

The Path to Building National Human Resources

Program Guide (Individuals)

About HRDF

HRDF's inception

The Human Resources Development Fund (HRDF) was established by Decision of the Council of Ministers on 29/04/1421H to support efforts to qualify and recruit the national workforce in the private and non-profit sectors.



Our Vision

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



Our Mission

Growth and development of national human resources through effective and high-impact initiatives delivered in partnership with key stakeholders of the labour market system.

Our Values:

- Accountability
- Teamwork
- Capability building
- Sustainable impact

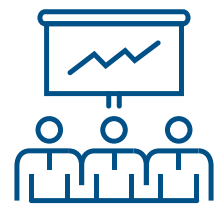
Who is this guide for?

- Private Sector Enterprises.
- Non-Profit Sector Enterprises.
- Governmental and semi-governmental institutions and entities.

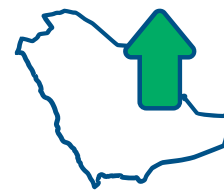


Objectives of HRDF:

HRDF's strategy is based on (3) main objectives:



Developing human resources that meet the demands of the labor market.



Increasing the efficiency of matching job supply and demand.



Providing employment sustainability to groups facing challenges entering or remaining in the labor market.

To achieve our strategic objectives:

The programs have been redesigned to become **(8) major programs** with products designed to meet the needs of individual beneficiaries and enterprises, in order to achieve a comprehensive beneficial experience. The programs include:

Our main programs

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



The HRDF also offers several initiatives and programs to support the training, employment and enablement of citizens and to support enterprises in all economic activities, sectors and occupations.

HADAF From The Human Resources Development Fund

Under this umbrella are the programs and products of the Human Resources Development Fund, which provide counseling, training, and empowerment services efficiently and effectively to increase the stability and development of the Saudi workforce.

Pillars

Counseling

Products that help target groups make good decisions regarding their educational and professional paths and support them with planning skills for their professional paths in line with their personal aspirations and labor market needs.

Training

Products to support the training and qualification of national cadres, increase their competitiveness and enhance their efficiency in the labor market, and contribute to the development of their knowledge and professional skills.

Enablement

Sustainable employment enablement products for groups facing challenges to enter or remain in the labor market in order to increase their level of participation, as well as initiatives provided by the HRDF to employers and entrepreneurs.

Programs and products provided to individuals

Counseling

- Comprehensive Career Guidance Initiative
- Career Counseling- Online
- Career Counseling - Universities
- Career Counseling- Schools

Training

- Graduates Development (Tamheer)
- Cooperative Training
- Professional Experience
- Institutions for Strategic partnership
- Professional Certificates
- E-Training Program
- MAHARAT

Enablement

- Support for Children's Hospitality (Qurrah)
- Transport Support (Wusool)
- Directed Transportation Support
- Orders Delivery Support
- General Track



Counselling Pillar



Comprehensive Career Guidance Initiative

A dedicated platform to enable all Saudis to make better educational and career choices by building an integrated system of career counseling and guidance services for both students, teachers, job seekers, business owner and employees.

Target group

- Students in high school, both males and females.
- Students at universities and institutes.
- Job seekers.
- Employees
- Career Counselors.
- Teachers
- Parents.

Product Objectives:

- Enhancing beneficiaries' awareness of their personal interests and aptitudes, and aligning them with all academic disciplines, professions, career pathways, and the evolving needs of the local and global labor markets.
- Equipping beneficiaries with effective career planning skills to pursue pathways that align with their personal aspirations and labor market demands.
- Increasing levels of job satisfaction and career stability.
- Developing a comprehensive database to support users in selecting the most suitable profession.
- Contributing to raising awareness of the importance of all professions and improving their perception within society.
- Increasing workforce productivity among the sons and daughters of the nation.
- Strengthening values and enhancing the perception of work culture and its significance.
- Raising awareness of future skills required in the labor market and emerging professions.

Electronic services

Smart CV Builder

An interactive tool that enables beneficiaries to create a professional CV by entering their information in a structured format. The CV is automatically generated in line with best practices and modern standards.

Career Interest Assessment

An assessment tool that helps beneficiaries identify their career interests based on their personal preferences and strengths, supporting informed career decision-making.

Skills Confidence Test

A service that enables the beneficiary to conduct a skill confidence assessment to determine their level of skill proficiency.

Book an Individual Career Guidance Session

A service that allows beneficiaries to schedule a one-on-one session with a specialized career advisor to discuss their career plans and receive tailored guidance.

Book a Group Career Guidance Session

A service that enables beneficiaries to participate in group guidance sessions led by a career advisor, where general career topics are discussed and experiences are shared among participants.

Book a Workshop

A service that allows beneficiaries to register for specialized professional workshops aimed at enhancing skills and expanding knowledge across various fields.

Career Plan Development

A tool that automatically generates a comprehensive career plan based on the beneficiary's data and profile, supporting the systematic achievement of career goals.

Explore Career Fields

A service that enables beneficiaries to explore various career fields, providing an overview of each field's requirements and future prospects.

Explore Training Courses

A service that allows beneficiaries to search for available training courses across diverse fields to enhance their skills and increase their employability.

Explore Job Opportunities

A service that enables the beneficiary to explore available job opportunities through the Unified National Employment Platform (Jadarat) and the On-the-Job Training Program, helping them find opportunities that match their qualifications and ambitions.

Connect with a Career Advisor

An interactive service that allows beneficiaries to communicate directly with a career advisor via chat to receive immediate consultations and answers to career-related inquiries.

Comprehensive Career Guidance Initiative

Available Service Delivery Channels

- Comprehensive Career Guidance Platform: [Click Here](#)
- Human Resources Development Fund Website: [Click Here](#)

Eligibility Requirements

- The applicant must be a Saudi national.

Service Launch Date

- The service has been launched on: 20/03/2019

Policies, Regulations and Procedures

Steps to obtain the service

1. Create an account on the comprehensive Career Guidance Platform.
2. The beneficiary can use his account in the e-services of the HRDF.

To learn more about the product and view the FAQs: [Click Here](#)

For more information on the regulations and procedures of the Human Resources Development Fund: [Click Here](#)

Career Counseling- Online

Providing remote career counselling services by professional consultants to assist target groups in professional development (for school and university students, job seekers and employees).

Target group



All Saudis between 16-60 years old.

Product Objectives

- Provide professional development and guidance sessions for all segments of beneficiaries (school students, university students, job seekers, employees).
- Raising the level of knowledge of beneficiaries' tendencies and abilities and linking them to all disciplines, occupations, trajectories and labour market needs.
- Raising the level of services provided in vocational counselling for beneficiaries' groups.

Career Counseling at Universities

Participation and integration with higher education to promote the concept of vocational counselling through the establishment of centers or offices for counselling in universities, visiting universities and institutes with the aim of activating activities and programs of vocational counselling and guidance and enabling students to learn about professional skills and the labor market to adapt the outcomes of education to the requirements of the labor market.

Target group

- College student.
- Graduates
- Academic and administrative cadre.

Product Objectives:

- Raising the level of knowledge of the tendencies and abilities of students and graduates of beneficiaries and linking them to all disciplines and occupations, their pathways and the needs of the labor market.
- Develop professional planning skills of students and graduates and help them make appropriate educational and professional decisions to get the job.
- Contribute to raising awareness about the importance of all occupations and improve the mental image of the culture and importance of work.
- Raising awareness about the skills required in the labor market and future occupations.

Career Counseling at Schools

Vocational Guidance Initiative seeks to engage and integrate with general education to promote the concept of vocational guidance by activating vocational guidance in schools (Governmental - eligibility) by a group of qualified career mentors, with the aim of aligning the outcomes of education with the requirements of the labor market and enabling students to learn about the skills and requirements of the current and future labor market, through integration with the services of the education departments to provide everything that is in the interest of students and contributes to their academic and professional development.

Target group

- Highschool student (Male/Female)
- Guidance counsellors.
- Parents.

Product Objectives:

- Raising the level of services provided in vocational counselling for students.
- Raising the level of knowledge of beneficiaries' tendencies and abilities and linking them to all disciplines, occupations, trajectories and labour market needs.
- Develop students' professional planning skills and help them make appropriate educational and professional decisions to get a job.
- Contribute to raising awareness about the importance of all occupations and improve the mental image of the culture and importance of work.
- Raising awareness about the skills required in the labor market and future occupations.
- Linking career mentors to the education sector to be the link between the Fund and all segments of beneficiaries.

Career Counseling at Schools

Services for career counseling at schools:

- Public and vocational guidance workshops.
- Group career guidance sessions based on the classification of needs, tendencies and capacities.
- Familiarize and link to the Fund's relevant programs and potential.
- Individual vocational counselling sessions according to each student's needs.
- Participate in professional meetings and events and activate the role of career mentors.
- Career interest assessment procedure to identify students' abilities.



Training Pillar



Graduate Development (Tamheer)

One of the products of the on-the-job training program aims to develop graduates of diplomas and bachelor's degrees in order to gain their field experience.

Target group

- Graduates of institutes and colleges holding diplomas.
- University graduates with bachelor's degrees.

Product objectives

- Reducing the gap between an individual's qualifications and labor market skills.
- Providing graduates with practical and professional experience in line with market demands.
- Increasing employment opportunities by providing high-quality practical experience.
- HRDF rewards employees ﷲ3000 per month.

Support Mechanism

The Human Resources Development Fund contributes to supporting graduates of institutes and colleges holding technical, health and administrative diplomas and holders of bachelor's degrees and above with a reward of ﷲ 3000 per month, for a period ranging from 3 months to 6 months.

Graduate Development (Tamheer)

Eligibility Requirements:

- The beneficiary must be a Saudi national.
- Be registered on the Human Resources Development Fund's website.
- To have a diploma degree from technical, health and administrative institutes and colleges, of not less than one academic year from an accredited authority (two semesters).
- The applicant must have a bachelor's degree or higher from a Saudi or foreign university accredited by the Ministry of Education (the decision to equalize the certificate issued by the Ministry of Education should be attached if the source of the certificate is a foreign university).
- Not to have prior practical experience in the public or private sector beyond one year's birth.
- Age must not exceed 30 years.
- The applicant is not currently involved in any work in the public or private sector.
- The individual is not on the Fund's list of "prohibited persons".
- The applicant has not benefited from the graduate development product (Tamheer) by taking full advantage of no more than two opportunities in a total of 6 months for the two opportunities.
- The individual is not excluded from the graduate development product (Tamheer).

Graduate Development (Tamheer)

Available Service Delivery Channels

- Human Resources Development Fund Website: [Click Here](#)

Service Launch Date

- The service has been launched on: 18/07/2023

Policies, Regulations and Procedures

Steps to obtain the service

1. Go to the Human Resources Development Fund's website.
2. Click on the e-services icon.
3. Choose Login-Individuals.
4. Sign in through unified national access.(NAFATH)
5. The system presents to the user an overview of the program and the objectives of the program.
6. The user chooses to agree to the terms and conditions and then register.

To learn more about the product and view the FAQs: [Click Here](#)

For more information on the regulations and procedures of the Human Resources Development Fund: [Click Here](#)



Cooperative Training

It is one of the products of the on-the-job training program targeting students with cooperative training as a graduation requirement to provide national cadres with practical and professional experience to improve their employability

Target group

- Dedicated to Saudi students studying in the diploma and bachelor's stages.

Product objectives

- Reduce the inherent gap between an individual's qualifications and the skills required.
- Prepare and develop students with practical and professional experience according to the need of the labor market.

Cooperative Training

Support Mechanism

The Fund's contribution to the collaborative training product is digital empowerment using the platform provided by HRDF.

Eligibility Requirements:

- The beneficiary must be a Saudi national.
- Be registered on the Human Resources Development Fund's website.
- Be a diploma or bachelor's degree.
- The current beneficiary of training products is not on the job of the Human Resources Development Fund.
- The individual is not on the Fund's list of "prohibited persons".
- The individual is not excluded from the cooperative training product.

Cooperative Training Product

Available Service Delivery Channels

- Human Resources Development Fund Website: [Click Here](#)

Service Launch Date

- The service has been launched on: 19/05/2024

Policies, Regulations and Procedures

Steps to obtain the service

1. Access to the Human Resources Development Fund's website.
2. Click on the e-services icon.
3. Choose Login-Individuals.
4. Sign in through unified national access. (NAFATH)
5. The system presents to the user an overview of the program and the objectives of the program.
6. The user chooses to agree to the terms and conditions and then register.

To learn more about the product and view the FAQs: [Click Here](#)

For more information on the regulations and procedures of the Human Resources Development Fund: [Click Here](#)



Professional Experience

A product of the on-the-job training program, it aims to train Saudi students studying in secondary/diploma/bachelor's level to contribute to raising awareness of occupations and preparing them for the labor market by giving them a field career experience in order to acquire the basic skills required by the labor market and to discover specializations and occupations and the nature of work related to them in the real working environment, thereby contributing to reducing their period of staying job seekers after graduation.

Target group

- A product dedicated to Saudi students studying in high school, diploma or bachelor's degree.

Product objectives

- Prepare and develop students with scientific and professional expertise in accordance with the needs of the labor market.
- Acquire the knowledge and skills required for the labor market.
- Reduce students' skill gap before graduating and engaging in the labor market.
- Reduce their period of staying job seekers after graduation.

Professional Experience

Support Mechanism

The Fund's contribution to the experience product is digital empowerment using the platform provided by HRDF.

Service Delivery Requirements

1. The beneficiary must be a Saudi national.
2. Be registered on the Human Resources Development Fund's website.
3. Be a high school/diploma/bachelor's degree
4. The current beneficiary of training products is not on the job of the Human Resources Development Fund.
5. The individual is not on the Fund's list of "prohibited persons".
6. The individual is not excluded from the product of the work experience.

Professional Experience

Available Service Delivery Channels

- Human Resources Development Fund Website: [Click Here](#)

Service Launch Date

- The service has been launched on: 08/07/2023

Policies, Regulations and Procedures

Steps to obtain the service

1. Access to the Human Resources Development Fund's website.
2. Click on the e-services icon.
3. Choose Login-Individuals.
4. Sign in through unified national access. (NAFATH)
5. The system presents to the user an overview of the product and the objectives of the product.
6. The user chooses to agree to the terms and conditions and then register.

To learn more about the product and view the FAQs: [Click Here](#)

For more information on the regulations and procedures of the Human Resources Development Fund: [Click Here](#)



Institutions for Strategic Partnerships

A product for the training and recruitment of job seekers in qualitative specializations available to private and non-profit enterprises, in one of the training entities licensed by the State Foundation for Technical and Vocational Training as non-profit training entities, under employment contracts with the private or non-profit sector with the financial support of the Fund in accordance with the approved support mechanism.

Target Beneficiaries

Job Seekers (Male/Female).

Program Objectives

- During the training period, the Fund contributes 75% of the training costs for a period not exceeding 24 months, not exceeding ₪ 3,000 per month per employee. The employee shall bear the rest of the costs according to the regulations set by HRDF.
- The Fund shall provide during the period of training a subsidy of 75% of the employee's salary not exceeding ₪ 1000 per month for the employee. The employee shall bear the remainder of the salary according to the regulations set by HRDF.
- The Fund contributes for one year 50% of the employee's salary and not exceeding ₪ 2,000 per month per employee. in accordance with the controls established by HRDF.

Institutions for Strategic Partnerships

Available Service Delivery Channels

- Human Resources Development Fund Website: [Click Here](#)

Eligibility Requirements:

1. The beneficiary must be a Saudi national
2. The beneficiary must be a job seeker, not currently employed by any entity, and not a full-time student at any educational institution.
3. The beneficiary must be employed in one of the supported positions.
4. The employee must be new to the establishment.

Policies, Regulations and Procedures

1. Registration as a job student in the system.
2. then it will be selected by the establishment

To learn more about the product and view the FAQs: [Click Here](#)

For more information on the regulations and procedures of the Human Resources Development Fund: [Click Here](#)

Service Launch Date

- The service has been launched on: 10/11/2008

Professional Certificates Support

A product offered by the Human Resources Development Fund (HRDF) to encourage and motivate the national workforce, business organizations, and job seekers to obtain accredited professional certifications to develop their skills and expertise in specialized fields required in the labour market.

Target group

- Students, private or public sector workers and nationals' job seekers.

Support Mechanism

After obtaining a professional certificate, the Fund physically compensates beneficiaries for training costs and test fees in accordance with the following steps:

1. Create an account on the HRDF website and then submit the application through the Professional Certification Support Program page.
2. Electronic acknowledgement of approval of the terms and conditions of the program, and signature of approval of validation of the certificate through the Fund or its delegates.
3. Submit the claim through the automated system, accompanied by copies of the professional certificate and invoices for payment of the costs of obtaining it.
4. Transfer the costs of the certificate directly to the account of the individual receiving the certificate via the IBAN.
5. The time taken to study eligibility is 40 days from the date of application to the program.
6. The date of payment is 40 working days from the date of submission in the event of completion of all requirements.

Professional Certificates Support

Eligibility Requirements:

- The beneficiary must be a Saudi national, whether employed in the public or private sector, or a job seeker.
- The certificate must be among those accredited by the Human Resources Development Fund (HRDF).
- The certificate must have been obtained after its official approval date under the Professional Certification Support Program.
- The applicant must declare that their employer has not covered the cost of the obtained certificate.
- Reimbursement requests must not exceed two certificates per individual.
- The professional certificate must be valid and not expired, and the approval date of the certificate must not exceed six months.
- The Fund does not cover membership fees, whether mandatory or optional for the certification.
- No invoices related to membership fees for any approved certification shall be submitted.

Professional Certificates Support

Available Service Delivery Channels

- Human Resources Development Fund Website: [Click Here](#)

Service Launch Date

- The service has been launched on: 05/01/2015

Policies, Regulations and Procedures

1. Visit the Human Resources Development Fund website
2. Select "Electronic Services/Individuals."
3. Enter unified national access data.
4. Click on "Our Programs."
5. Select from the list: "Professional certificates."
6. Click on "Add New Order."
7. Select "Direct Support Requests."
8. Fill in the required data - and attach the required documents.
9. Click on "Send Certificate Request."

To learn more about the product and view the FAQs: [Click Here](#)

For more information on the regulations and procedures of the Human Resources Development Fund: [Click Here](#)



E-Training

E-training "Droroob" is an e-training platform. It is one of the programs of the Human Resources Development Fund that seeks to develop and upgrade the skills of the national forces of males and females and acquire the functional skills that support the attainment of the right job and stability in them in accordance with the requirements of the Saudi labor market.

Target group

- Job seekers.
- Private-sector employees.
- Students (Male/Female).

Support Mechanism

Registration in the e-training platform is available to all Saudis and paid for by the Fund.

Eligibility Requirements:

Saudis are only entitled to enroll in the online training program platform and join the training programs.

E-Training

Available Service Delivery Channels

- E-training Platform: [Click Here](#)
- Human Resources Development Fund Website: [Click Here](#)

Service Launch Date

- The service has been launched on: 01/12/2014

Policies, Regulations and Procedures

1. Log in through the e-Training Program's platform.
2. Register using your National Access (NAFATH) credentials.
3. Complete your personal profile information.
4. Register for the training content and begin your training.

To learn more about the product and view the FAQs: [Click Here](#)

For more information on the regulations and procedures of the Human Resources Development Fund: [Click Here](#)

MAHARAT

Support mechanism enabling the launch of training programs in public and professional specialized skills in partnership with the licensed training authorities of the relevant authorities targeted at job seekers and employees in the private sector, with a view to upgrading the skills of target groups, increasing their employment opportunities in the private sector and increasing their stability on the job by reducing the gap between the skills required in the job and those of the job seeker or employee.

Target group

- Training and qualification for job seekers
- Training and qualification of employees in the private sector
- Training and qualification for new employees in the private sector (not completed one year in the job)

Product Objectives

- Upgrading target groups' skills and employment opportunities in the private sector.
- Maintaining their job stability.
- Reduce the gap between required job skills and job seeker or employee skills.

MAHARAT

Eligibility Requirements:

- The beneficiary must be a Saudi national.
- At least 18 years of age.
- To be registered in the Human Resources Development Fund's e-services.
- Be a job seeker or be a head employee in the private sector (according to social insurance data).
- Not to be an active public official (according to data from the Ministry of Human Resources and Social Development).
- Has not already benefited from this program in accordance with the Product's support mechanism.
- The eligibility of the individual program beneficiary is not affected by the Fund's support in other programs.

MAHARAT

Available Service Delivery Channels

- Human Resources Development Fund Website: [Click Here](#)

Service Launch Date

- The service has been launched on: 15/08/2021

Policies, Regulations and Procedures

1. Visit the Human Resources Development Fund website
2. Go to our programs.
3. Choose a skills product.
4. Pressure on MAHARAT training courses.
5. All available courses will be displayed by searching or clicking on an offer (application depending on the recruitment status of beneficiary trainees)
6. Select "View" course details will be displayed.
7. Click on apply for a training opportunity.
8. After that, accept the Terms and Conditions, then click 'Submit' to successfully complete your request. (Please note that final acceptance is subject to the training entity's approval).

To learn more about the product and view the FAQs: [Click Here](#)

For more information on the regulations and procedures of the Human Resources Development Fund: [Click Here](#)



Enabling Pillar



Childcare Support (Qurrah)

Support to enable women working in Saudi Arabia to enter and continue in the labor market. It is assured of the care provided to their children. The program guarantees coverage of up to 50% of the value of booking a hospitality center up to ﷲ 1,600 for each child working in the private sector under the age of 6.

Target group

Mothers working in the private sector.

Eligibility Requirements:

- The beneficiary must be a Saudi national.
- The monthly wage shall not exceed ﷲ 8,000.
- Be registered in social assurance system.
- There is no cap on the number of children
- The beneficiary's child must be six years of age and under.

Childcare Support (Qurrah)

Support Mechanism

The Fund contributes part of the cost of children's hospitality to 50% of the value of the reservation, provided that the amount of support does not exceed ﷲ 1,600 per child of the employee, the duration of the support is open indefinite by several years measured by the age of the child from 0-6 years.

Available Service Delivery Channels

- Human Resources Development Fund Website: [Click Here](#)

Service Launch Date

- The service has been launched on: 01/11/2017

Policies, Regulations and Procedures

Steps to obtain the service

1. Register for the E-Services on the Fund's platform.
2. Apply through the "Qurrah" Childcare Support product page.
3. The Human Resources Development Fund will then verify the candidate's eligibility and ensure she meets the requirements for benefiting from the product.
4. Upon receiving your eligibility notification via email, please visit the Fund's platform to register your children in child hospitality centers and private kindergartens.

To learn more about the product and view the FAQs: [Click Here](#)

For more information on the regulations and procedures of the Human Resources Development Fund: [Click Here](#)



Transport Support (Wusool)

A product offered by the Human Resources Development Fund (HRDF) aimed at finding solutions that reduce the cost of transportation for working women and persons with disabilities (male-female) working in the private sector in order to enable their work and increase their stability in the labour market by moving them from and to the workplace in partnership with taxi mentoring companies through licensed smart applications.

Target group

- Female employees working in the private sector who meet the program's requirements.
- Persons with disabilities (male-female) working in the private sector.

Eligibility Requirements:

- The beneficiary must be a Saudi national.
- 18-65 years old.
- Be registered in social insurance.
- The monthly wage (basic wage + housing allowance) shall not exceed ﷲ 8,000.
- The total contribution to social insurance is no more than 36 months during the past five years for working women.
- Persons with disabilities (males and females) are excluded from the total social insurance contribution officer, but not more than 36 months during the past five years.
- Male with disabilities registered with the Ministry of Human Resources and Social Development - Authority for Persons with Disabilities.

Transport Support (Wusool)

Support Mechanism

- 80% off the cost of each trip up to a maximum of ﷲ 1,100 per month for the beneficiary with a salary of less than or equal to ﷲ 6,000 per month, and ﷲ 800 per month for the beneficiary with a salary of ﷲ 6,001 - 8,000 per month.
- The amount of support for the beneficiary or beneficiary is renewed with the beginning of each birth month for 24 months

Available Service Delivery Channels

- Human Resources Development Fund Website: [Click Here](#)

Service Launch Date

- The service has been launched on: 01/11/2017

Policies, Regulations and Procedures:

Steps to obtain the service

- Visit the Human Resources Development Fund website
- Electronic services are selected from the top window < Login - Individuals
- Login to the Unified National Access Platform
- You will be transferred to "JADARAT" to complete the registration after filling in the required data and then pressing Save
- Support and Information Center are pressed < Fund Programs and Services
- Programs are selected < individuals < enable < transport support (Wusool)
- Product Details < Get Service
- By clicking on our programs > Transport Support (Wusool) > Registration Details
- In case of "eligibility", the location of the work and the house is determined from the map
- Terms and Conditions are approved
- Access will be activated automatically within 24 hours in my app (Careem and uber)
- In case of "incapacity", reasons for incapacity arise.

To learn more about the product and view the FAQs: [Click Here](#)

For more information on the regulations and procedures of the Human Resources Development Fund: [Click Here](#)



Directed Transportation Support

Supporting self-employment (directed transport) aims to assist workers in the activity of guiding passenger vehicles via applications. It is the product of the cooperation of the Ministry of Human Resources and Social Development, the General Transport Authority, the Human Resources Development Fund and the Future Work Company.

Target group

- Saudi men and women wishing to provide ride-hailing via applications using their own vehicle].

Eligibility Requirements:

- The beneficiary must be a Saudi national.
- The applicant must have a professional (freelance) document valid from the self-employment portal (<https://freelance.sa>)
- The applicant shall not be less than 20 years of age or more than 60 years of age.
- The applicant shall not be employed in the public or private sector.
- The applicant is not a retired employee.
- The applicant is not a regular student or has a private business (commercial register).
- The applicant is not currently a beneficiary of one of HRDF's support programs to support recruitment and training.
- The applicant must meet the requirements and conditions specific to “qualifying Saudi individuals and their private vehicles to provide transportation services through a vehicle routing application service provider” issued by the Public Transport Authority.

Directed Transportation Support

Support Mechanism

- A monthly support amount shall be disbursed to individuals working in the ride-hailing activity at a rate of 40% of their total monthly income, based on total income data and the number of trips reported to the Fund by the Public Transport Authority, with a maximum cap of ﷲ 3,000 per month. To qualify for the support, the beneficiary must remain active and achieve a minimum monthly income of ﷲ 700.
- An additional preferential support of 10% of the monthly income shall be granted to females and persons with disabilities, provided that the total support amount does not exceed ﷲ 3,000 per month.
- If the beneficiary cancels the support application, they may not reapply until two months have passed from the date of cancellation from the track.
- If the beneficiary fails to meet the minimum income threshold of ﷲ 700 per month for three consecutive months for the first time, they shall be excluded from the product, with the option to reapply after two months from the date of exclusion.
- If the beneficiary fails to meet the minimum income threshold for three consecutive months for the second time, they shall be permanently excluded from the product.

Directed Transportation Support

Available Service Delivery Channels

- Human Resources Development Fund Website: [Click Here](#)

Service Launch Date

- The service has been launched on: 08/10/2022

Policies, Regulations and Procedures:

Steps to obtain the service

1. The applicant must meet the requirements and conditions for the "Qualification of Saudi individuals and their private vehicles to provide transportation services through ride-hailing application service providers" issued by the General Transport Authority (GTA).
2. The applicant must hold a valid Freelance Permit as a "Directed Transportation Vehicle Captain" obtained through the freelance portal (freelance.sa) and apply for the support product via the Human Resources Development Fund's electronic services.

To learn more about the product and view the FAQs: [Click Here](#)

For more information on the regulations and procedures of the Human Resources Development Fund: [Click Here](#)



Orders Delivery Support

From the role of the Ministry of Human Resources and Social Development and the Human Resources Development Fund and their common objective in supporting the rehabilitation and employment of the national labor force in the private sector and expanding the targeting of other types of employment, including self-employment, In an effort to create and develop settlement programmes as part of their integration efforts for sectoral settlement of a number of economic activities UNIFEM has adopted a self-employment support mechanism targeting employees in the service of delivering orders through smart applications.

Target group

- Saudi men and women wishing to provide ride-hailing via applications using their own vehicle.

Program Objectives

- Expand localization by adopting different working methods and patterns.
- Job opportunities for Saudi men and women.
- Addressing personnel gap in some economic activities.

Orders Delivery Support

Support Mechanism

- Disburse a monthly support amount to the worker in the "on-demand-delivery" activity with a minimum of (30) requests and a support amount of ﷲ 450 per month, and a maximum of (200) requests and a support amount of ﷲ 3,000 per month for (24) months.

Eligibility Requirements:

- The beneficiary must be a Saudi national.
- The beneficiary requesting support must have issued a valid Freelance Document under the profession title 'Delivery Representative' through the Freelance Portal (freelance.sa), or as determined by HRDF and relevant entities.
- The applicant shall not be less than 18 years of age or more than 60 years of age.
- The applicant shall not be on the job in the public or private sector.
- The applicant is not a retired employee.
- The applicant is not a regular applicant or has a private business (commercial register).
- The applicant is not currently a beneficiary of one of HRDF's support programs to support employment.

Orders Delivery Support

Available Service Delivery Channels

- Human Resources Development Fund Website: [Click Here](#)

Service Launch Date

- The service has been launched on: 15/06/2022

Policies, Regulations and Procedures:

Steps to obtain the service

1. Registration in one of the certified applications of the Transport General Authority.
2. Issue the freelance document – orders' delivery.
3. Go to the HRDF website - e-service
4. Apply to the freelance program – orders' delivery.

To learn more about the product and view the FAQs: [Click Here](#)

For more information on the regulations and procedures of the Human Resources Development Fund: [Click Here](#)

General Track for registrants on the Bahar Platform

One of the tracks under Freelance Support Product funded by HRDF, through which financial support is provided based on the total monthly income of Saudi freelancers registered on the Bahr electronic platform, who work in various specialized fields such as design, programming, translation, digital marketing, consulting, exhibition and event organization, tourism services, and others.

Target group

- Saudi men and women working in the freelance sector.

Eligibility Requirements:

- The beneficiary must be of Saudi nationality.
- The beneficiary's age must be between 18 and 60 years.
- The beneficiary must be registered on the Bahar Platform at the time of registration and during the monthly verification.
- The beneficiary must hold a valid Freelance Work Permit at the time of registration and throughout the eligibility period.
- The beneficiary must not be currently employed in the government or private sector when applying for support.
- The beneficiary must not be a retired employee.
- The beneficiary must not be a full-time student or an owner of a private business (Commercial Registration).
- The beneficiary must not be a current recipient of any employment or training support programs provided by HRDF.

General Track for registrants on the Bahar Platform

Support Mechanism

Disbursement of a monthly support amount at a rate of 40% of the gross monthly income (based on gross income and monthly performance data received by the Fund from the Bahar Platform), with a maximum support cap of $\text{AED} 3,000$ per month. It is required that the total income transferred to the beneficiary's wallet on the Bahar Platform reaches a net income of at least $\text{AED} 700$ per month.

A preferential support of 10% of the monthly income value is disbursed to (females and persons with disabilities), provided that the total support amount does not exceed $\text{AED} 3,000$.

General Track for registrants on the Bahar Platform

Available Service Delivery Channels

- Human Resources Development Fund Website: [Click Here](#)
- Bahr Platform: [Click Here](#)
- The Freelance Program: [Click Here](#)

Service Launch Date

- The service has been launched on: 30/09/2025

Policies, Regulations and Procedures:

Steps to obtain the service

1. Register on the Bahar Platform.
2. Issue a Freelance Permit.
3. Go to the HRDF website - e-service
4. Apply to the freelance product – general track.

To learn more about the product and view the FAQs: [Click Here](#)

For more information on the regulations and procedures of the Human Resources Development Fund: [Click Here](#)



Other Programs





♦ 9/10ths

The 9/10ths platform

The Nine Tenth Platform aims to support the local economy and change the working culture of individuals and society in Saudi Arabia, by encouraging and supporting entrepreneurship and SMEs, and enabling individuals to create new jobs in innovative ways.

Target Group:

- Small and medium enterprises
- Entrepreneurs
- Freelancers
- Productive families

Services provided by 9/10ths:

- **Forsah**

We link buyers and suppliers and enable SMEs to compete for opportunities offered by major entities.

- **Zadd**

We provide interactive reports, data and maps to most regions of the Kingdom to enable entrepreneurs to make decisions on scientific grounds.

- **Tojjar**

It is a platform designed to enable productive families and entrepreneurs to grow their business by serving TOJJAR booths and TOJJAR apps.

- **Bahr**

We connect Saudi freelancers with different skills to entrepreneurs to carry out their business with high skill and lower cost.

The 9/10ths platform

Available Service Delivery Channels

- 9/10ths platforms: [Click Here](#)
- Human Resources Development Fund Website: [Click Here](#)

Service Launch Date

- The service has been launched on: 25/08/2016

Policies, Regulations and Procedures

Steps to obtain the service

1. Visit the Platform Website
2. Confirm your Email
3. Select the service and fill out information

To learn more about the product and view the FAQs: [Click Here](#)

For more information on the regulations and procedures of the Human Resources Development Fund: [Click Here](#)

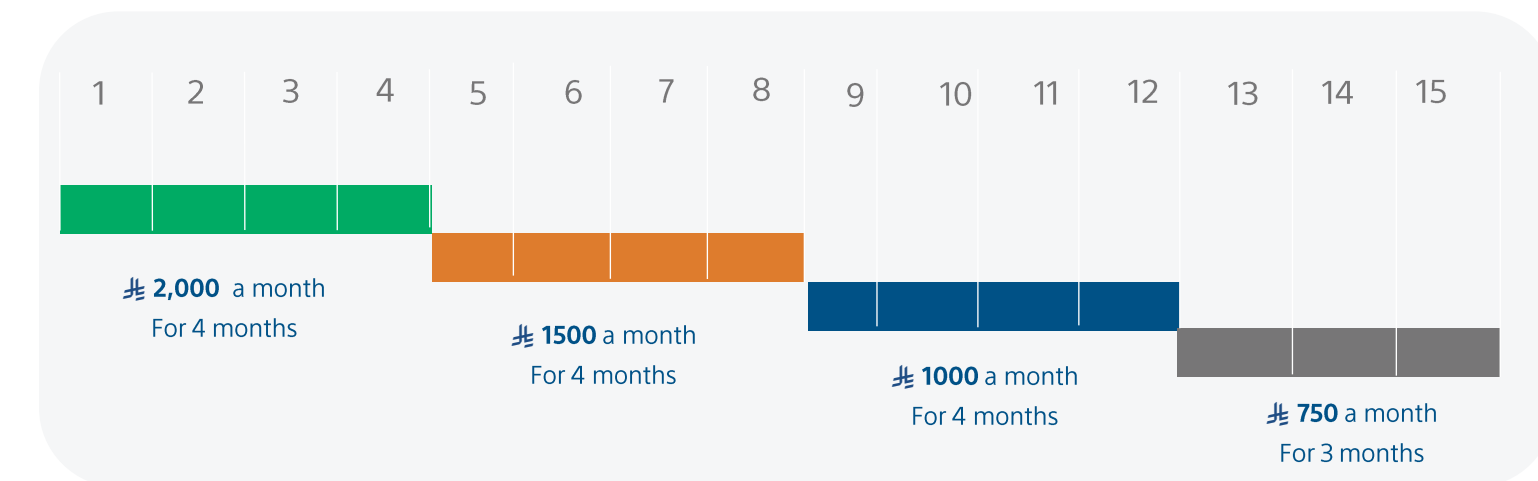


♦ Job Search Support

Job Search Subsidy

The Job Search Assistance Program issued by the Council of Ministers on 22/09/1442 AH is designed to support job seekers and motivate them to enter the labor market by providing training and guidance services and providing a decreasing financial subsidy starting from ﷲ 2,000 for 15 months as follows:

- ﷲ 2000 per month for a period of (4) months "from the first month to the fourth month"
- ﷲ 1500 per month for a period of (4) months "from the fifth month to the eighth month"
- ﷲ 1000 per month for (4) months "from the ninth month to the twelfth month"
- ﷲ 750 per month for a period of (3) months "from the thirteenth month to the fifteenth month"



The program targets the beneficiaries most in need as well as linking their journey to training and extension services; to benefit from the Fund's other programs.

Target group

- Job seekers in the 20-40 age group.
- Who entered the labor market within the first two years of the completion of education or training.
- Disconnected from the labor market for more than two years.

Program Objective

- Motivating job seekers to enter the labor market by providing a subsidy.
- Empowering job seekers by providing training and mentoring services to program beneficiaries.

Job Search Subsidy

Eligibility Requirements:

- The beneficiary must be a Saudi national.
- Permanent resident in Saudi Arabia.
- Able and honest to work.
- The age must be at least 20 years and not exceed 40 years according to the Hijri calendar.
- Not to be employed or employed in the public or private sectors.
- Not to be paid a pension.
- No allowance or compensation shall be paid to him against unemployment.
- Not to receive a social security pension.
- Not to be a student or trainee at any stage of education or training.
- Doesn't have a business.
- The applicant's monthly income or wealth and his family shall not exceed the limit prohibited from receiving the benefit.
- The beneficiary must not have previously benefited from the Job Search Subsidy or the financial allowance for difficulty in obtaining employment. Applications may be accepted for those who have previously benefited, provided that the total previous and subsequent disbursement periods do not exceed the specified fifteen-month subsidy duration.

Job Search Subsidy

Available Service Delivery Channels

- Job Search Subsidy website: [Click Here](#)
- Human Resources Development Fund Website: [Click Here](#)

Service Launch Date

- The service has been launched on: 12/08/2021

Policies, Regulations and Procedures

Steps to obtain the service

1. Access to the Human Resources Development Fund's website.
2. Create an account on the electronic services of the Human Resources Development Fund.
3. Select "Job Search Assistance" Program from our programs

To learn more about the program and view the FAQs: [Click Here](#)

For more information on the regulations and procedures of the Human Resources Development Fund: [Click Here](#)



Job Matching

Job Matching

The program aims to facilitate the job harmonization process for Saudis and business owners by focusing on increasing employability and job sustainability, as well as achieving common interests by harmonizing job seekers and supporting the most difficult groups in employment and linking them to appropriate jobs to achieve high productivity and career sustainability that achieve satisfaction and reduce unemployment rates for all segments of society.

Program Objectives

- Provide a comprehensive experience and an improved proposed value for business owners and job seekers to ensure that all job advertisements in attendance channels are integrated with the e-platform (JADARAT).
- Preparation of accurate files for enrolments in the National Unified Employment Platform (JADARAT) who are looking for jobs.
- Enabling employment with serious job seekers contained in the database through proactive communication with them.
- Improve the recruitment process by developing advanced and predictive analyses.

Target group

- Job seekers in a platform.
- Business owners(public, semi-government, private and non-profit).

Program services

- Job vacancy analysis at the unified national employment platform (JADARAT) to achieve functional harmonization and increase recruitment efficiency
- Analysis of qualifications' data and inventory of those who are serious about job on an ongoing basis; To align supply with demand for jobs
- Sharing candidates' data on the work of qualified persons with HRDF branch management and channels to achieve functional alignment according to vacancies
- Share qualified data with the Fund's program management to take advantage of related program products to upgrade researchers' skills and prepare them for the labor market.



▶ Unified National Employment Platform (JADARAT)

Introduction

The Unified National Employment Platform was established by Royal Decree No. 20-6-1442, which includes the directive to consolidate the various employment platforms into a single platform, to include civil service public sector, parastatal and private sector jobs and to cover the following objectives:

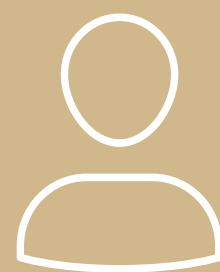


The platform targets several different categories of the work system:

Job Seekers



PRIVATE
SECTOR
JOB
SEEKERS

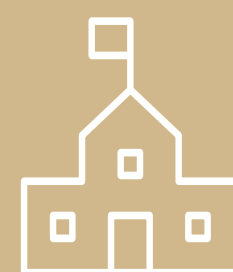


PUBLIC
SECTOR
JOB
SEEKERS

Employers



PRIVATE
EMPLOYERS



PUBLIC
EMPLOYERS



Added value and advantages For business owners

- **Provision of a variety of candidates:** employers can access a variety of suitable candidates to meet their job needs and facilitate the selection process for candidates according to "AI algorithms"
- **The database is documented in integration with (Ministry of Education - Social Insurance):** business owners can review candidates' data after being verified automatically through integration with government systems in documenting qualifications and experiences.
- **Functional alignment engine:** Using accurate functional alignment techniques allows employers to effectively select the candidates most suited to job requirements.
- **Increased recruitment efficiency:** Using artificial intelligence techniques, business owners can improve the efficiency of recruitment processes and reduce the time and resources used to search for suitable candidates.
- **Preparing job ads using the latest AI techniques:** proposing job description and skills and experiences required based on the job title.
- **Providing advanced analyses:** We provide advanced analyses that help employers understand labor market needs and employment trends and build effective strategies to meet those needs.
- **Continuous support and assistance:** We provide continuous support and assistance to business owners through a dedicated customer service team, to ensure an excellent experience and effectively solve all queries and problems.



Added value and advantages For Individuals

- **Unified National Job Site:** Our platform brings together jobs from all sectors and fields in one place.
- **Career Guidance:** The platform automatically offers personalized career suggestions that help individuals review careers according to their career path and know the skills required in the labor market and develop them with the latest adaptive techniques.
- **Advanced job alignment:** Using job alignment techniques and artificial intelligence, we provide accurate alignment between individuals' skills and jobs.
- **Continuous support and assistance:** We provide ongoing support and assistance to individuals through a dedicated customer service team, to ensure an excellent experience and effectively solve all queries and problems.
- **Auto-writing and CV improvement:** Using AI algorithms to automatically improve candidates' CV, making it more attractive to business owners.
- **Providing career opportunities for all regions:** A national platform enables users across the Kingdom to access job opportunities in different regions, increasing the likelihood of finding a suitable job regardless of a person's location.
- **Transparency and fairness in submission:** achieving adequacy, effectiveness, accuracy, transparency and fairness in the provision of employment.

Unified National Employment Platform "JADARAT"

The platform connects job seekers with opportunities in the public and private sectors through a seamless and comprehensive digital alignment that achieves effectiveness, accuracy and transparency in job creation on the link jadarat.sa

Alternative Channels

- 8001222030 Contact Centre
- Social Media Accounts: [@hrdfksa](https://twitter.com/hrdfksa) | [@hrdf_care](https://twitter.com/hrdf_care)
- Human Resources Development Fund website www.hrdf.org.sa
- A communication channel dedicated to investors in the education sector.

Branches & Centers

HADAF branches:

- Provision of career alignment and counselling services to support polarization and recruitment efforts
- Support to individual beneficiaries and establishments to obtain their needs for the Fund's services.

Employment and rehabilitation centers:

- Specialized centers to support the employment of male and female job seekers, including persons with disabilities, by providing appropriate job opportunities and achieving sustainability

University Employment Offices

- This program aims to involve educational institutions and combine efforts to help graduates find appropriate career opportunities and join the private sector.



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Branches

25



Job Placement Centers

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Recruitment Offices

THANK YOU