarat).
- Facilitate hiring by proactively contacting committed jobseekers in the database.
- Improve recruitment through advanced and predictive analytics.

Target Groups:

- Jobseekers on Jadarat.
- Employers in the public, semi-government, private, and nonprofit sectors.

Job Matching Services:

- Analyze vacancies on the Unified National Employment Platform (Jadarat) to match candidates with jobs and improve recruitment efficiency.
- Continuously analyze eligible candidates' data and identify committed jobseekers to align job supply and demand.
- Share qualified candidates' data with the Fund's Branches and Channels Department to match them with available vacancies.
- Share eligible candidates' data with the Fund's Programs Department to use relevant program products to upskill jobseekers and prepare them for the labor market.



◆ Unified National Employment Platform (Jadarat)



Introduction to Jadarat

The Unified National Employment Platform “Jadarat” was established by Royal Decree dated 20–6–1442 AH, directing the consolidation of employment platforms into one platform covering civil service jobs in the public sector, semi-government jobs, and private-sector jobs, with the following objectives:

Improvement

Simplify recruitment and job searches for citizens in the Kingdom.

Unification

Unite recruitment and Saudization efforts across all sectors on one platform.

Efficiency

Enable all employers to reach suitable job seekers throughout the Kingdom.

Effectiveness

Use modern technologies, including artificial intelligence, advanced analytics, and behavioral science, to support job matching.

Transparency

Enable decision-makers to make informed labor market governance decisions with full transparency on challenges and enablers.

Fairness

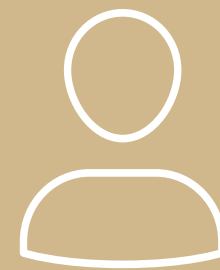
Ensure fairness and clarity in recruitment procedures and job information.

Accuracy

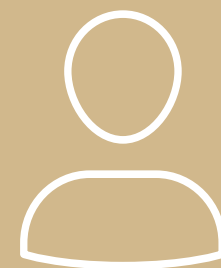
Provide an accurate picture of the labor market, sources of job opportunities, and employers' challenges in finding candidates.

The platform serves several groups across the labor ecosystem:

Job seekers



Private-sector
job seekers

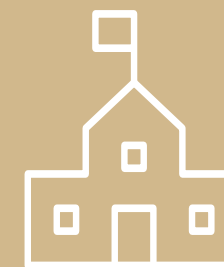


Public-sector
job seekers

Employers



Employers
in the private sector



Employers
in the public sector



Platform benefits for employers

- **Diverse candidate pool:** Employers can access a wide range of suitable candidates to meet their hiring needs, with AI algorithms facilitating candidate selection.
- **Verified database integrated with the Ministry of Education and GOSI:** Employers can view candidate data automatically verified through government systems that authenticate qualifications and experience.
- **Job matching engine:** Precise job matching technologies enable employers to select candidates best suited to job requirements effectively.
- **Greater recruitment efficiency:** AI technologies help employers improve recruitment efficiency and reduce the time and resources spent finding suitable candidates.
- **Job advertisements powered by the latest AI technologies:** Suggested job descriptions, skills, and experience requirements based on the job title.
- **Advanced analytics:** We provide advanced analytics to help employers understand labor market needs and hiring trends and develop effective strategies to meet those needs.
- **Ongoing support:** A dedicated customer service team provides employers with continuous assistance, ensuring an excellent experience and effectively resolving all inquiries and issues.



Platform benefits for individuals

- **Unified national job portal:** Our platform brings together job opportunities across all sectors and fields in one place.
- **Personalized career guidance:** Using the latest matching technologies, the platform automatically provides tailored career suggestions, helping individuals explore jobs aligned with their career paths and identify and develop in-demand skills.
- **Advanced job matching:** Job matching technologies and AI accurately match individuals' skills to jobs.
- **Ongoing support:** A dedicated customer service team provides individuals with continuous assistance, ensuring an excellent experience and effectively resolving all inquiries and issues.
- **Automatic CV writing and enhancement:** AI algorithms automatically improve candidates' CVs, making them more appealing to employers.
- **Job opportunities across all regions:** A national platform enables users throughout the Kingdom to access jobs in different regions, increasing their chances of finding suitable work regardless of location.
- **Transparent and fair applications:** Ensure efficiency, effectiveness, accuracy, transparency, and fairness in job applications.

We are happy to assist you through the Fund's channels

Unified National Employment Platform (Jadarat)

- The platform connects job seekers with available opportunities in the public and private sectors through seamless, comprehensive digital matching that ensures effectiveness, accuracy, and transparency in finding jobs at jadarat.sa

Alternative channels

- Contact Center: 8001222030
- Social media: @hrdfksa | @hrdf_care
- [Human Resources Development Fund website: www.hrdf.org.sa](http://www.hrdf.org.sa)
- A dedicated communication channel for education-sector investors.

Branches and centers

Hadaf branches:

- Provide career guidance and job matching services to support talent attraction and recruitment.
- Support individuals and establishments in accessing the Fund's services that meet their needs.

Employment and rehabilitation centers:

- Specialized centers supporting employment for male and female job seekers, including persons with disabilities, by providing suitable opportunities and promoting sustained employment.

University employment offices:

- This program engages educational institutions and coordinates efforts to help graduates find suitable jobs and join the private sector.



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University employment
office



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Employment and
rehabilitation center



19

Branch

THE PATH TO BUILDING A NATIONAL WORKFORCE

PROGRAMS GUIDE
(INDIVIDUALS)

Products for individuals

 Guidance	 Training	 Empowerment
Comprehensive Career Guidance Initiative	Graduate Development (Tamheer)	Childcare Support (Qurrah)
Remote Career Guidance	Cooperative Training	Transport Support (Wusool)
University Career Guidance	Professional Experience	Directed Transportation Support
School Career Guidance	Strategic Partnership Institutes	Orders Delivery Support
	Professional Certifications	General Track for Bahr Registrants
	E-Training	
	Maharat	



Counselling Pillar



Comprehensive Career Guidance Initiative

A platform enabling all Saudis to make better educational and career choices through an integrated system of career guidance services for students, job seekers, and employees.

Target Group:

- Male and female secondary school students.
- Male and female university and institute students.
- Male and female job seekers.
- Male and female employees.
- Career counselors.
- Male and female teachers.
- Parents

Initiative objectives:

- Increase beneficiaries' awareness of their interests and abilities and connect them with academic disciplines, occupations, career paths, and future local and global labor market needs.
- Equip beneficiaries with skills to plan career paths aligned with their personal aspirations and labor market needs.
- Improve job satisfaction and stability.
- Build an information resource to help users choose a suitable career.
- Help raise awareness of the importance of all occupations and improve their public image.
- Increase work productivity among Saudi men and women.
- Strengthen values and improve perceptions of work culture and its importance.
- Raise awareness of the future skills required for labor market and emerging occupations.

E-services:

Create a smart CV

An interactive tool that creates a professional CV from systematically entered personal information, following best practices and current standards.

Career interest assessment

An assessment that identifies beneficiaries' career interests based on personal interests and strengths, supporting informed career decisions.

Skills confidence Test

A service enabling beneficiaries to assess their confidence in their skills to understand their proficiency.

Book an individual guidance session

A service enabling beneficiaries to book an individual session with a specialist career counselor to discuss career plans and receive appropriate guidance.

Book a group guidance session

A service enabling beneficiaries to join group sessions with a career counselor to discuss general career topics and share experiences.

Book a workshop

A service enabling beneficiaries to register for specialized career workshops to develop professional skills and expand knowledge in different fields.

Develop a career plan

A tool that automatically generates a comprehensive career plan based on beneficiaries' information and category, helping them achieve their career goals systematically.

Explore career fields

A service enabling beneficiaries to explore available career fields, with an overview of each field's requirements and future opportunities.

Explore training courses

A service enabling beneficiaries to search available training courses in various fields to develop their skills and improve their labor market prospects.

Explore job opportunities

A service enabling beneficiaries to explore opportunities through the Unified National Employment Platform (Jadarat) and the On-the-Job Training program, helping them find opportunities suited to their qualifications and aspirations.

Contact a career counselor

An interactive service enabling beneficiaries to chat directly with a career counselor for immediate advice and answers to career questions.

Career Guidance and Counseling Initiative

Service Channels:



- Comprehensive Career Guidance Initiative: [Click here](#)
- Human Resources Development Fund website: [Click here](#)

Eligibility Requirements:



- Applicants must be Saudi nationals.

Service Launch Date:



Service launch date: 20/03/2019

Policies, Regulations and Procedures:



1. Create an account on the Comprehensive Career Guidance Initiative platform.
2. Beneficiaries may use their HRDF e-services account.

For more about the product and frequently asked questions, [click here](#)
For the Human Resources Development Fund's procedures and regulations, [click here](#)



Remote Career Guidance

Remote career guidance provided by specialist career consultants to support the career development of target groups: school and university students, job seekers, and employees.

Target Group:

- All citizens aged 16–60.

Product Objectives:

- Provide career development and guidance sessions for all beneficiary groups: school students, university students, job seekers, and employees.
- Increase beneficiaries' awareness of their interests and abilities and connect them with academic disciplines, occupations, career paths, and labor market needs.
- Improve career guidance services for beneficiary groups.



University Career Guidance

A product developed in partnership with higher education to promote career guidance through university guidance centers or offices and visits to universities and institutes. It activates career guidance activities and programs and introduces male and female students to professional skills and the labor market, aligning educational outcomes with labor market requirements.

Target Group:

- University students.
- Graduates.
- Academic and administrative staff.

Product Objectives:

- Increase student and graduate beneficiaries' awareness of their interests and abilities and connect them with academic disciplines, occupations, career paths, and labor market needs.
- Develop career planning skills among students and graduates and help them make appropriate educational and career decisions to secure employment.
- Help raise awareness of the importance of all occupations and improve perceptions of work culture and its importance.
- Raise awareness of skills required in the labor market and future occupations.



Register:
hrdf.org.sa

Register for a university career guidance session

An e-service on the University Career Guidance platform enabling students to register for a session under the University Career Guidance and Counseling product without visiting the entity.

Service Requirements:

- Must be a Saudi national
- Must be a university student, graduate, or academic staff member

Required Documents:

- | | | |
|-----------------|-----------------------------|-----------------|
| ▪ Name | ▪ National ID number | ▪ Date of birth |
| ▪ Mobile number | ▪ University ID number | ▪ Email |
| ▪ Gender | ▪ University name | ▪ Region |
| ▪ City | ▪ Educational qualification | ▪ Major |

Service Processing Time:

- Immediate

Are there any service fees?

- No

Application Steps /

- | | | |
|---|-------------------------------|--------------------|
| ▪ Register on the University Career Guidance portal | ▪ Select the desired services | ▪ Follow the steps |
|---|-------------------------------|--------------------|

University career guidance session

An e-service on the University Career Guidance platform enabling students to receive career guidance from specialist career consultants without visiting the entity.

Service Requirements:

- Must be a Saudi national
- Must be a university student, graduate, or academic staff member

Required Documents:

- <https://www.hrdf.org.sa/products-and-services/programs/individuals/guidance/career-guidance-sobol/univ-registration/>

Service Processing Time:

- Immediate

Are there any service fees?

- No

Application Steps /

- Register on the University Career Guidance portal
- Select the desired services
- Follow the steps

University career guidance workshops

A service providing group guidance for university students (not an electronic service).

Service Requirements:

- Must be a Saudi national
- Must be a university student, graduate, or academic staff member

Service Processing Time:

- Immediate

Are there any service fees?

- No

Application Steps /

- Register on the University Career Guidance portal
- Select the desired services
- Follow the steps

School Career Guidance

A product developed in partnership with general education to promote career guidance in public and private schools through qualified career counselors. It aligns educational outcomes with labor market requirements and introduces male and female students to current and future labor market skills and requirements. Integration with education department services supports students' interests and academic and professional development.

Target Group:

- Male and female secondary school students
- Student counselors.
- Students' parents.

Product Objectives:

- Improve career guidance services for students.
- Increase beneficiaries' awareness of their interests and abilities and connect them with academic disciplines, occupations, career paths, and labor market needs.
- Develop students' career planning skills and help them make appropriate educational and career decisions to secure employment.
- Help raise awareness of the importance of all occupations and improve perceptions of work culture and its importance.
- Raise awareness of skills required in the labor market and future occupations.
- Connect career counselors with the education sector to serve as a link between the Fund and all beneficiary groups.

School Career Guidance

School career guidance services:

- Provide general and specialized career guidance and counseling workshops.
- Hold group career guidance sessions based on categorized needs, interests, and abilities.
- Introduce and connect participants to relevant Fund programs and enablers.
- Hold individual career guidance sessions tailored to each male and female student's needs.
- Participate in career meetings and events and activate the role of career counselors.
- Conduct interest assessments to identify students' abilities.

Service Processing Time:

- Immediate

Are there any service fees?

- No



School career guidance workshops

A service providing group guidance for school students (not an electronic service).

Service Requirements:

- Must be a secondary school student in Saudi Arabia

Required Documents:

- Name
- Date of birth
- Select category (secondary school student / parent)
- National ID number
- Email

Service Processing Time:

- Immediate

Are there any service fees?

- No

Application Steps /

- Register on the University Career Guidance portal
- Select the desired services
- Follow the steps

Career interest assessment on the Subol platform

A scientifically based career interest assessment that helps individuals understand themselves and assess their personal abilities. Results are linked to career information to explore occupations and work, prepare to choose a suitable career path, and identify the skills and knowledge needed to enter the labor market.

Service Requirements:

- The beneficiary must be a Saudi national
- The beneficiary must be aged 16–40

Required Documents:

- | | | |
|-----------------|-----------------------------|-----------------|
| ▪ Name | ▪ National ID number | ▪ Date of birth |
| ▪ Mobile number | ▪ University ID number | ▪ Email |
| ▪ Gender | ▪ University name | ▪ Region |
| ▪ City | ▪ Educational qualification | ▪ Major |

Service Processing Time:

- Immediate

Are there any service fees?

- No

Application Steps /

- | | | | |
|---|----------------------------------|-------------------------------|------------------------|
| ▪ Register on the Career Guidance and Counseling platform (Subol) | ▪ Select the interest assessment | ▪ Accept the assessment terms | ▪ Start the assessment |
|---|----------------------------------|-------------------------------|------------------------|

Career guidance session on the Subol platform

An online platform enabling beneficiaries to access remote guidance from specialist career consultants to support the career development of school and university students, job seekers, and employees without visiting the entity.

Service Requirements:

- The beneficiary must be a Saudi national
- The beneficiary must be aged 16–40

Required Documents:

- Name
- Mobile number
- Region
- Major
- National ID number
- Email
- City
- Date of birth
- Gender
- Educational qualification

Service Processing Time:

- Immediate

Are there any service fees?

- No

Application Steps /

- Register on the Career Guidance and Counseling portal (Subol)
- Select the session date and time
- Select Contact a Career Counselor
- Confirm the workshop details
- Specify the session type and purpose
- The career counselor contacts the beneficiary

Career paths on the Subol platform

An e-service enabling beneficiaries to view career paths and requirements for each occupation, including:

- Required work experience.
- Educational level and university major.
- Required skills.
- Training courses and professional certifications.
- Occupational statistics and average salaries, without visiting the entity.

Service Requirements:

- No conditions apply

Required Documents:

- No documents required

Service Processing Time:

- Immediate

Are there any service fees?

- No

Application Steps /

- No steps are required; simply access the portal

Future occupations

An e-service highlighting future occupations and providing up-to-date information without visiting the entity.

Service Requirements:

- No conditions apply

Required Documents:

- No documents required

Service Processing Time:

- Immediate

Are there any service fees?

- No

Application Steps /

- No steps are required; simply access the portal

Academic majors on the Subol platform

An e-service enabling beneficiaries to view all academic majors and fields, with the following information:

- Introduction to the major
- Skills and knowledge gained in the major
- Academic fields
- Major statistics
- Career fields, without visiting the entity

Service Requirements:



- No conditions apply

Required Documents:



- No documents required

Service Processing Time:



- Immediate

Are there any service fees?



- No

Application Steps /



- No steps are required; simply access the portal

Create a CV on the Subol platform

An e-service enabling beneficiaries to write a CV, cover its required contents, and follow the correct approach without visiting the entity.

Service Requirements:

- No conditions apply

Required Documents:

- Name
- Mobile number
- Region
- Major
- National ID number
- Email
- City
- Date of birth
- Gender
- Educational qualification

Service Processing Time:

- Immediate

Are there any service fees?

- No

Application Steps /

- Register on the Career Guidance and Counseling portal (Subol)
- Select the session date and time
- Select Contact a Career Counselor
- Confirm the workshop details
- Specify the session type and purpose
- The career counselor contacts the beneficiary



Training Pillar



Graduate Development (Tamheer)

An HRDF product for diploma, bachelor's, and postgraduate degree holders to develop their skills and gain practical field experience. Graduates can apply for available training opportunities without visiting the entity.

Target Group:

- Diploma graduates of institutes and colleges.
- University graduates with a bachelor's degree or higher.

Product Objectives:

- Narrow the gap between individual qualifications and labor market skill requirements.
- Prepare and develop graduates through practical and professional experience aligned with labor market needs.
- Provide high-quality practical experience and improve employment opportunities.
- A monthly stipend of SAR (3000) from the Human Resources Development Fund.

Support Mechanism

The Human Resources Development Fund supports institute and college graduates holding technical, health or administrative diplomas, and bachelor's or higher degrees, with a monthly stipend of SAR (3000) for 3 to 6 months.

Graduate Development (Tamheer)

Eligibility Requirements

- The beneficiary must be a Saudi national.
- Must be registered on the HRDF website.
- Must hold a diploma from an accredited technical, health, or administrative institute or college, lasting at least one academic year (two semesters).
- The applicant must hold a bachelor's degree or higher from a Saudi university or an overseas university accredited by the Ministry of Education. For overseas qualifications, the Ministry's certificate equivalency decision must be attached.
- Must not have more than one calendar year of previous work experience in the public or private sector.
- Must be no older than 30 Gregorian years.
- The beneficiary must not currently be employed in the public or private sector.
- The individual must not be on the Fund's barred list.
- The beneficiary must not have fully used the Graduate Development (Tamheer) training entitlement: a maximum of two opportunities totaling 6 months.
- The beneficiary must not have been excluded from the Graduate Development (Tamheer) product.

Graduate Development (Tamheer)

Service Channels:

- Human Resources Development Fund website: [Click here](#)

Service Launch Date:

Service launched on: 18/07/2023

Policies, Regulations and Procedures:

Steps to Access the Service:

1. Visit the Human Resources Development Fund website.
2. Click the E-Services icon.
3. Select Login – Individuals.
4. Log in through National Single Sign-On (Nafath).
5. The system displays an overview of the product and its objectives.
6. Accept the terms and conditions, then select Register.

For more about the product and frequently asked questions, [click here](#)
For the Human Resources Development Fund's procedures and regulations, [click here](#)



Apply for Graduate Development (Tamheer)

An HRDF e-service enabling individuals to apply for the Graduate Development product and access available training opportunities without visiting the entity.

Service Requirements:

- Must be a Saudi national.
- Must be registered on the HRDF website.
- Must hold a diploma from an accredited technical, health, or administrative institute or college, lasting at least one academic year (two semesters).
- The applicant must hold a bachelor's degree or higher from a Saudi university or an overseas university accredited by the Ministry of Education. For overseas qualifications, the Ministry's certificate equivalency decision must be attached.
- Must not have more than one calendar year of previous work experience in the public or private sector.
- Must be no older than 30 Gregorian years.
- The applicant must not currently be employed in the public or private sector.
- The individual must not be on the Fund's barred list.
- The applicant must not have fully used the Graduate Development (Tamheer) training entitlement: a maximum of two opportunities totaling 6 months.
- The individual must not have been excluded from the Graduate Development (Tamheer) product.

Apply for Graduate Development (Tamheer)

Required Documents:

- Graduation certificate.
- An active Jadarat account.

Application Steps:

- Visit the Human Resources Development Fund website.
- Click the E-Services icon.
- Select Login – Individuals.
- Log in through National Single Sign-On (Nafath).
- The system displays an overview of the product and its objectives.
- Accept the terms and conditions, then select Register.

Service Processing Time:

- Immediate

Are there any service fees?

- No

Withdraw from a Graduate Development training opportunity

An HRDF e-service enabling trainees to withdraw from their current Graduate Development training opportunity without visiting the entity.

Service Requirements:

- The trainee must be enrolled in a training opportunity.

Service Processing Time:

- 3 business days.

Are there any service fees?

- No

Application Steps:

- Visit the Human Resources Development Fund website.
- Select Our Programs – On-the-Job Training – On-the-Job Training Dashboard.
- Click Withdraw from Training Opportunity.

Download the Graduate Development training certificate

An HRDF e-service enabling trainees to download their Graduate Development training certificate without visiting the entity.

Service Requirements:

- The trainee must complete at least one month in the training opportunity to receive the certificate.

Service Processing Time:

- Immediate

Are there any service fees?

- No

Application Steps:

- Visit the Human Resources Development Fund website.
- Select Our Programs > On-the-Job Training.
- Click the Download Certificate icon.

Cooperative Training

A product for male and female students whose graduation requirements include cooperative training. It provides Saudi talent with practical and professional experience to improve their employability.

Target Group:



- For Saudi students enrolled in diploma or bachelor's degree programs.

Product Objectives:



- Reduce the gap between individual qualifications and required skills.
- Prepare and develop students through practical and professional experience aligned with labor market needs.

Cooperative Training

Support Mechanism

The Fund supports Cooperative Training through digital enablement using its platform.

Eligibility Requirements

- The beneficiary must be a Saudi national.
- Must be registered on the Human Resources Development Fund (HRDF) website.
- Must be enrolled in a diploma or bachelor's degree program.
- Must not currently benefit from HRDF On-the-Job Training products.
- Must not be on the Fund's barred list.
- Must not have been excluded from the Cooperative Training product.

Cooperative Training

Service Channels:

- Human Resources Development Fund website: [Click here](#)

Service Launch Date:

Service launched on: 19/05/2024

Policies, Regulations and Procedures:

Steps to Access the Service:

1. Visit the Human Resources Development Fund website.
2. Click the E-Services icon.
3. Select Login – Individuals.
4. Log in through National Single Sign-On (Nafath).
5. The system displays an overview of the product and its objectives.
6. Accept the terms and conditions, then select Register.

For more about the product and frequently asked questions, [click here](#)
For the Human Resources Development Fund's procedures and regulations, [click here](#)

Apply for Cooperative Training

An HRDF online service that allows individuals to apply for the Cooperative Training product and access advertised training opportunities without visiting the entity.

Service Requirements:

- Must be a Saudi national.
- Must be registered on the HRDF website.
- Must be enrolled in secondary school, a diploma program or a bachelor's degree program.
- Must not currently benefit from HRDF On-the-Job Training products .
- The individual must not be on the Fund's barred list.
- The individual must not have been excluded from the Cooperative Training product.

Required Documents:

- Confirmation of student status from the educational institution
- Academic transcript
- An account on the Unified National Employment Platform (Jadarat)

Application Steps:

- Visit the Human Resources Development Fund website.
- Click the E-Services icon.
- Select Login – Individuals.
- Log in through National Single Sign-On (Nafath).
- The system displays an overview of the product and its objectives.
- Accept the terms and conditions, then select Register.

Service Processing Time:

- Immediate

Are there any service fees?

- No

Professional Experience

A product for male and female students in secondary school, diploma and bachelor's degree programs. It raises career awareness and prepares them for the labor market through practical workplace experience that develops essential job skills. Students explore disciplines, occupations and related duties in real workplaces, helping shorten their job search after graduation.

Target Group:

- A program for Saudi students in secondary school, diploma or bachelor's degree programs.

Product Objectives:

- Prepare and develop students through academic and professional experience aligned with labor market needs.
- Equip students with the knowledge and skills required by the labor market.
- Narrow students' skills gaps before graduation and entry into the labor market.
- Reduce their job search period after graduation.

Professional Experience

Support Mechanism



The Fund supports Work Experience through digital enablement using its platform.

Eligibility Requirements

- The beneficiary must be a Saudi national.
- Must be registered on the Human Resources Development Fund (HRDF) website.
- Must be enrolled in secondary school, a diploma program or a bachelor's degree program.
- Must not currently benefit from HRDF On-the-Job Training products.
- Must not be on the Fund's barred list.
- Must not have been excluded from the Work Experience product.

Professional Experience

Service Channels:

- Human Resources Development Fund website: [Click here](#)

Service Launch Date:

Service launched on: 08/07/2024

Policies, Regulations and Procedures:

Steps to Access the Service:

1. Visit the Human Resources Development Fund website.
2. Click the E-Services icon.
3. Select Login – Individuals.
4. Log in through National Single Sign-On (Nafath).
5. The system displays an overview of the product and its objectives.
6. Accept the terms and conditions, then select Register.

For more about the product and frequently asked questions, [click here](#)
For the Human Resources Development Fund's procedures and regulations, [click here](#)



Apply for Professional Experience

An HRDF online service that allows individuals to apply for the Work Experience product and access advertised training opportunities without visiting the entity.

Service Requirements:

- Must be a Saudi national.
- Must be registered on the HRDF website.
- Must be enrolled in secondary school, a diploma program or a bachelor's degree program.
- Must not currently benefit from HRDF On-the-Job Training products.
- The individual must not be on the Fund's barred list.
- The individual must not have been excluded from the Work Experience product.

Required Documents:

- Confirmation of student status from the educational institution
- Academic transcript
- An account on the Unified National Employment Platform (Jadarat)

Application Steps:

- Visit the Human Resources Development Fund website.
- Click the E-Services icon.
- Select Login – Individuals.
- Log in through National Single Sign-On (Nafath).
- The system displays an overview of the product and its objectives.
- Accept the terms and conditions, then select Register.

Service Processing Time:

- Immediate

Are there any service fees?

- No

Strategic Partnership Institutes

A product that trains and employs jobseekers in specialized fields available at private-sector establishments through nonprofit training providers licensed by the Technical and Vocational Training Corporation. Training is provided under private-sector employment contracts or with financial support from the Fund under an approved support mechanism.

Target Group:

- Male and female jobseekers.

Support Mechanism:

- During training, the Fund covers (75%) of training costs for up to (24) months, capped at SAR (3000) per employee per month. The employer pays the remaining costs under the Fund's rules.
- During training, the Fund subsidizes (75%) of the employee's salary, capped at SAR (1000) per employee per month. The employer pays the remaining salary under the Fund's rules.
- For one year, the Fund covers (50%) of the employee's salary, capped at SAR (2000) per employee per month, under the Fund's rules.

Strategic Partnership Institutes

Service Channels:

- Human Resources Development Fund website: [Click here](#)

Eligibility Requirements:

1. Must be a Saudi national.
2. The beneficiary must be a jobseeker, not employed by any entity and not a full-time student at an educational institution.
3. The beneficiary must be employed in one of the supported jobs.
4. The employee must be newly hired by the establishment.

Policies, Regulations and Procedures:

Steps to Access the Service:

1. Register as a jobseeker in the system.
2. The employer then selects the applicant.

For more about the product and frequently asked questions, [click here](#)

For the Human Resources Development Fund's procedures and regulations, [click here](#)

Service Launch Date:

Service launched on: 10/11/2008



Professional Certifications

An HRDF product that encourages and motivates the national workforce, business organizations and job seekers to obtain accredited professional certifications, developing their skills and expertise in specialized fields in demand in the labor market.

Target Group:



Saudi students, public- and private-sector employees, and job seekers.

Support Mechanism:



The Fund reimburses beneficiaries for training costs and examination fees after they obtain a professional certification, through the following steps:

1. Create an account on the Human Resources Development Fund website, then apply through the Professional Certifications product page.
2. Electronically accept the product terms and conditions and sign consent for the Fund or its authorized representative to verify the certificate.
3. Submit the claim through the electronic system, attaching copies of the professional certificate and invoices for the costs of obtaining it.
4. Certification costs are transferred directly to the certificate holder's bank account using their International Bank Account Number (IBAN).
5. Eligibility review takes 40 days from the product application date.
6. Payment is made 40 business days from the application date, provided all requirements are met.

Professional Certifications:

Eligibility Requirements

- The beneficiary must be a Saudi national, whether employed in the public or private sector or seeking work.
- The certification must be approved by the Human Resources Development Fund.
- The certificate must have been obtained after its approval under the Professional Certifications product.
- The applicant must declare that their employer has not paid for the certification.
- Reimbursement is limited to two certifications per person.
- The professional certificate must be valid and unexpired, with no more than six months elapsed since its approval date.
- The Fund does not cover membership fees, whether or not membership is required for certification.
- Do not attach invoices for membership fees for any approved certification.

Professional Certifications

Service Channels:

- Human Resources Development Fund website: [Click here](#)

Service Launch Date:

Service launch date: 05/01/2015

Policies, Regulations and Procedures:

Steps to Access the Service:

1. Visit the Human Resources Development Fund website.
2. Select "E-Services / Individuals".
3. Enter your National Single Sign-On credentials.
4. Click "Our Programs".
5. Select "Professional Certifications" from the menu.
6. Click "Add New Application".
7. Select "Direct Support Applications".
8. Enter the required information and attach the required documents.
9. Click "Submit Certification Application".

For more about the product and frequently asked questions, [click here](#)

For the Human Resources Development Fund's procedures and regulations, [click here](#)



Apply for Direct Support for Professional Certifications

An HRDF e-service that allows individuals to apply for professional certification support without visiting the Fund.

Service Requirements:

Reimbursement for a professional certification may be requested if the following eligibility conditions are met:

- The beneficiary must be a Saudi national, whether employed in the public or private sector or seeking work.
- The certification must be approved by the Human Resources Development Fund.
- The certificate must have been obtained after its approval under the Professional Certifications Support product.
- The applicant must declare that their employer has not paid for the certification.
- Reimbursement is limited to two certifications per person.
- The professional certificate must be valid and unexpired, with no more than six months elapsed since its approval date.
- The Fund does not cover membership fees, whether or not membership is required for certification.
- Do not attach invoices for membership fees for any approved certification.

Required Documents:

- Obtain the professional certificate.

Application Steps:

- Register on the Human Resources Development Fund website and request the service through the product page.

Service Processing Time:

- 45 days.

Are there any service fees?

- No

E-Learning

The E-Learning program is an HRDF initiative that develops the capabilities and skills of Saudi men and women. It equips them with job skills that help them secure and retain suitable employment in line with Saudi labor market requirements.

Target Group:



Male and female job seekers. Private-sector employees. Male and female students.

Support Mechanism



E-Learning registration is open to all Saudi citizens, with costs covered by the Fund.

Eligibility Requirements



Any Saudi man or woman may register for E-Learning and enroll in its training programs.

E-Learning

Service Channels:

- E-Learning platform: [Click here](#)
- Human Resources Development Fund website: [Click here](#)

Service Launch Date:

Service launch date: 01/12/2014

Policies, Regulations and Procedures:

Steps to Access the Service:

1. Access the E-Learning platform.
2. Register through the National Single Sign-On platform
3. Complete your profile information.
4. Enroll in the training content and start learning.

For more about the product and frequently asked questions, [click here](#)
For the Human Resources Development Fund's procedures and regulations, [click here](#)



Live Sessions – Dorooob for Individuals

An HRDF service that develops the skills of Saudi talent through specialist-led live training in a specific field. Sessions bring together beneficiaries to share knowledge or develop a particular skill. The content is recorded and uploaded to the Dorooob E-Learning platform for later viewing.

Service Requirements:



- Must be a Saudi national

Service Processing Time:



- Immediate

Are there any service fees?



- No

Application Steps:



- Log in through Nafath
- Complete the details
- Enroll in the training content

Training Courses – Dorooob for Individuals

Online training courses in a wide range of fields that build beneficiaries' knowledge and develop their skills.

Service Requirements:

-
- Must be a Saudi national

Service Processing Time:

-
- Immediate

Are there any service fees?

-
- No

Application Steps:

-
- Log in through Nafath
- Complete the details
- Enroll in the training content

Training Paths – Dorooob for Individuals

A group of specialized courses combined into one path to develop a specific skill.

Service Requirements:

-
- Must be a Saudi national

Service Processing Time:

-
- Immediate

Are there any service fees?

-
- No

Application Steps:

-
- Log in through Nafath
- Complete the details
- Enroll in the training content

Certificate Verification — Dorooob Individuals

The certificate verification service on the Dorooob E-Learning platform verifies certificate authenticity and details, including the course name, beneficiary name and number of hours.

Service Requirements:

-
- Must be a Saudi national

Service Processing Time:

-
- Immediate

Are there any service fees?

-
- No

Application Steps:

-
- Log in through Nafath
- Complete the details
- Enroll in the training content

Supported Programs – Dorooob for Individuals

Specialized online training programs in various fields, delivered by local and international training providers.

Service Requirements:

-
- Must be a Saudi national

Service Processing Time:

-
- Immediate

Are there any service fees?

-
- No

Application Steps:

-
- Log in through Nafath
- Complete the details
- Register for the supported program

Maharat

A support mechanism for launching general and specialized vocational skills training in partnership with training providers licensed by the relevant authorities. It targets jobseekers and private-sector employees to improve their skills, employment prospects and job retention by narrowing the gap between job requirements and their existing skills.

Target Group:

- Train and qualify job seekers.
- Train and qualify new private-sector employees with less than one year in their job.
- Train and qualify private-sector employees.

Product Objectives:

- Improve the target groups' skills and employment prospects in the private sector.
- Maintain their job stability.
- Narrow the gap between the skills a job requires and those of the job seeker or employee.

Maharat

Eligibility Requirements

- The beneficiary must be a Saudi national.
- Must be at least 18 years old.
- Must be registered for HRDF electronic services.
- Must be a jobseeker or currently employed in the private sector (according to social insurance records).
- Must not be an active government employee (according to Ministry of Human Resources and Social Development records).
- Must not have previously benefited from the Maharat product under the support mechanism.
- Participation in this program does not affect the beneficiary's eligibility for support under other Fund programs.

Maharat

Service Channels:

- Human Resources Development Fund website: [Click here](#)

Service Launch Date:

Service launch date: 15/08/2021

Policies, Regulations and Procedures:

Steps to Access the Service:

1. Visit the HRDF website.
2. Go to Our Programs.
3. Select the Maharat product.
4. Click Maharat Training Courses.
5. View available training courses by searching or clicking View (applications depend on the beneficiary trainees' employment status).
6. Select View to see the training course details.
7. Click Apply for a Training Opportunity.
8. Accept the terms and conditions, then click Submit to complete your application. Final acceptance requires the training provider's approval.

For more about the product and frequently asked questions, [click here](#)

For the Human Resources Development Fund's procedures and regulations, [click here](#)



Individual Application for a Maharat Training Opportunity

An online service that allows individuals to view training opportunities published on the HRDF website and apply through their personal accounts without visiting the entity.

Service Requirements:

- The candidate must be a Saudi national.
- Must be at least 18 years old.
- Must be registered on the Human Resources Development Fund (HRDF) website.
- Must be a jobseeker or currently employed in the private sector (according to social insurance records).
- Must not be an active government employee (according to Ministry of Human Resources and Social Development records).
- Must not have previously benefited from this program under the product's support mechanism.
- Acceptance into the training program depends on the training provider's procedures. You may start with the provider once your course application is approved. Training begins on the date specified by the provider when you applied.

Required Documents: Service Processing Time:

- Eligibility conditions are verified electronically through the HRDF website.

- Not applicable.

Are there any service fees?

- No

Application Steps:

- Apply for a training opportunity
- The training provider reviews the application (Under Review by Training Provider). If approved, its status becomes Accepted. Set the program end date.
- Start of the training program

Individual Withdrawal from a Maharat Training Opportunity

An online service that allows trainees to manage their registration through their Taqat account and withdraw from a previously selected training opportunity before training starts, without visiting the entity.

Service Requirements:

- Withdrawal must take place before training starts so that the beneficiary's eligibility for support under other Fund programs is unaffected.

Application Steps:

- Sign in to electronic services with your individual account on the Fund's website and select Withdraw from Training Opportunity. Withdrawal must be completed before training starts.

Required Documents:

- Eligibility conditions are verified electronically through the HRDF website.

Service Processing Time:

- Not applicable.

Are there any service fees?

- No



Empowerment Pillar



Childcare Support (Qurrah)

A product that enables working women to enter and remain in the labor market with confidence in their children's care. It covers up to 50% of childcare center booking costs, capped at SAR 1600 for each child aged 6 or under.

Target Group:

- Working mothers in the private sector.

Eligibility Requirements

- The beneficiary must be a Saudi woman.
- The wage registered with social insurance must not exceed SAR 8 thousand.
- Must be registered with social insurance.
- There is no limit on the number of children.
- Eligible children: newborn to 6 years old.

Childcare Support (Qurrah)

Support Mechanism:

The Fund covers 50% of childcare booking costs, capped at SAR 1600 per child of the female employee. Support has no fixed duration in years; eligibility depends on the child's age, from 0–6 years.

Service Channels:

- Human Resources Development Fund website: [Click here](#)

Service Launch Date:

Service launch date: 01/11/2017

Policies, Regulations and Procedures:

Steps to Access the Service:

1. Register for e-services on the Fund's platform.
2. Apply through the Qurrah Childcare Support product page.
3. HRDF will then verify the applicant's eligibility and compliance with the product's requirements.
4. After receiving eligibility confirmation by email, visit the Fund's platform to register your children at childcare centers and private kindergartens.

For more about the product and frequently asked questions, [click here](#)
For the Human Resources Development Fund's procedures and regulations, [click here](#)



Register for the Childcare Support Product

An e-service for registering for Childcare Support through HRDF's Unified Services Platform using National Single Sign-On and verifying the working mother's eligibility.

Service Requirements:

- The beneficiary must be a Saudi woman.
- The beneficiary's total monthly wages must not exceed SAR (8,000).
- The beneficiary must be registered with GOSI.
- The child must be 0 to 6 years old.
- There is no limit on the number of children supported.

Application Steps /

- A woman employed in the private sector.

Required Documents:

- Accept the product's electronic agreement and click Start Registration.

Service Processing Time:

- Instant.

Are there any service fees?

- No

Add a Child to the Childcare Support Product

An e-service for adding the beneficiary's children, from newborn to six years old, to the mother's portal account.

Service Requirements:

- The child must be aged from newborn to six years.

Application Steps /

- Visit the HRDF website, select Childcare Support (Qurrah), then click Start Service.
- Go to National Single Sign-On to access the Unified Platform.
- Click the Add Child icon.
- Enter the child's ID number to retrieve their details.
- Click Save and Continue.

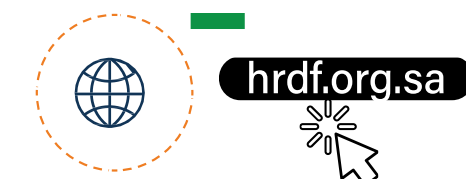
Service Processing Time:

- Instant.

Are there any service fees?

- No

Service FAQs:



Book a Service at a Center or Nursery

An e-service allowing mothers to reserve a place for their child at an approved childcare center or private kindergarten and pay the mother's contribution to qualify the booking for support.

Service Requirements:

- The child must be aged from newborn to six years.
- A place must be available at the center or nursery.

Application Steps /

- Visit the Human Resources Development Fund website, select the Childcare Support product, and click Start Service.
- Use National Single Sign-On to access the Unified Platform.
- Add children.
- Add the address.
- Select the childcare center or private kindergarten.

Service Processing Time:

- 24 working hours.

Are there any service fees?

- No

- Select the service.
- Send the booking to the center for approval.
- The center approves the request.
- A payment link is sent.
- Receive the booking confirmation message.

Service FAQs:



Register for the Childcare Support Product

An online service allowing an establishment's authorized representative to register a center or private kindergarten on HRDF's Unified Services Platform through National Single Sign-On for company representatives, to provide childcare for children of mothers enrolled in the Childcare Support product.

Service Requirements:

- Childcare centers wishing to apply for the Childcare Support product (Qurrah) must meet the following requirements:
- The center must be licensed by the Ministry of Human Resources and Social Development or the Ministry of Education.
- The center or private kindergarten must have a 100/700 commercial registration number.
- The center or its owner must hold authorization from the Ministry of Human Resources and Social Development.
- The bank account must be linked to the establishment's 700/100 number.

Service Processing Time:

- 24 working hours.

Are there any service fees?

- No

Transport Support (Wusool)

An HRDF product that reduces commuting costs for working women and employees with disabilities, both men and women, in the private sector. It supports employment and job retention by providing transport to and from work in partnership with licensed app-based taxi dispatch companies.

Target Group:

- Female private-sector employees who meet the requirements.
- Private-sector employees with disabilities, both men and women.

Eligibility Requirements

- The beneficiary must be a Saudi national.
- Age: 18–65 years.
- Must be registered with social insurance.
- The beneficiary's total monthly wages registered with social insurance across all establishments must not exceed SAR (8000), eight thousand.
- For working women, total social insurance contributions must not exceed 36 months within the past five years.
- Persons with disabilities, both men and women, are exempt from the requirement limiting social insurance contributions to 36 months within the past five years.
- Male applicants with disabilities must be registered with the Ministry of Human Resources and Social Development – Authority for the Care of People with Disabilities.

Transport Support (Wusool)

Support Mechanism:

- An 80% discount on each trip, capped at SAR 1,100 per month for beneficiaries earning SAR 6,000 or less monthly, and SAR 800 per month for those earning SAR 6,001–8,000 monthly.
- The support allowance is renewed for male and female beneficiaries at the beginning of each Gregorian month for 24 months.

Service Channels:

- Human Resources Development Fund website: [Click here](#)

Service Launch Date:

Service launch date: 01/11/2017

Policies, Regulations and Procedures:

Steps to Access the Service:

- Visit the HRDF website.
- From the top menu, select Electronic Services > Sign In – Individuals.
- Sign in through the National Single Sign-On platform.
- You will be redirected to Jadarat to complete registration. Enter the required information and click Save.
- Select Support and Information Center > Fund Programs and Services.
- Select Programs > Individuals > Empowerment > Transportation Support – Wusool.
- Go to Product Details > Get Service.
- Click Our Programs > Transportation Support (Wusool) > Registration Details.
- If eligible, select your work and home locations on the map.
- Accept the terms and conditions.
- Wusool will be activated automatically within 24 hours in the Careem and Uber apps.
- If ineligible, the reasons will be displayed.

For more about the product and frequently asked questions, [click here](#)

For the Human Resources Development Fund's procedures and regulations, [click here](#)



Access the Transport Support (Wusool) Service

An HRDF online service that allows beneficiaries to register for the product and receive support without visiting the entity.

Service Requirements:

- Saudi national.
- Age: 18–65 years.
- Registered with social insurance.
- Monthly wages (basic salary plus housing allowance) must not exceed SAR (8000), eight thousand.
- For working women, total social insurance contributions must not exceed 36 months within the past five years.
- The person with a disability must have an active registration with the Ministry of Human Resources and Social Development – Authority for the Care of People with Disabilities.
- Beneficiaries with disabilities, both men and women, are exempt from the requirement limiting social insurance contributions to 36 months within the past five years.

Required Documents:

- Sign in to the platform
- Select Transportation Support (Wusool)
- Accept the terms and conditions
- Confirm your mobile number and email address
- Enter your work and home addresses
- Complete product registration

Access the Transport Support (Wusool) Service

Application Steps:

- Visit the HRDF website.
- From the top menu, select Electronic Services > Sign In – Individuals.
- Sign in through the National Single Sign-On platform.
- You will be redirected to Jadarat to complete registration. Enter the required information and click Save.
- Select Support and Information Center > Fund Programs and Services.
- Select Programs > Individuals > Empowerment > Transportation Support – Wusool.
- Go to Product Details > Get Service.
- Click Our Programs > Transportation Support (Wusool) > Registration Details.
- If eligible, select your work and home locations on the map.
- Accept the terms and conditions.
- Wusool will be activated automatically within 24 hours in the Careem and Uber apps.
- If ineligible, the reasons will be displayed.

Service Processing Time:

- Instant.

Are there any service fees?

- No

Set Work and Home Locations in Transport Support (Wusool)

An HRDF online service that allows Transport Support (Wusool) beneficiaries to set and update their work and home locations, with a maximum of 4 changes per month. Locations on the Fund's website must match those in service providers' apps for the trip subsidy to apply. No visit to the entity is required.

Service Requirements:

-
- Saudi national.
- Age: 18–65 years.
- Registered with social insurance.
- Monthly wages (basic salary plus housing allowance) must not exceed SAR (8000), eight thousand.
- Total social insurance contributions must not exceed 36 months within the past five years.
- The person with a disability must have an active registration with the Ministry of Human Resources and Social Development – Authority for the Care of People with Disabilities.
- Beneficiaries with disabilities, both men and women, are exempt from the requirement limiting social insurance contributions to 36 months within the past five years.

Service Processing Time:

-
- Immediate – within 24 working hours.

Are there any service fees?

-
- No

Set Work and Home Locations in Transport Support (Wusool)

Application Steps:

- 1. Visit the HRDF website: <https://www.hrdf.org.sa/programs/individuals/enable/wusool/>
- Click Our Programs, then select Wusool.
- Go to Beneficiary Details and select Click Here to Change Location.
- Use the Adjust Location Marker button when you are at your home or workplace.
- Select the correct home/work location on the map. When the blue marker appears at the selected location, click Save.
- Confirm that the Location Changed Successfully message appears. The service provider will update the location within 24 hours.
- Work and home locations may be changed 4 times per month.

Directed Transportation Support

Freelance Support (Ride-Hailing) assists app-based passenger transport drivers. It targets those dedicated to this work and jobseekers, and is a collaboration between the Ministry of Human Resources and Social Development, the Transport General Authority, HRDF and Future Work Company.

Target Group:

- Saudi men and women wishing to provide app-based passenger transport services using their own vehicles.

Eligibility Requirements

- The beneficiary must be a Saudi national.
- The beneficiary must hold a valid freelance certificate for the occupation of Ride-Hailing Driver, issued through the Freelance Portal: <https://freelance.sa>
- The beneficiary must be aged (20) to (60) years.
- The beneficiary must not be employed in the public or private sector.
- The beneficiary must not be a retired employee.
- The beneficiary must not be a full-time student or own a business (commercial registration).
- The beneficiary must not currently receive support from another HRDF employment or training support program.
- The applicant must meet the Transport General Authority's requirements for qualifying Saudi individuals and their private vehicles to provide transport services through ride-hailing app providers.

Directed Transportation Support

Support Mechanism

- Ride-hailing workers receive monthly support equal to 40% of gross monthly income, based on gross income and trip data supplied to the Fund by the Transport General Authority, capped at SAR (3,000) per month. Eligibility requires continued work and earnings of at least SAR 700 per month.
- Women and persons with disabilities receive preferential support equal to 10% of monthly income, with total support capped at SAR (3000).
- Beneficiaries who cancel their support application may reapply only after two months from the date of cancellation from the track.
- A beneficiary who fails to earn at least SAR 700 monthly for (three consecutive months) for the first time is excluded from the product and may reapply two months after exclusion.
- A beneficiary who fails to earn at least SAR 700 monthly for (three consecutive months) for the second time is permanently excluded from the product.

Directed Transportation Support

Service Channels:

- Human Resources Development Fund website:
[Click here](#)

Service Launch Date:

Service launch date: 08/10/2020

Policies, Regulations and Procedures:

Steps to Access the Service:

1. Applicants must meet the Transport General Authority's requirements and conditions for qualifying Saudi individuals and their private vehicles to provide transport services through ride-hailing app providers.
2. Applicants must hold a valid freelance certificate for the occupation of Ride-Hailing Driver, issued through freelance.sa, to apply for the support product through the Human Resources Development Fund's e-services.

For more about the product and frequently asked questions, [click here](#)
For the Human Resources Development Fund's procedures and regulations, [click here](#)



Register for the Freelance Product (Directed Transportation Track)

An e-service that helps app-based passenger transport drivers, those available for full-time work, and job seekers access freelance support for delivery services. It is a joint initiative of the Ministry of Human Resources and Social Development, the Transport General Authority, the Human Resources Development Fund, and Future Work Company.

Service Requirements:

- Applicants must be Saudi nationals with a valid national ID.
- Applicants must be between 20 and 60 years old.
- Applicants must not be employed in the public or private sector.
- Applicants must not be full-time students.
- Applicants must not be retired or hold a commercial registration.
- Applicants must have a correct, active bank account number (IBAN).
- Applicants must hold a valid freelance certificate for the occupation of Ride-Hailing Driver, issued through freelance.sa.
- The applicant must meet the Transport General Authority's requirements for qualifying Saudi individuals and their private vehicles to provide transport services through ride-hailing app providers.
- Applicants must not currently receive support from any of the Human Resources Development Fund's employment or training support programs or products.
- Beneficiaries must commit to completing 21 trips.

Register for the Freelance Product (Directed Transportation Track)

Application Steps:

- Applicants must meet the Transport General Authority's requirements and conditions for qualifying Saudi individuals and their private vehicles to provide transport services through ride-hailing app providers.
- Applicants must hold a valid freelance certificate for the occupation of Ride-Hailing Driver, issued through freelance.sa.
- Apply for the support program through the Human Resources Development Fund's e-services.

Service Processing Time:

- Instant.

Are there any service fees?

- No

Accept or Dispute Performance Data for the Freelance Product (Directed Transportation Track)

This e-service enables beneficiaries of the Freelance Product (Directed Transportation Track) to review and accept monthly performance data showing completed projects and earned income. Any discrepancies may be disputed online within 5 days of the data appearing in the beneficiary's account.

Service Processing Time:

- Instant.

Are there any service fees?

- No

Required Documents:

1- Open the beneficiary dashboard.

2- Click Withdraw from Track.

3- Select the reason for withdrawal from the list.

4- Confirm the withdrawal request.

5- Receive a notification that the status has changed to Withdrawn.



Withdraw from the Freelance Product (Directed Transportation Track)

This e-service allows beneficiaries to withdraw from the Freelance Product (Directed Transportation Track) at any time. After withdrawal, they cannot register again in any Freelance Support Product track until 60 days have passed.

Service Requirements:

- National ID number.
- Mobile number.
- Email address.
- Active bank IBAN in the beneficiary's name.

Required Documents:

- 1- Open the beneficiary dashboard.
- 2- Click Withdraw from Track.
- 3- Select the reason for withdrawal from the list.
- 4- Confirm the withdrawal request.
- 5- Receive a notification that the status has changed to Withdrawn.

Service Processing Time:

- Instant.

Are there any service fees?

- No

Service FAQs:



Orders Delivery Support

Freelance Support for Delivery Services is part of the human resources and social development ecosystem's initiatives to expand Saudization through diverse work models, create job opportunities for Saudi men and women, and address low Saudi participation in certain economic activities. Freelancing in delivery services is a promising activity that offers an attractive work model supporting this approach.

Target Group:

- Saudi men and women working in app-based delivery services.

Product Objectives:

- Expand Saudization through diverse work models.
- Create job opportunities for Saudi men and women.
- Address low Saudi participation in certain economic activities.

Delivery Support

Support Mechanism:

- Monthly support for delivery workers ranges from SAR 450 for a minimum of 30 orders to SAR 3,000 for a maximum of 200 orders, for 24 months.

Eligibility Requirements

- The beneficiary must be a Saudi national.
- Applicants must hold a valid freelance certificate for the occupation of Delivery Representative, issued through freelance.sa, or as specified by the Fund and relevant entities.
- The beneficiary must be at least (18) and no more than (60) years old.
- The support applicant must not be employed in the government or private sector.
- Applicants must not be retired employees.
- Applicants must not be full-time students or own a business (commercial registration).
- Applicants must not currently receive support from any of the Human Resources Development Fund's employment support programs.

Delivery Support

Service Channels:

- Human Resources Development Fund website: [Click here](#)

Service Launch Date:

Service launch date: 15/06/2022

Policies, Regulations and Procedures:

Steps to Access the Service:

1. Register with an app approved by the Transport General Authority.
2. Obtain a freelance certificate for Delivery Services.
3. Access the Human Resources Development Fund's e-services.
4. Apply for the Freelance Product – Delivery Services.

For more about the product and frequently asked questions, [click here](#)
For the Human Resources Development Fund's procedures and regulations, [click here](#)



Register for the Freelance Product (Orders Delivery Services Track)

The Freelance Support program for delivery workers is an e-service within the human resources and social development ecosystem's initiatives to expand Saudization through diverse work models, create job opportunities for Saudi men and women, and address low Saudi participation in certain economic activities. Freelancing in delivery services is a promising activity that offers an attractive work model supporting this approach.

Service Requirements:

- Applicants must be Saudi nationals.
- Applicants must hold a valid freelance certificate for the occupation of Delivery Representative, issued through freelance.sa, or as specified by the Fund and relevant entities.
- Applicants must be between 18 and 60 years old.
- Applicants must not be employed in the public or private sector.
- Applicants must not be retired employees.
- Applicants must not be full-time students or own a business (commercial registration).
- Applicants must not currently receive support from any of the Human Resources Development Fund's employment support programs.

Application Steps /

- Register with a passenger transport app approved by the Transport General Authority.
- Obtain a freelance certificate for Delivery Services.
- Visit the Human Resources Development Fund website.
- Apply for the Freelance Product – Orders Delivery Services Track.

Service Processing Time:

- Instant.

Are there any service fees?

- No

Register for the Freelance Product (Orders Delivery Services Track)

An e-service enabling eligible individuals to register for the Delivery Services Track and receive financial support for delivery app workers.

Service Requirements:

- National ID number.
- Email address.
- Mobile number.
- Active bank IBAN in the beneficiary's name.

Required Documents:

- The beneficiary must be between 18 and 60 years of age.
- The beneficiary must not be employed in the private sector, except under the Flexible Work Track.
- The beneficiary must not be employed in the government sector.
- The beneficiary must not be a student. Students enrolled through the affiliation system are exempt from this condition.
- The beneficiary must not have an active commercial registration in which they are listed as an owner or partner.
- The beneficiary must have a valid and active IBAN at the time of registering for the tracks.
- The beneficiary must not have previously received the full 24-month support period under the Product.
- The beneficiary must not be actively enrolled in any other track under the Freelance Work Support Product.
- The beneficiary must not have been permanently excluded from any track under the Product.
- The beneficiary must not have cancelled their registration or been excluded due to the non-stability condition within the past two months in any track.
- The beneficiary must not be retired.
- The beneficiary must not be an active trainee under the On-the-Job Training Program (Graduate Development Product).
- The beneficiary must not be registered and active in any Employment Support Product.
- The beneficiary must not be registered and active in the Job Search Assistance Program.
- The beneficiary must not be registered and active in the Training Support Agreements Program.
- The beneficiary must not have been permanently excluded from any Freelance Work Support track.
- The beneficiary must be eligible with the Transport General Authority (TGA).
- The beneficiary must hold a valid Freelance Work Certificate for the activity of "Delivery Driver."

Service FAQs:



hrdf.org.sa

Accept or Dispute Performance Data for the Freelance Product (Orders Delivery Services Track)

This e-service enables beneficiaries of the Freelance Product (Delivery Services Track) to review and accept monthly performance data showing completed projects and earned income. Any discrepancies may be disputed online within 5 days of the data appearing in the beneficiary's account. Disputes are reviewed with the operators and Transport Authority to ensure support is calculated accurately.

Required Documents:

- 1- Sign in to the Human Resources Development Fund's unified platform.
- 2- Open the track dashboard.
- 3- Review monthly performance data.
- 4- Ensure the dispute period has not ended.
- 5- Click Accept, or click Dispute to raise a dispute.
- 6- If disputing, a side panel opens to enter the dispute details.
- 7- Select the project to dispute.
- 8- Enter the actual income amount.
- 9- Click Submit Request.

Service Processing Time:

- Instant.

Are there any service fees?

- No

Service FAQs:



Withdraw from the Freelance Product (Orders Delivery Services Track)

This e-service allows beneficiaries to withdraw from the Freelance Product (Delivery Services Track) at any time. After withdrawal, they cannot register again in any Freelance Support Product track until 60 days have passed.

Required Documents:



- 1- Open the beneficiary dashboard.
- 2- Click Withdraw from Track.
- 3- Select the reason for withdrawal from the list.
- 4- Confirm the withdrawal request.
- 5- Receive a notification that the status has changed to Withdrawn.

Service Processing Time:



- Instant.

Are there any service fees?



- No

Service FAQs:



hrdf.org.sa

Register for the Freelance Product (Flexible Work Track)

An e-service for individuals working on an hourly basis through the Flexible Work platform. It enables them to register for the track and receive monthly financial support calculated on total income from actual hours worked.

Service Requirements:

- National ID number.
- Mobile number.
- Email address.
- Active bank IBAN in the beneficiary's name.

Required Documents:

- 1- Open the Human Resources Development Fund portal and select the Flexible Work Track.
- 2- Sign in through National Single Sign-On
- 3- Accept the terms and conditions and privacy policy.
- 4- Eligibility is verified automatically through integration with the relevant entities.

Service Processing Time:

- Instant.

Are there any service fees?

- No

5- Enter and confirm the bank IBAN.

6- Submit the application.

7- Receive a registration acceptance notification if the conditions are met.

Accept or Dispute Performance Data for the Freelance Product (Flexible Work Track)

This e-service enables Flexible Work Track beneficiaries to review monthly performance data on flexible contracts and earned income. Any discrepancies may be disputed online within 5 days of publication. Disputes are processed with the Marn platform to ensure actual income is calculated accurately.

Required Documents:

- 1- Sign in to the Human Resources Development Fund's unified platform.
- 2- Open the dashboard.
- 3- Review monthly performance data.
- 4- Ensure the dispute period is open.
- 5- Click Dispute.
- 6- A side panel opens for the dispute details.
- 7- Select the contract to dispute.
- 8- Enter the actual income amount.
- 9- Click Submit Request.
- 10- The dispute is saved and sent to the Marn platform.
- 11- The beneficiary is notified once the request is reviewed and the data processed.

Service Processing Time:

- Instant.

Are there any service fees?

- No

Withdraw from the Freelance Product (Flexible Work Track)

This e-service allows beneficiaries to withdraw from the Marn Track at any time. Registration in any other track is prohibited for 60 days from the withdrawal date.

Service Requirements:



- None

Service Processing Time:



- Instant.

Are there any service fees?



- No

Required Documents:



- 1- Open the beneficiary dashboard.
- 2- Click Withdraw from Track.
- 3- Select the reason for withdrawal from the list.
- 4- Confirm the withdrawal request.
- 5- Receive a notification that the status has changed to Withdrawn.

Register for the Freelance Product (General Track)

An e-service enabling registered Bahr platform users to apply for the Freelance Support Product and receive monthly support calculated on actual income from projects completed on the platform.

Service Requirements:

- National ID number.
- Mobile number.
- Email address.
- Active bank IBAN in the beneficiary's name.

Required Documents:

- 1- Open the Human Resources Development Fund website and select the General Track.
- 2- Sign in through National Single Sign-On.
- 3- Accept the terms and conditions and privacy policy.
- 4- Eligibility is verified automatically through integration with the relevant entities.
- 5- Enter and confirm the bank IBAN.
- 6- Submit the application.
- 7- Receive a registration acceptance notification if the conditions are met.

Service Processing Time:

- Instant.

Are there any service fees?

- No

Service FAQs:



Accept or Dispute Performance Data for the Freelance Product (General Track)

This e-service enables beneficiaries of the Freelance Product (General Track) to review and accept monthly performance data showing completed projects and earned income. Any discrepancies may be disputed online within 5 days of the data appearing in the beneficiary's account. The beneficiary contacts the Bahr platform, where disputes are handled to ensure invoices and amounts due are processed.

Service Requirements:

- No conditions apply

Service Processing Time:

- Instant.

Are there any service fees?

- No

Required Documents:

- 1- Sign in to the Human Resources Development Fund website.
- 2- Open the track dashboard.
- 3- Review monthly performance data.
- 4- Ensure the dispute period has not ended.
- 5- Click Accept, or click Dispute to raise a dispute.
- 6- If disputing, a side panel opens to enter the dispute details.
- 7- Select the project to dispute.
- 8- Enter the actual income amount.
- 9- Click Submit Request.
- 10- The dispute is saved and sent to the Bahr platform.

Service FAQs:



hrdf.org.sa

Withdraw from the Freelance Product (General Track)

This e-service allows beneficiaries to withdraw from the Freelance Product (General Track) at any time. After withdrawal, they cannot register again in any Freelance Support Product track until 60 days have passed.

Service Requirements:

- No conditions apply

Required Documents:

- 1- Open the beneficiary dashboard.
- 2- Click Withdraw from Track.
- 3- Select the reason for withdrawal from the list.
- 4- Confirm the withdrawal request.
- 5- Receive a notification that the status has changed to Withdrawn.

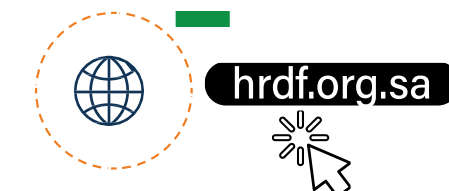
Service Processing Time:

- Instant.

Are there any service fees?

- No

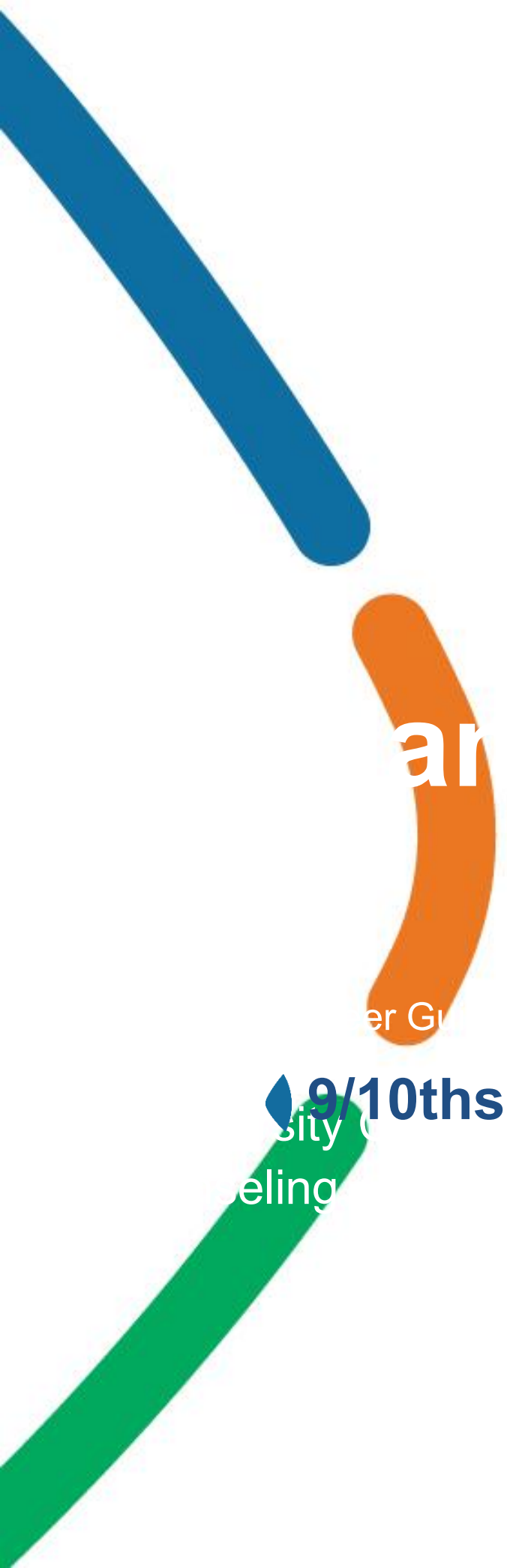
Service FAQs:





Other Programs





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9/10ths

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9/10ths

The 9/10ths platform aims to support the local economy and transform the work culture of individuals and society in Saudi Arabia by encouraging and supporting entrepreneurship and small and medium-sized establishments, and enabling individuals to find new work opportunities in innovative ways.

Target Group:

- Small and medium-sized establishments.
- Entrepreneurs.
- Freelancers.
- Productive families.

Services Offered by the 9/10ths Platform

▪ Forsa

We connect buyers and suppliers and enable small and medium-sized establishments to compete for opportunities offered by major entities.

▪ Zad

We provide reports, data, and interactive maps for most regions of the Kingdom, enabling entrepreneurs to make evidence-based decisions.

▪ Tojjar

Tojjar is a platform designed to help productive families and entrepreneurs grow their businesses through Tojjar Kiosks and Tojjar Apps.

▪ Bahr

We connect Saudi freelancers with diverse skills to project owners for high-quality work at a lower cost.

9/10ths

Service Channels:

- 9/10ths website: [Click here](#)
- Human Resources Development Fund website: [Click here](#)

Service Launch Date:

Service launch date: 25/08/2016

Policies, Regulations and Procedures:

Steps to Access the Service:

1. Visit the 9/10ths platform website.
2. Verify your online account.
3. Select the service and complete the information.

For more about the product and frequently asked questions , [click here](#)

For the Human Resources Development Fund's procedures and regulations, [click here](#)

View Reports and Statistics on Zadd

Zadd is an online service that helps small business owners and entrepreneurs establish businesses and make evidence-based decisions using interactive reports and integrated geospatial solutions and technologies. It includes over 1000 reports on products, sectors, and regions, plus an interactive map covering several regions of Saudi Arabia.

Application Steps /

- Visit the Zadd platform page.
- Select View Reports.

Service Processing Time:

- Immediate

Are there any service fees?

- No

Apply for Support to Register with Tojjar Apps

An HRDF online service helping beneficiaries reach more customers by displaying and selling their products on delivery apps. It diversifies sales channels for productive families and makes it easier to reach customers, without visiting the entity.

Service Requirements:

- The applicant must be a Saudi national.
- The applicant must hold a health certificate.
- A 9/10ths sign must be displayed at the home's entrance.

Required Documents:

- Valid national ID.
- Valid health certificate.
- Complete all details on the form required by the service provider (app).

Service Processing Time:

- Immediate

Are there any service fees?

- No

Application Steps /

- Apply through the website.
- The applicant will be contacted and enrolled in the program.
- Access the website and enter all required details.

Apply for Tojjar Kiosk Support

An HRDF online service helping beneficiaries reach more customers by displaying and selling products at designated kiosks in government entities and major companies, diversifying services available to employees, without visiting the entity.

Service Requirements:

- The applicant must be a Saudi national.
- The applicant must hold a health certificate.
- The applicant must hold a national ID.

Required Documents:

- Valid national ID.
- Valid health certificate.
- Complete all details on the required form.

Service Processing Time:

- Immediate

Are there any service fees?

- No

Application Steps /

- Apply through the website.
- The applicant will be contacted and enrolled in the program.
- Access the website and enter all required details.

Apply to Host Tojjar Kiosks

An HRDF online service allowing government entities and major companies to request kiosks at their premises without visiting the entity.

Service Requirements:

- Sign the form.
- Provide a suitable space.

Required Documents:

- Send the kiosk hosting request form to the host entity.
- The host entity signs the service request form.

Service Processing Time:

- Within one working week.

Are there any service fees?

- No

Application Steps /

- Apply through the website.
- The applicant will be contacted and enrolled in the program.
- Access the website and enter all required details.

General Track for Bahr Registrants

A track under the Fund's Freelance Support product that provides financial support based on the gross monthly income of Saudi freelancers registered on Bahr. It covers specialist fields such as design, programming, translation, digital marketing, consulting, exhibition and event management, tourism services, and others.

Target Group:

- Saudi men and women working as freelancers.

Eligibility Requirements:

- The beneficiary must be a Saudi national.
- The beneficiary must be at least (18) and no more than (60) years old.
- The beneficiary must be registered on Bahr at enrollment and monthly verification.
- The beneficiary must hold a valid freelance license at enrollment and throughout the eligibility period.
- The support applicant must not be employed in the government or private sector.
- The support applicant must not be a retired employee.
- The support applicant must not be a full-time student or own a business (commercial registration).
- The beneficiary must not currently receive support from another HRDF employment or training support program.

General Track for Bahr Registrants

Support Mechanism

- Monthly support equals 40% of gross monthly income (based on gross income and monthly performance data received by the Fund from Bahr), up to SAR (3,000) per month. Net income transferred to the beneficiary's Bahr wallet must total at least SAR 700 per month.
- Women and persons with disabilities receive preferential support of 10% of monthly income, with total support capped at SAR (3000).

General Track for Bahr Registrants

Service Channels:

- Human Resources Development Fund website: [Click here](#)
- Bahr platform: [Click here](#)
- Freelance Program: [Click here](#)

Service Launch Date:

Service launch date: 30/09/2025

Policies, Regulations and Procedures:

Steps to Access the Service:

1. Register on the Bahr platform.
2. Obtain a freelance certificate.
3. Access the Human Resources Development Fund's e-services.
4. Apply for the Freelance product – General Track.

For more about the product and frequently asked questions, [click here](#)
For the Human Resources Development Fund's procedures and regulations, [click here](#)



Online Payment on Bahr

An HRDF online service allowing beneficiaries to top up their wallets to pay for projects on the platform without visiting the entity.

Service Requirements:

- The user must be registered on the platform.
- Enter banking details (SADAD – credit card).
- Complete the payment and wallet top-up.

Required Documents:

- Enter the mada credit card details.
Card number, cardholder name, expiry date, security code

Service Processing Time:

- Immediate

Are there any service fees?

- No

Application Steps /

- Click Bahr Wallet in the sidebar.
- Click “Top Up Wallet.”
- Enter the required information and the amount to add to the wallet.
- Click Top Up.

Withdraw Funds on Bahr

An HRDF online service allowing clients or freelancers to request a withdrawal from their platform wallet, after which the funds are transferred to their bank account, without visiting the entity.

Service Requirements:

- The user must be registered on the platform.

Required Documents:

- Enter bank account details.

Service Processing Time:

- Two working days.

Are there any service fees?

- No

Application Steps /

- Click Bahr Wallet in the sidebar.
- Click “Request Withdrawal.”
- Enter the required information and the amount to add to the wallet.
- The request will be sent to the Bahr team to complete the transfer.

Apply for Projects on the Bahr Platform

An e-service from the Human Resources Development Fund enabling beneficiaries to submit price proposals for projects listed on the platform without visiting the entity.

Service Requirements:

- Users must be registered on the platform as individual freelancers.

Required Documents:

- (Name, national ID number, date of birth, email address, mobile number).

Service Processing Time:

- Immediate

Are there any service fees?

- No

Application Steps /

- Freelancers can apply for projects from the Projects page.
- Select the project and click Submit Proposal.
- Enter your proposal details.
- Click Submit Proposal.

Create Projects on Bahr

An HRDF online service allowing beneficiaries to post project requirements, receive quotations from freelancers, and contract with a suitable freelancer without visiting the entity.

Service Requirements:

- The user must be registered on the platform.

Required Documents:

- Must be a client, either a company or an individual. (Name – email – mobile number – commercial registration number) Optional.

Service Processing Time:

- Immediate

Are there any service fees?

- No

Application Steps /

- Open the Projects page.
- Click “Post Your Project.”
- Complete the required fields.
- Click Save and Preview.

Arbitration on Bahr

An HRDF online service available to clients and freelancers in the event of a dispute. The platform's management reviews the dispute under its applicable terms and conditions, without visiting the entity.

Service Requirements:

- The user must be registered on the platform.

For example:

Small and micro establishments, commercial companies, nonprofit organizations, and citizens

Required Documents:

- The user must have a platform profile containing: (Name, mobile number, email address).

Service Processing Time:

- Five business days.

Are there any service fees?

- No

Steps to raise a dispute for a project in progress:

- Open the project page.
- Click “Select Action.”
- Click Raise a Dispute.



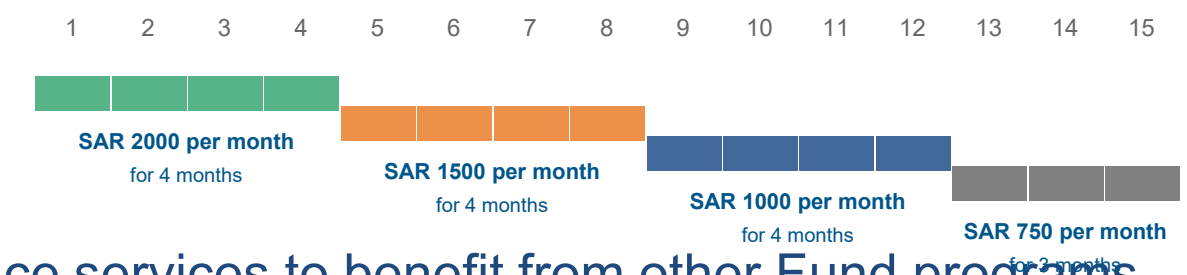
◀ Job Search Subsidy

Job Search Subsidy

A Human Resources Development Fund program supporting job seekers through a declining financial allowance starting at SAR 2000 over 15 months. It includes training and employment services to help beneficiaries find work.

- SAR 2000 monthly for 4 months, from month 1 through month 4
- SAR 1500 monthly for 4 months, from month 5 through month 8
- SAR 1000 monthly for 4 months, from month 9 through month 12
- SAR 750 monthly for 3 months, from month 13 through month 15

The program targets those most in need and connects their journey with training and guidance services to benefit from other Fund programs.



Target Groups:

Male and female job seekers aged 20–40:

- Labor market entrants within the first two years after completing education or training.
- Those who have been out of the labor market for more than two years.

Program Objectives:

- Encourage job seekers to enter the labor market by providing financial assistance.
- Empower job seekers by providing training and guidance services to program beneficiaries.

Job Search Subsidy

Eligibility Requirements:

- The beneficiary must be a Saudi national.
- Must reside permanently in Saudi Arabia.
- Must be able to work and actively seeking employment.
- Must be aged 20–40 in Hijri years.
- Must not be employed or working in the public or private sector.
- Must not receive a retirement pension.
- Must not receive any unemployment allowance or compensation.
- Must not receive a social security pension.
- Must not be a student or trainee at any stage of education or training.
- Must not engage in commercial activity.
- The applicant's and family's monthly income or wealth must not exceed the assistance eligibility threshold.
- Must not have previously received Job Search Subsidy or the Difficulty Finding Employment Allowance. Previous beneficiaries may apply if their combined previous and subsequent payment periods do not exceed the 15-month assistance limit.

Job Search Subsidy

Service Channels:

- Job Search Subsidy program website: [click here](#)
- Human Resources Development Fund website: [Click here](#)

Service Launch Date:

Service launch date: 12/08/2021

Policies, Regulations and Procedures:

Steps to Access the Service:

1. Visit the Human Resources Development Fund website.
2. Create an account on the Human Resources Development Fund's e-services.
3. Select Job Search Subsidy under Our Programs.

For more about the product and frequently asked questions, [click here](#)
For the Human Resources Development Fund's procedures and regulations, [click here](#)



Apply for the Job Search Subsidy Program

An e-service supporting job seekers through a declining financial allowance starting at SAR 2000 over 15 months. It includes training, employment, and proactive services to help beneficiaries find work without visiting the relevant entity.

Proactive services include:

Beneficiaries are notified of eligibility status changes (Applicant, Enrolled, Eligible, Excluded, Withdrawn, Ineligible, or Rejected) by email and through the Fund's website.

Beneficiaries are notified of tasks to be completed by the specified deadline by email and through their personal profiles.

Beneficiaries are notified of a warning for failing to complete required tasks by email and through their personal profiles.

Service Requirements:

- Must not be employed or working in the public or private sector.
- The applicant must be a Saudi national.
- Must reside permanently in Saudi Arabia.
- Must be able to work and actively seeking employment.
- Must be aged 20–40.
- Must not receive a retirement pension.
- Must not receive any unemployment allowance or compensation.
- Must not receive a social security pension.
- Must not be a student or trainee at any stage of education or training.
- Must not engage in commercial activity.
- The applicant's and family's monthly income or wealth must not exceed the assistance eligibility threshold.
- Must not have previously received Job Search Subsidy or the Difficulty Finding Employment Allowance. Previous beneficiaries may apply if their combined previous and subsequent payment periods do not exceed the 15-month assistance limit.

Apply for the Job Search Subsidy Program

Required Documents:

- Accept the program's terms and conditions.
- Add education details.
- Add bank account details.
- Add income information.
- Disclose family details.
- Disclose commercial activity.
- Add address and region details.
- Attach academic qualification and professional experience documents.
- Authenticate the program agreement.

Service Processing Time:

- Instant.

Are there any service fees?

- No

Application Steps /

- Sign in to the Human Resources Development Fund website.
- Click Products and Services.
- Click Other Programs.
- Select the Job Search Subsidy program.
- Click Get the Service.

Withdraw from the Job Search Subsidy Program

An e-service enabling enrolled and eligible individuals to withdraw from the Job Search Subsidy program without visiting the relevant entity.

Application Steps:

- Sign in to the Human Resources Development Fund website.
- Click Products and Services.
- Click Other Programs.
- Select the Job Search Subsidy program.
- Click Get the Service.

Service Processing Time:

- Instant.

Are there any service fees?

- No



◀ Job Matching

Job Matching

The program facilitates job matching between Saudi talent and employers by improving employability and job retention. It serves their mutual interests by matching jobseekers, supporting groups that are hardest to employ, and connecting them with suitable jobs to achieve high productivity, sustainable and satisfying employment, and lower unemployment across all groups in society.

Program Objectives:

- Provide employers and job seekers with a comprehensive experience and an improved value proposition, ensuring all job advertisements in in-person channels are integrated with the Jadarat platform.
- Develop accurate profiles of jobseekers registered on the Unified National Employment Platform (Jadarat).
- Facilitate hiring by proactively contacting committed jobseekers in the database.
- Improve recruitment through advanced and predictive analytics.

Target Groups:

- Jobseekers on Jadarat.
- Employers in the public, semi-government, private, and nonprofit sectors.

Job Matching Services:

- Analyze vacancies on the Unified National Employment Platform (Jadarat) to match candidates with jobs and improve recruitment efficiency.
- Continuously analyze eligible candidates' data and identify committed jobseekers to align job supply and demand.
- Share qualified candidates' data with the Fund's Branches and Channels Department to match them with available vacancies.
- Share eligible candidates' data with the Fund's Programs Department to use relevant program products to upskill jobseekers and prepare them for the labor market.



Unified National Employment Platform (Jadarat)



Introduction to Jadarat

The Unified National Employment Platform “Jadarat” was established by Royal Decree dated 20–6–1442 AH, directing the consolidation of employment platforms into one platform covering civil service jobs in the public sector, semi-government jobs, and private-sector jobs, with the following objectives:

Improvement

Simplify recruitment and job searches for citizens in the Kingdom.

Unification

Unite recruitment and Saudization efforts across all sectors on one platform.

Efficiency

Enable all employers to reach suitable job seekers throughout the Kingdom.

Effectiveness

Use modern technologies, including artificial intelligence, advanced analytics, and behavioral science, to support job matching.

Transparency

Enable decision-makers to make informed labor market governance decisions with full transparency on challenges and enablers.

Fairness

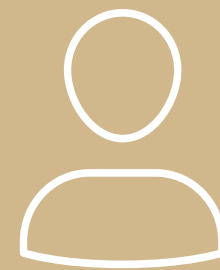
Ensure fairness and clarity in recruitment procedures and job information.

Accuracy

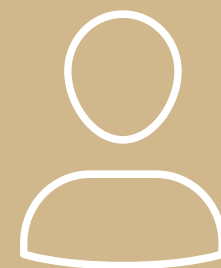
Provide an accurate picture of the labor market, sources of job opportunities, and employers' challenges in finding candidates.

The platform serves several groups across the labor ecosystem:

Job seekers



Private-sector
job seekers

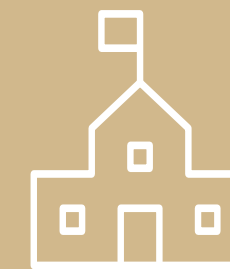


Public-sector
job seekers

Employers



Employers
in the private sector



Employers
in the public sector



Platform benefits for employers

- **Diverse candidate pool:** Employers can access a wide range of suitable candidates to meet their hiring needs, with AI algorithms facilitating candidate selection.
- **Verified database integrated with the Ministry of Education and GOSI:** Employers can view candidate data automatically verified through government systems that authenticate qualifications and experience.
- **Job matching engine:** Precise job matching technologies enable employers to select candidates best suited to job requirements effectively.
- **Greater recruitment efficiency:** AI technologies help employers improve recruitment efficiency and reduce the time and resources spent finding suitable candidates.
- **Job advertisements powered by the latest AI technologies:** Suggested job descriptions, skills, and experience requirements based on the job title.
- **Advanced analytics:** We provide advanced analytics to help employers understand labor market needs and hiring trends and develop effective strategies to meet those needs.
- **Ongoing support:** A dedicated customer service team provides employers with continuous assistance, ensuring an excellent experience and effectively resolving all inquiries and issues.



Platform benefits for individuals

- **Unified national job portal:** Our platform brings together job opportunities across all sectors and fields in one place.
- **Personalized career guidance:** Using the latest matching technologies, the platform automatically provides tailored career suggestions, helping individuals explore jobs aligned with their career paths and identify and develop in-demand skills.
- **Advanced job matching:** Job matching technologies and AI accurately match individuals' skills to jobs.
- **Ongoing support:** A dedicated customer service team provides individuals with continuous assistance, ensuring an excellent experience and effectively resolving all inquiries and issues.
- **Automatic CV writing and enhancement:** AI algorithms automatically improve candidates' CVs, making them more appealing to employers.
- **Job opportunities across all regions:** A national platform enables users throughout the Kingdom to access jobs in different regions, increasing their chances of finding suitable work regardless of location.
- **Transparent and fair applications:** Ensure efficiency, effectiveness, accuracy, transparency, and fairness in job applications.



Apply for Jobs on the Jadarat Platform

An e-service enabling job seekers to easily browse and apply for available jobs, connecting qualified candidates to suitable opportunities through the Unified National Employment Platform (Jadarat).

Service Requirements:

- Must be a Saudi national.

Required Documents:

- Must have a professional profile on Jadarat.

Service Processing Time:

- Immediate

Are there any service fees?

- No

Application Steps /

- Sign in through Nafath.
- Select View Data and Services from the side menu.
- Search for jobs.
- Create a professional profile.
- Apply for job opportunities.

We are happy to assist you through the Fund's channels

Unified National Employment Platform (Jadarat)

- The platform connects job seekers with available opportunities in the public and private sectors through seamless, comprehensive digital matching that ensures effectiveness, accuracy, and transparency in finding jobs at jadarat.sa

Alternative channels

- Contact Center: 8001222030
- Social media: @hrdfksa | @hrdf_care
- [Human Resources Development Fund website: www.hrdf.org.sa](http://www.hrdf.org.sa)
- A dedicated communication channel for education-sector investors.

Branches and centers

Hadaf branches:

- Provide career guidance and job matching services to support talent attraction and recruitment.
- Support individuals and establishments in accessing the Fund's services that meet their needs.

Employment and rehabilitation centers:

- Specialized centers supporting employment for male and female job seekers, including persons with disabilities, by providing suitable opportunities and promoting sustained employment.

University employment offices:

- This program engages educational institutions and coordinates efforts to help graduates find suitable jobs and join the private sector.



16

University employment
office



25

Employment and
rehabilitation center



19

Branch

THANK YOU.