



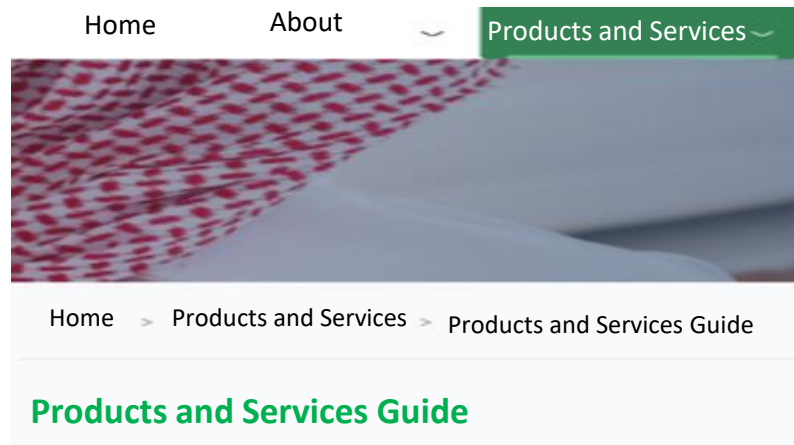
# User Manual

Applying For The Job Search  
Subsidy

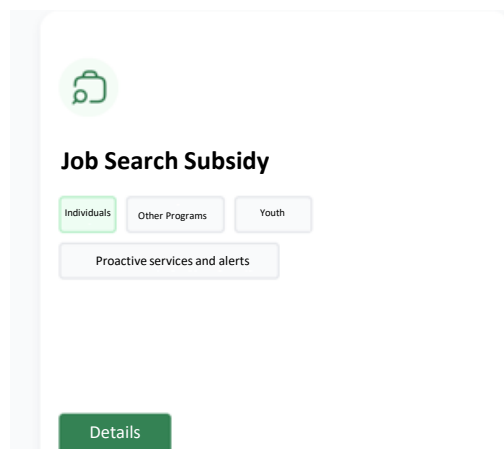
# Applying for Job Search Subsidy Program

Access the Human Resources Development Fund (HRDF) Website.

The user selects “Products and Services” from the top menu, then “Products and Services Guide”.

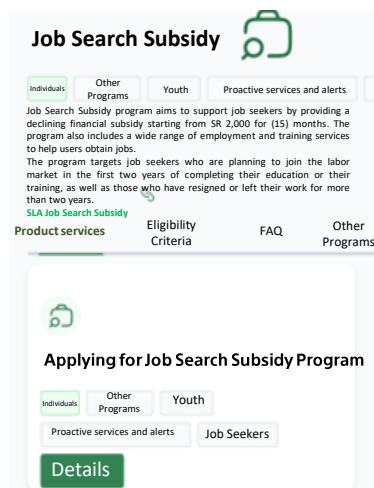


The user clicks "Details" to apply for the Job Search Subsidy Program.



# Applying for Job Search Subsidy Program

Access the page, select "Product Services", and click "Details" to apply for the service.



## Applying for Job Search Subsidy Program

At the bottom of the page, the user can review the steps required to obtain the service.

Steps to obtain the service	Required Information and Documents	Eligibility Criteria	FAQ
1.Login to the <a href="#">e-services of HRDF</a> 2.Click "Products and Services" 3.Click "Other Programs" 4.Select "Job Search Subsidy" program 5.Click "Get the Service"			

## Applying for Job Search Subsidy Program

At the bottom of the page, the user can review the required information and documents.

FAQ	Eligibility Criteria	Required Information and Documents	Steps to obtain the service
		<ul style="list-style-type: none"> <li>•Agree to the terms and conditions of the program</li> <li>•Add education data</li> <li>•Add bank account information</li> <li>•Add income information</li> <li>•Disclosure of family data</li> <li>•Disclosure of commercial activity</li> <li>•Add address and region data</li> <li>•Add attachments: academic qualification/professional experience</li> <li>•Approval of the program agreement</li> </ul>	

At the bottom of the page, the user can review the eligibility criteria.

Steps to obtain the service	Required Information and Documents	Eligibility Criteria	FAQ
		<ul style="list-style-type: none"> <li>• Not to be an employee in the public or private sectors.</li> <li>• To be a Saudi national.</li> <li>• To be a resident of the Kingdom of Saudi Arabia.</li> <li>• To be able to work and serious in searching for a job.</li> <li>• Age must not be less than 20 years and not more than 40 years.</li> <li>• Not receiving retirement pay.</li> <li>• Not receiving any payment or unemployment assistance.</li> <li>• Not receiving any pension from the social insurance</li> <li>• Not to be a student or trainee at any education or training level.</li> <li>• Not having a commercial activity.</li> <li>• The monthly income or personal wealth of the applicant and his family should not be higher than the eligibility limit set for receiving the financial assistance.</li> <li>• The applicant must not have previously benefited from job search assistance or from financial assistance for the difficulty in finding work. However, applications may be accepted from those who have previously benefited, provided that the total duration of past and current assistance does not exceed 15 months.</li> </ul>	

# Applying for Job Search Subsidy Program

At the bottom of the page, the user can review FAQ.

FAQ

Eligibility Criteria

Required Information and Documents

Steps to obtain the service

What does the following status mean in the program?

Applicant: An applicant for the Job Search Subsidy Program, and eligibility conditions are currently being verified.

What is the procedure for applying to the Job Search Subsidy Program?

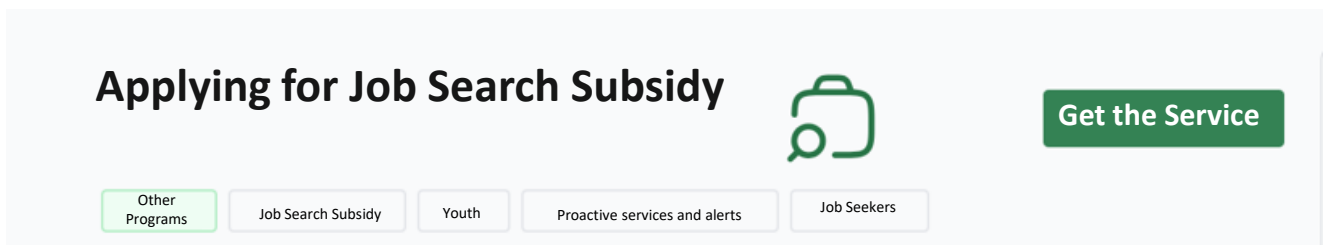
I am trying to log in to apply for the Job Search Incentive or the Difficulty Finding Work Incentive programs and cannot register?

I cannot apply for the program (the application icon is disabled)?

I have previously benefited from the Job Search Incentive or the Difficulty Finding Work Incentive programs. Can I apply for the Job Search Subsidy Program

## Applying for Job Search Subsidy Program

The user can apply for the Job Search Subsidy Program by clicking “Get the Service”.



The system redirects the user to the National Single Sign-On page on the Electronic Services Platform.



The user clicks "Login via National Single Sign-On".

# Applying for Job Search Subsidy Program

The system displays the login/registration screen via the National Single Sign-On.

Dear National Labor Portal (Taqa) user, welcome to National Single Sign-On

Nafath App

National/ Iqama ID

Login

To download Nafath App

Available on the AppGallery

GET IT ON Google Play

Download on the App Store

Please enter National/ Iqama ID, then click "login"

Username and Password

The user enters National ID.

The user selects 'Login' and proceeds with the remaining verification steps required by the National Single Sign-On (NAFATH). Once logged in successfully, the system will display the homepage of the Electronic Services Platform for the Job Search Subsidy Program.

Home Our Programs Our Services

Job Title, Skills, Company, etc. Location Search for Jobs

Hello Khalid

Recruitment Channels

Applications

Click here to view your applications.

Recruitment Channels

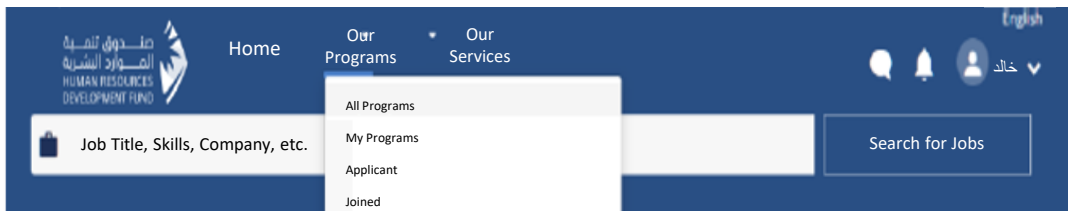
- Commitments (Doroob Courses/ Appointments)
- Applying to join the recruitment channel.
- Click here to view the recruitment channels and service providers



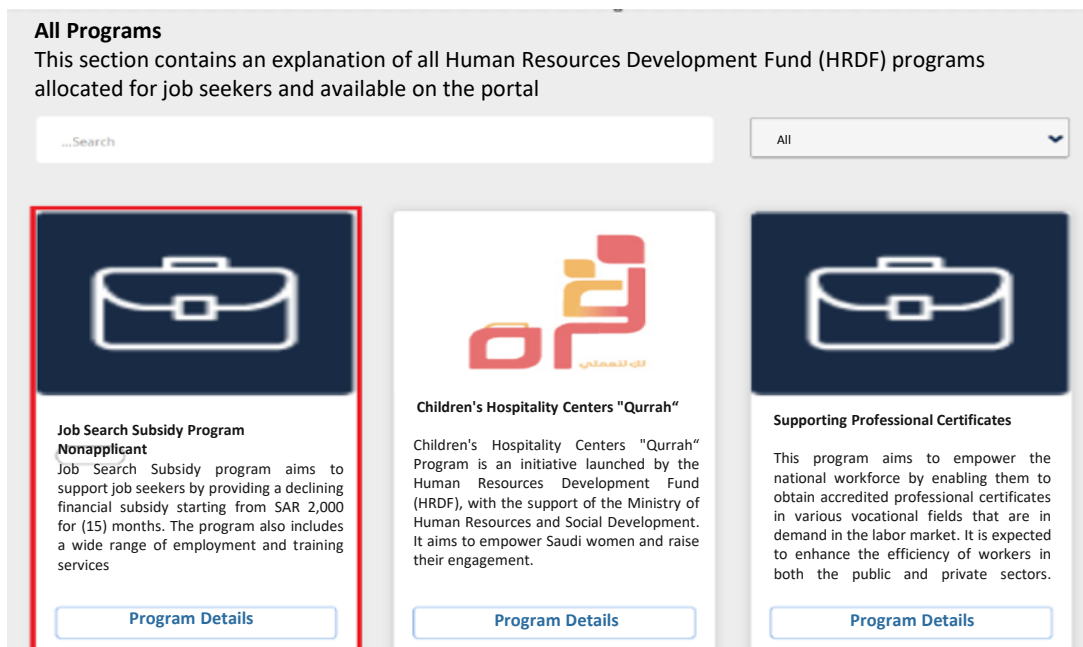
# Applying for Job Search Subsidy Program

## Steps to Register in Job Search Subsidy Program

1. After successful login, the user reviews "Our Programs" from the top menu.
2. The User selects "All Programs".



3. The system displays the available programs.
4. The user selects "Job Search Subsidy" Program.




# Applying for Job Search Subsidy Program

## Steps to Register in Job Search Subsidy Program

### 5. The user clicks “Apply Here.”


5. The user clicks “Apply Here”.



The screenshot shows a web application interface. At the top, there is a header image with the text "Job Search Subsidy Program". Below this, there is a navigation bar with a "Back" link and a "Job Search Subsidy" icon. The main content area features a large orange button labeled "Apply Here". Below the button, there is a section titled "Program Description" which contains text about the program's purpose and target audience.

Job Search Subsidy Program

[Back](#)

 Job Search Subsidy

["Apply Here"](#)

**Program Description**

Job Search Subsidy program aims to support job seekers by providing a declining financial subsidy starting from SAR 2,000 for (15) months. The program also includes a wide range of employment and training services to help users obtain jobs.

The program targets job seekers who are planning to join the labor market in the first two years of completing their education or their training, as well as those who have resigned or left their work for more than two years.

# Applying for Job Search Subsidy Program

## Steps to Register in Job Search Subsidy Program

6. The system displays the program description, benefits, eligibility criteria, and commitments.

### Benefits:

- The profile of the job seeker registered in the program is automatically linked to the HRDF's branches and centers, e-training programs, and other services.
- Job seeker registered in the program benefits from financial subsidy for fifteen (15) months, with support value as follows:
  - SAR 2,000 per month for 4 months.
  - SAR 1,500 per month for 4 months.
  - SAR 1,000 per month for 4 months.
  - SAR 750 per month for 3 months.
- A job seeker registered in the program may apply to suspend the financial subsidy at any time before the end of the program duration and reapply later to resume the disbursement of the remaining period of the subsidy.

### Eligibility Criteria:

The following eligibility criteria must be met by the job seeker:

1. To be a Saudi national.
2. Must have permanent residency in the Kingdom of Saudi Arabia for at least 10 months during either the application period or the subsidy period.
3. To be able to work and serious in searching for a job.
4. Age must not be less than 20 years and not more than 40 years.
5. Not to be an employee in the public or private sectors.
6. Not receiving retirement pay.
7. Not receiving any payment or unemployment assistance.
8. Not receiving any pension from the social insurance
9. Not to be a student or trainee at any education or training level.
10. Not having a commercial activity.
11. The monthly income or personal wealth of the applicant and his family should not be higher than the eligibility limit set for receiving the financial subsidy. ([see Threshold Table](#))
12. The applicant must not have previously benefited from a job search subsidy or financial subsidy for the difficulty in finding work. However, applications may be accepted from those who have previously benefited, provided that the total duration of past and current assistance does not exceed 15 months.

### Application Submission Timing:

- Before 24 months have passed since the completion of training or education.
- After 24 months have passed since the employment end of an individual who has previously worked.

# Applying for Job Search Subsidy Program

## Steps to Register in Job Search Subsidy Program

### The commitments include the following:

- Responding to HRDF communication.
- Weekly login to the personal page on the program's platform.
- Attend for qualification, training, or recruitment services.
- Attend appointments at recruitment centers.
- Attend scheduled interactive training sessions.
- Attend scheduled e-training sessions.
- Attend personal interview appointments.
- Accept suitable job offers.
- Complete volunteer working hours.
- Complete tasks assigned by the HRDF to assist in securing a job.

The subsidy value shall be decreased each time in an amount of SAR 200 when the job seeker receives a warning/ violation, as well as the job seeker shall be excluded from the program if he gets three warnings/ violations as described in the following table:

Violation	Violation Value	Excluding from the Program
Not completing the weekly login	SAR 200	After 3 times
Not attending the training/ recruitment services/ not responding to communication	SAR 200	After 3 times
Not attending the personal interview	SAR 200	After 3 times
Rejecting a suitable job offer		After 2 time

The registered job seeker shall be excluded from the program if he gets three warnings/ violations of any kind.

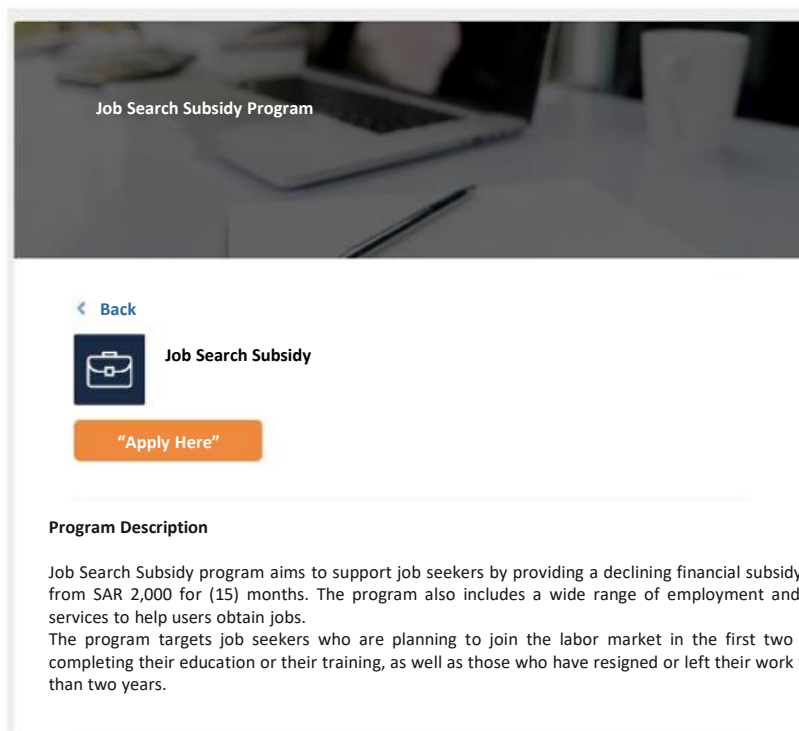
### Job Seeker Seriousness Evaluation Period:

It refers to the two-month period during which the job seeker must remain committed to all program requirements without any violations. If the job seeker fails to meet this condition, the evaluation period will be reset and recalculated.

# Applying for Job Search Subsidy Program

## Steps to Register in Job Search Subsidy Program


7. The user clicks “Apply Here”.



The screenshot shows a web interface for the Job Search Subsidy Program. At the top, there is a header image with the text "Job Search Subsidy Program". Below this, there is a navigation bar with a "Back" link and a "Job Search Subsidy" icon. A prominent orange button labeled "Apply Here" is visible. Below the button, there is a section titled "Program Description" which contains text about the program's purpose and target audience.

Job Search Subsidy Program

[Back](#)

 Job Search Subsidy

["Apply Here"](#)

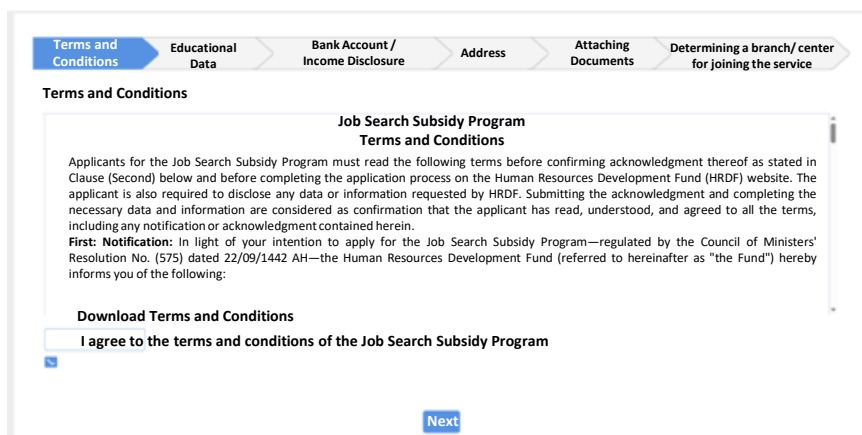
**Program Description**

Job Search Subsidy program aims to support job seekers by providing a declining financial subsidy starting from SAR 2,000 for (15) months. The program also includes a wide range of employment and training services to help users obtain jobs.

The program targets job seekers who are planning to join the labor market in the first two years of completing their education or their training, as well as those who have resigned or left their work for more than two years.

8. The system displays the terms and conditions.

9. The user agrees to the terms and conditions.



The screenshot shows a web interface for the Job Search Subsidy Program, specifically the "Terms and Conditions" page. The page has a navigation bar with several steps: "Terms and Conditions", "Educational Data", "Bank Account / Income Disclosure", "Address", "Attaching Documents", and "Determining a branch/ center for joining the service". The "Terms and Conditions" step is currently selected. Below the navigation bar, there is a section titled "Job Search Subsidy Program Terms and Conditions" which contains text about the program's purpose and target audience. At the bottom, there is a "Download Terms and Conditions" button and a checkbox labeled "I agree to the terms and conditions of the Job Search Subsidy Program". A "Next" button is also visible at the bottom right.

Terms and Conditions

Educational Data

Bank Account / Income Disclosure

Address

Attaching Documents

Determining a branch/ center for joining the service

**Job Search Subsidy Program Terms and Conditions**

Applicants for the Job Search Subsidy Program must read the following terms before confirming acknowledgment thereof as stated in Clause (Second) below and before completing the application process on the Human Resources Development Fund (HRDF) website. The applicant is also required to disclose any data or information requested by HRDF. Submitting the acknowledgment and completing the necessary data and information are considered as confirmation that the applicant has read, understood, and agreed to all the terms, including any notification or acknowledgment contained herein.

**First: Notification:** In light of your intention to apply for the Job Search Subsidy Program—regulated by the Council of Ministers' Resolution No. (575) dated 22/09/1442 AH—the Human Resources Development Fund (referred to hereinafter as "the Fund") hereby informs you of the following:

**Download Terms and Conditions**

☐ I agree to the terms and conditions of the Job Search Subsidy Program

[Next](#)

# Applying for Job Search Subsidy Program

## Steps to Register in Job Search Subsidy Program

10. The user clicks "Next".
11. The system redirects the user to the Educational Data page.
12. The system displays the Educational Data registered at the Ministry of Education.
13. The system allows the user to edit or delete any of the Educational Data.

The screenshot shows a web interface for the 'Educational Data' step of a registration process. At the top, a horizontal navigation bar contains six steps: 'Terms and Conditions', 'Educational Data' (highlighted with a blue arrow), 'Bank Account / Income Disclosure', 'Address', 'Attaching Documents', and 'Determining a branch/ center for joining the service'. Below the navigation bar, a dark blue header bar displays a green checkmark icon and the word 'Education'. Underneath, there are two buttons: 'Add Academic Qualification' and 'View External Data'. The main content area shows the text 'Bachelor or Equivalent'. Below this, the following details are listed: 'Graduation Country: KSA', 'Faculty/ University: Qassim University', 'Type of GPA: Cumulative GPA', and 'GPA or Equivalent: 4.03'. At the bottom left, there is a 'Confirm' button. At the bottom center, there are 'Previous' and 'Next' buttons.

# Applying for Job Search Subsidy Program

## Steps to Register in Job Search Subsidy Program

14. The system allows the user to add an academic qualification by following these steps:

- The user selects “Add Academic Qualification.”
- The system displays the “Add Academic Qualification” form.
- The user fills in the required fields.
- The user clicks “Save.”

Terms and Conditions

Educational Data

Bank Account / Income Disclosure

Address

Attaching Documents

Determining a branch/ center for joining the service

Education

Cancel Save

Academic Qualification \*

Please select

Major Specialization \*

Please select

Graduation Country \*

Please select

University Type \*

Please select

Faculty/ University \*

Please select

Start Date \*

End Date \*

GPA Type \*

Please select

Attach

Cancel

Save and Close

# Applying for Job Search Subsidy Program

## Steps to Register in Job Search Subsidy Program

15. The system enables the user to view external data.
16. The user selects "View External Data" if the Educational Data does not appear on the Education page.
17. The system displays the qualifications as recorded in the Ministry of Education's database.

External Educational Data

General Secondary Education

No Available Data

Local Universities and Institutes

University/ Institute	Graduation Date	Procedures
Qassim University	27/03/1437	Adding to my CV

Technical and Vocational Training Corporation Diplomas

No Available Data

Reupload Data

Close



# Applying for Job Search Subsidy Program

## Steps to Register in Job Search Subsidy Program

18. The user clicks "Reupload Data".

19. The system updates the educational data on the Education page. The user clicks "Confirm" to save the changes.

20. The user clicks "Next" to move to the Bank Account and Income Disclosure page.

21. The system redirects the user to the Bank Account and Income Disclosure page.

22. The user enters his International Bank Account Number (IBAN).

23. The user clicks on the validity of the IBAN.

The screenshot shows a web interface for the 'Bank Account / Income Disclosure' step. At the top, there is a progress bar with six steps: 'Terms and Conditions', 'Educational Data', 'Bank Account / Income Disclosure' (the current step, highlighted in blue), 'Address', 'Attaching Documents', and 'Determining a branch/ center for joining the service'. Below the progress bar, the title 'Bank Account / Income Disclosure' is displayed. Underneath, there is a section titled 'Applicant Bank Account' showing a pre-filled IBAN: 'SA3205000068200796529000'. Below this, there is a section titled 'Updating IBAN' with a text input field containing the same IBAN. A small blue question mark icon is next to the input field. Below the input field, there is a message: 'Please enter bank account number. You have a correct IBAN, if it is changed, the change procedures will take two weeks.' At the bottom, there is a checkbox with the text: 'I acknowledge that the aforementioned IBAN is correct and belongs to the applicant.'

# Applying for Job Search Subsidy Program

## Steps to Register in Job Search Subsidy Program

24. The user enters the applicant's annual income information and additional details of income.

Applicant's Annual Income Information

Any Fixed or Movable Assets Rent: \*

0

Profits of any Shares or Stocks in any Kind of Entities: \*

0

Support under Judicial Order or Agreement: \*

0

Other Governmental Amounts: \*

0

Other Income Sources: \*

0

Additional Information on Income (To be added Automatically)

Income from GOSI - General Organization for Social Insurance: \*

0

Total Annual Income:

0.0

# Applying for Job Search Subsidy Program

## Steps to Register in Job Search Subsidy Program

25. The user enters the applicant's family information according to the following steps:

Applicant's family information

Marital Status:\*

Married

Number of your Family Members: \*

(Includes all family members living with the applicant, excluding the applicant)

3

Please enter the details of your family member (including parents/ husband or wife): \*

Add

- The user adds the family member details by clicking "Add".
- The system displays the family members' addition form.

×

Please enter the Family Members' Details

Nationality:\*

Please select

ID No.:\*

Birth Date:\*

Date

Month

Year

Family Relationship:\*

Please select

Work Type:\*

Please select

Save

Cancel

# Applying for Job Search Subsidy Program

## Steps to Register in the Job Search Subsidy Program

- The user clicks “Save”.
- The system displays the family members’ details entered by the user.

26. The system displays the business activity disclosure acknowledgment.

27. The user agrees to business activity disclosure acknowledgment.

**Activity Disclosure Acknowledgment**  
  
**Dear Applicant,**  
Business activity refers to owning or holding any license related to commercial, industrial, agricultural, service, professional, or similar fields. It also includes individuals who earn income from private activity.  
  
☒ I acknowledge that I do not practice any business activity.

[Previous](#) [Next](#)

28. The user clicks “Next” to move to the address page.

# Applying for Job Search Subsidy Program

## Steps to Register in the Job Search Subsidy Program

29. The system displays the address addition form.

The screenshot shows a web-based registration form for the Job Search Subsidy Program. The form is titled "Address" and is part of a multi-step process. The steps are: Terms and Conditions, Educational Data, Bank Account / Income Disclosure, Address (current step), Attaching Documents, and Determining a branch/center for joining the service. The "Address" section includes the following fields: Country\* (KSA), Province\* (Riyadh), City\* (Riyadh), Street Name and Number, Postal Code, District, and Additional Information on Location. A map of Riyadh is displayed on the right side of the form. At the bottom of the form, there is a "Confirm" button and "Previous" and "Next" navigation buttons.

30. The user enters the address details.

31. The user clicks "Confirm" to save the entries.

32. The user clicks "Next".


33. After the user clicks on "Next," the system will perform an initial check of the applicant's eligibility.

# Applying for Job Search Subsidy Program

## Steps to Register in the Job Search Subsidy Program

34. If the applicant does not meet the eligibility criteria, the system will show a screen detailing the reasons for ineligibility.

Job Search Subsidy



### Job Search Subsidy

Ineligible

Eligibility  
Record View

Application Date: 22/11/2023

You are now ineligible to join the job search subsidy program for the following reasons:

- The GOSI records indicate that the applicant is a private-sector employee.

You can benefit from the recruitment services provided by HRDF by accessing the National Labor Portal (HRDF) or by going to the branches/ centers of HRDF.

In case of any inquiry or complaint, please click the following link- Complaints.

Apply

You can not resubmit the application for the job search subsidy program because the period from your last application date is less than 6 months.

# Applying for Job Search Subsidy Program

## Steps to Register in the Job Search Subsidy Program

35. If eligibility is passed, the system will redirect the user to the attachments page.

The user attaches the following attachments:

- Academic Qualification
- Professional Experiences
- Others

The screenshot shows a progress bar at the top with six steps: 'Terms and Conditions', 'Educational Data', 'Bank Account / Income Disclosure', 'Address', 'Attaching Documents' (which is highlighted in blue), and 'Determining a branch/ center for joining the service'. Below the progress bar, the text reads: 'Dear Applicant', 'To attach documents (Academic Qualification and Professional Experiences), you click the following fields.' Below this text are three orange buttons: 'Academic Qualification', 'Professional Experiences', and 'Others'. At the bottom right of the form area are two buttons: 'Previous' and 'Next'.

36. The user clicks "Next".

37. The system redirects the user to the "Select Branch/Center" page to register in the service.


38. If the job seeker has an active journey with the HRDF branches or recruitment centers, a remote application will be created, and visiting the branch will not be required.

# Applying for Job Search Subsidy Program

## Steps to Register in the Job Search Subsidy Program

39. The system displays the Job Search Subsidy Program Electronic Agreement.

Job Search Subsidy Program Agreement



**Job Search Subsidy Program Electronic Agreement**

This electronic agreement is signed by and between the Human Resources Development Fund (HRDF) and the applicant for the job search subsidy program.

**Preamble:**

Whereas Human Resources Development Fund (HRDF) provides the job search subsidy program regulated by the Council of Ministers' Resolution No. (575) dated 22/09/1442 AH, and provides recruitment services for private sector job seekers, Whereas the applicant for the job search subsidy program (Job Seeker) applies for the job search subsidy according to the approved eligibility criteria and procedures. After the job seeker reads the agreement terms and conditions and acknowledges compliance with its terms, and terms of the program regulation and its executive regulations, as well as HRDF procedures, Therefore, HRDF and job seeker, having the full eligibility legitimately and lawfully, agree on the following:

**First:**  
The above preamble shall be an integral part thereof and complementary thereto.

**Second: Application Procedures**

Job Search Subsidy Program Agreement

First Party	Second Party
Human Resources Development Fund (HRDF) Job Search Subsidy Program Agreement	the Applicant for the Job Search Subsidy Program (Job Seeker)

Download the Agreement

Dear Applicant,  
To complete the procedures of applying for the job search subsidy program, the program agreement shall be electronically authenticated by selecting "Consent to the Agreement", then entering the verification code sent to the mobile.

☒ I acknowledge that I read and consent to the Job Search Subsidy Program Electronic Agreement.

1

Consent to the Agreement

2



# Applying for Job Search Subsidy Program

## Steps to Register in the Job Search Subsidy Program

40. After the consent and acknowledgment of the user, the system sends a verification message to the applicant's mobile.

The screenshot shows the application interface with a navigation bar at the top containing the following steps: Terms and Conditions, Educational Data, Bank Account / Income Disclosure, Address, Attaching Documents (highlighted), and Determining a branch/ center for joining the service. Below the navigation bar, a message reads: "Dear Applicant To attach documents (Academic Qualification and Professional Experiences), you click the following fields." On the left, there are three buttons: Academic Qualification, Professional Experiences, and Others. A modal window titled "Verification Code" is displayed in the center. It contains the text: "Please enter the code of electronic authentication of the job search subsidy program agreement, sent to the mobile: +9665\*\*\*\*6533." Below this text is a text input field and a "Resend" button. At the bottom of the modal, it says: "You can resend the on-time password after 2:52 minutes/ seconds." and includes "Close" and "send" buttons.

41. The system displays the successful confirmation of the request.


The screenshot shows the same application interface as before, but the modal window now displays a success message: "Your application is sent successfully." with an "Ok" button at the bottom. The navigation bar and the left-side buttons remain the same.

# Applying for Job Search Subsidy Program

## Steps to Register in the Job Search Subsidy Program

42. The applicant is accepted.

Job Search Subsidy Program



### Job Search Subsidy

Applicant

Application Date: 09/08/2021

The application for the Job Search Subsidy Program, and your application is under review currently. You can track the application status by viewing the program page, taking into consideration that the eligibility verification cycle is completed at the end of each calendar month,

**You can suspend from the Job Search Subsidy Program. Please read the terms and conditions to know the consequences of the suspension.**

[Download the Terms and Conditions](#)

Suspend from the Program

صندوق تنمية  
الموارد البشرية  
HUMAN RESOURCES  
DEVELOPMENT FUND

