

# The path to Building National Human Resources

**Program Guide** (Establishments)

## 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

To create 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:

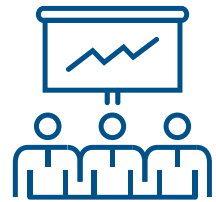
- Liability
- Teamwork
- Capacity-building
- Sustainable impact

## 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:



Support human resources development to match labor market needs



Enablement employment sustainability for groups facing challenges to enter or remain in the labor market.



increasing the efficiency of compatibility between the supply and demand of jobs

## HADAF From The Human Resources Development Fund

Is an umbrella for programs and products provided by the Human Resources Development Fund that allows the efficient and effective delivery of guidance, training and enablement products to increase the stability and development of the labor force in the labor market

### 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.

## 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:

- 1 Career Guidance and Counseling
- 2 Training support
- 3 On-the-job Training
- 4 E-Training
- 5 Enablement
- 6 Income Support
- 7 Career compatibility
- 8 Job Search assistance



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.

## Programs and products provided to establishments:

### Training

- Graduate Development (Tamheer)
- Cooperative Training
- The Work Experience
- Strategic partnership institutes
- MAHARAT
- HADAF leadership
- E-Training Program (Doroob)

### Enablement

- Recruitment Support
- Children's Hospitality Support (Qura)
- Dialysis Pay Support
- Nine Tenth





## ▶▶▶ Training Pillar



## ► The Graduates Development (Tamheer)



## The Graduates Development (Tamheer)

A product provided by the Human Resources Development Fund that aims to train male and female graduates with diplomas and bachelor's degrees and above in governmental and semi-governmental institutions and establishments and private sector establishments, so that they can acquire the necessary experience and skills to prepare them to participate in the labor market with the possibility of being employed.

### Target group

- Governmental and semi-governmental institutions and establishments, and distinguished private sector establishments

### 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 3000 SAR per month.

## The Graduates Development (Tamheer)

### Support Mechanism

HRDF offers monthly rewards of 3,000 SAR, and training lasts between 3 and 6 months.

### Eligibility Requirements

- The establishment has an account on the Human Resources Development Fund website.
- The number of trainees for the graduate development product in the establishment should not exceed 10% of the total number of Saudi employees. And non-Saudis in private sector establishments, institutions, government agencies, and non-profit establishments, with a maximum of 100 trainees for the same period.
- The facility scope must be medium green or higher for private sector establishments and non-profit establishments.
- The establishment must meet the criteria for accepting training opportunities as determined by the Fund.
- The establishment's activity must be proportional to the activities, sectors and professions targeted by the fund.
- The establishment must not be on the Fund's "banned list."

## The Graduates 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-Establishments
4. If the registration is in a private sector, login is done through the unified national access.
5. If the registration is a governmental or semi-governmental sector, choose a new user, fill out the required fields, then confirm if there is no account previously.
6. Selecting a graduate development product (Tamheer).

To learn more about the product and FAQ [Click Here](#)

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

## ► The Training Cooperative





## The Training Cooperative

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

- Governmental and semi-governmental institutions and establishments, and distinguished private sector establishments

### 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.

## The Training Cooperative

### Support mechanism

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

### Eligibility Requirements:

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- The establishment has an account on the Human Resources Development Fund website.
- The number of trainees for the cooperative training product in the establishment should not exceed 10% of the total number of employees in private sector establishments, institutions, government agencies, and non-profit establishments.

## The Training Cooperative

### 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. Go to the Human Resources Development Fund's website.
2. Click on the e-services icon.
3. Choose Login-Establishments
4. If the registration is in a private sector, login is done through the unified national access.
5. If the registration is a governmental or semi-governmental sector, choose a new user, fill out the required fields, then confirm if there is no account previously.
6. Selecting on-the-job training program, Cooperative training product

To learn more about the product and FAQ [Click Here](#)

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



For registration:

[hrdf.org.sa](http://hrdf.org.sa)



## The Work Experience



## The 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

- Governmental and semi-governmental institutions and establishments, and distinguished private sector establishments

### Product Objectives

- Prepare and develop students with scientific and professional expertise in accordance with the needs of the labor market.
- To 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.



## The Professional Experience

### Support mechanism:

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

### Eligibility Requirements:

- The establishment has an account on the Human Resources Development Fund website.
- The number of trainees for the cooperative training product in the establishment should not exceed 10% of the total number of employees in private sector establishments, institutions, government agencies, and non-profit establishments.

## The Professional Experience

### Available Service Delivery Channels

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

### Service Launch Date

- The service has been launched on: **08\07\2024**

## 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-Establishments
4. If the registration is in a private sector, login is done through the unified national access.
5. If the registration is a governmental or semi-governmental sector, choose a new user, fill out the required fields, then confirm if there is no account previously.
6. Selecting on-the-job training program, The professional Experience product

To learn more about the product and FAQ [Click Here](#)

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



## ► The Strategic Partnership Institutes



## The Strategic Partnership Institutes

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 group

- Privet-sector establishments

### Product Objectives

- Employers entities benefit from national competencies who can train at the institute.
- Achieving optimal human investment

## The Strategic Partnership Institutes

### Support mechanism

#### Training phase support:

- During the training period, the Fund contributes by providing support at a rate of (75%) of the training costs for a period not exceeding (24) months, not exceeding the amount of (3000) riyals per month for one employee, and the employee entity bears the rest of the costs in accordance with the controls determined by the Fund.
- The Fund provides support during the training period at a rate of (75%) and not exceeding the amount of (1000) riyals per month from the salary of one employee, and the employee entity bears the remaining percentage of the salary in accordance with the controls determined by the Fund.

#### Recruitment phase support:

- The Fund contributes for a period of one year by providing support at a rate of (50%) and not exceeding the amount of (2000) riyals per month from the salary of one employee. According to the controls determined by the Fund.

### Eligibility Requirements

- All private sector establishments can submit requests for support for training with strategic partnership institutes in accordance with the activities of the approved establishment.



## Strategic Partnership Institutes

Training bodies involved in the implementation of the product

### Riyadh Region

- Al Kharj** Dairy and Food 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 (NCA).
- Riyadh** Saudi Entertainment Academy.

### Eastern Region

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

## Strategic Partnership Institutes

Training bodies involved in the implementation of the product

### Makkah Region

**Rabigh** Energy & Water Academy

**Jeddah** Saudi Japanese Automobile High Institute

**Jeddah** High Institute for Paper and Industrial Technologies

**Jeddah** Saudi Logistic Academy

### Northern Borders Region

**Arar** Saudi Mining Polytechnic Return.

### Jazan Region

**Baish** Saudi Electric Services Polytechnic.

**Jazan** Higher Institute for Tourism and Hospitality.

### Al-Qassim Region

**Buradah** Saudi Railway Polytechnic.

**Al Bukayriyah** Al Watania Poultry Institute of Technology.

### Al-Baha Region

**Al-Baha** High Institute for Tourism and Hospitality.

Enterprises and Institutions wishing to train at these institutes according to their functional needs can communicate with the training authorities directly.

## The Strategic Partnership Institutes

### Available Service Delivery Channels

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

### Service Launch Date

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

### Policies, Regulations and Procedures

#### Steps to obtain the service

1. Go to the Human Resources Development Fund's website.
2. Click on e-services.
3. Select " Training and Employment System".
4. Employer Registration.

To learn more about the product and FAQ [Click Here](#)

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



For registration:

[hrdf.org.sa](http://hrdf.org.sa)





## 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 training agency shall be licensed by the authorized accreditation authority, or the training agency shall be one of the bodies whose organizational functions is to implement the training.
- The training programs shall be accredited by the authorized accreditation authorities, or the training programs shall be from those entities whose organizational functions include the implementation of the training.
- Registration of the trainee after obtaining the certificate of completion of the training program and documentation of the certificate from the authorized accreditation authorities, or the certificate of completion of the training program is one of the bodies whose organizational tasks is to carry out the training.

## MAHARAT

### Available Service Delivery Channels

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

### Service Launch Date

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

To learn more about the product and FAQ [Click Here](#)

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

### Policies, Regulations and Procedures

#### Steps to obtain the service

1. Go to the Human Resources Development Fund's website.
2. Select "Programs/Establishments/Training/Skills."
3. Enroll in MAHARAT by clicking "Get Service."
4. The system will transfer the beneficiary to the login page of the electronic services.
5. The system will appear to the user "Human Resources Development Fund Electronic Services" to complete the registration the user clicks on the "Private and non-profit sector".
6. After choosing to log in you will be transferred to page (NAFATH).
7. After completing the log-in process via NAFATH, the system will display the list of authorized establishments on which the person logged into the portal.

## HADAF Leadership



## HADAF Leadership

Educational and training product presented by the Human Resources Development Fund in collaboration with the best leading international universities in the field of leadership, with the aim of preparing and developing national future leaders from the private sector [Male\female], and assuming them the leadership of institutions in the Kingdom, in realizing the Kingdom's Vision 2030 in quality settlement and creating leaders with the capacity for creative planning and innovation

### Target group

- National future leaders from female and male private sector employees.

### Support Mechanism

- Human Resources Development Fund bears the cost of the training program only

### Product Objectives

1. To provide participants with the necessary information, techniques and skills.
2. Optimizing human investment for national enterprises.
3. Transfer global expertise and operationalize the principles of effective and influential leadership.
4. and the transfer of similar practices as well as direct follow-up and simulation with globally distinguished experts in leadership building.

## HADAF leadership

### Eligibility Requirements

- The beneficiary must be a Saudi national.
- Be on the job in a private sector establishments.
- To have a minimum bachelor's degree.
- At least five years' practical experience, including a minimum of two supervisory or administrative years.
- English proficiency only for the training course offered in English

## HADAF leadership

### Available Service Delivery Channels

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

### Service Launch Date

- The service has been launched on: **09/01/2019**

### Policies, Regulations and Procedures

#### Steps to obtain the file

- Sign up for a HADAF Leadership Product by emailing:  
[AcademicAF@hrdf.org.sa](mailto:AcademicAF@hrdf.org.sa)

To learn more about the product and FAQ [Click Here](#)

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



## ► The E-Training (Doroob) - Establishments



## The E-Training (Doroob) - Establishments

Provided by the Human Resources Development Fund, which allows establishments to train their employees and monitor their training performance in accordance with the training needs of the employee and the establishment, which contributes to improving efficiency and raising productivity at work.

### Target group

- All establishments with different fields and ranges can register and benefit from the service

### Eligibility Requirements

- All owners of establishments are entitled to enroll in the e-training program (DOROOB) - establishments and benefit from training programs

### Support Mechanism

- Registration is available to all national enterprise owners and payable from the Fund



For registration:

[hrdf.org.sa](http://hrdf.org.sa)



## E-Training Program "Doroob" - Establishments

### Product Objectives

- Inviting and classifying employees of establishments into groups.
- Assign training content or trainings to an employee or group of personnel of the establishment.
- Follow up on the training performance of the establishment's staff and learn about the completion of the training through detailed reports issued by the platform.
- Create training pathways from the available content of the platform in line with the training needs of the establishment.

## The E-Training (Doroob) - Establishments

### Available Service Delivery Channels

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

### Service Launch Date

- The service has been launched on: **09\01\2019**

### Policies, Regulations and Procedures

#### Steps to obtain the service

1. Log in through the Electronic Training Program (Doroob).
2. Select "Establishments" from the top of the page.
3. Choose the registration icon and then complete the requirements for the National Access Service.
4. Complete your establishment's profile.

To learn more about the product and FAQ [Click Here](#)

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





## Enabling Products

## ► Employment Support





## Employment Support

The Employment Support Product is provided by the Human Resources Development Fund (HRDF) to support private sector researchers and job seekers by paying a proportion of an employee's wages. The program includes supporting all jobs in the private sector for full-time.

## Target Group

- private sector establishments.
- Current and new staff.

## Eligibility Requirements

1. The beneficiary must be a Saudi national.
2. The applicant's age shall be 18 to 60 depending on the Gregorian calendar.
3. The applicant shall not be a student according to Ministry of Education data.
4. The applicant shall not be a government employee or business owner
5. The applicant shall not exceed the allowable period of 24 months' support in the product.
6. The applicant must be registered in the social insurance system of the same specific establishment.
7. The applicant is not registered at any other origin in social insurance during the support period of the product.

## Employment Support

8. The applicant must be registered in the National Unified Employment Platform (JADARAT).
9. The minimum wage shall not be less than SAR 4,000 and the maximum wage shall not be greater than SAR 15,000.
10. The amount of support is calculated based on the salary recorded in social insurance.
11. The applicant's registration period in Social Insurance should not be less than 90 days, calculated from the date of registration. The establishment can submit a support request on the electronic services of the Human Resources Development Fund, starting from day 91 to day 180 from the date of his registration in Social Insurance.
12. A new support request shall not be submitted for an employee who was in the same establishment until 6 months have passed from the date of exclusion from social insurance.
13. Support for previous employment support programs is completed for those who have not completed 24 months and have not exceeded 3 support times. Active beneficiaries are not supported in employment-related training support programs. Those who have benefited from the product can (job search assistance, Qurrah, Wusool, professional certificates, dialysis support, e-training) can support in the product.

## Employment Support

### Support Mechanism

- Support to beneficiary enterprises shall be in accordance with the Fund's approved mechanism and modifications, as follows:
  1. The duration of the support (24) months, the support rate starts at 30% of the employee's monthly wages
  2. The proportion of support provided can be increased in the following cases:
    - A. If the employee is a person with disabilities, 10% of the support provided to him shall be added according to his data in the National Unified Employment Platform (JADARAT)
    - B. If the supported employee is female, 10% support is added.
    - C. If the size of the beneficiary enterprise is medium, small or micro, add 10% support.
    - D. If the job is one of the economic sectors, 10% support is added.
    - E. If the job is located in cities other than (Riyadh, Jeddah, Dammam, Khobar), 10% support is added.
    - F. If the job is one of the professions and target job titles, 10% support is added.

The maximum amount of support (SAR 3,000) or 50% of the wage shall not exceed whichever is lower.

## Employment Support

### Available Service Delivery Channels

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

### Service Launch Date

- The service has been launched on: **23/03/2020**

### Policies, Regulations and Procedures:

#### Steps to obtain the service

1. Registration is through the electronic services of the Human Resources Development Fund.
2. Sign in with the Establishment account at the Ministry of Human Resources.
3. Select the Employment Support Product and agree to the terms.
4. Add the Establishment's IBAN

To learn more about the product and FAQ [Click Here](#)

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



For registration:

[hrdf.org.sa](http://hrdf.org.sa)

## ► The Childcare Support (Qurrah)



## The Childcare Support (Qurrah)

An initiative of the Human Resources Development Fund to create a bridge between hospitality centers to offer and market their services to Saudi women workers in the private and non-profit sectors to register their children, and to contribute to supporting women workers' access to the labor market and their employment stability.

### Target Group

- Children's hospitality centers

### Support Mechanism

- The Fund contributes up to 50% of the cost of children's hospitality up to SAR 1,600 per child

### Eligibility Requirements

1. The Centre shall be licensed by the Ministry of Human Resources and Social Development or by the Ministry of Education.
2. Agree to Terms and Conditions.
3. The Center has a bank account with the same name as the Center (IBAN is not accepted in the name of a personal account).
4. Register in Qurrah portal and add center data and services.

For registration:  
[hrdf.org.sa](https://hrdf.org.sa)





## The Childcare Support (Qurrah)

### Available Service Delivery Channels

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

### Service Launch Date

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

### Policies, Regulations and Procedures

1. Log in to the registration page and add the required center information in Qurrah portal.
2. Entering the center page and activating the account.
3. Fill out the center information.
4. Wait for 24 hours until you are notified via e-mail of a response to your request.

To learn more about the product and FAQ [Click Here](#)

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



## The Dialysis Support



## The Dialysis Support

The product aims to stimulate private sector establishments to recruit patients with kidney failure and continue their work in order to achieve their functional stability

### Target Group

- Saudi kidney failure patients working in the private sector.

### Eligibility Requirements:

1. The request for support is for a Saudi national.
2. The employee is registered with the State Social Insurance Corporation.
3. The employee is a dialysis operator.
4. The employee must have a membership number with the Saudi Center for Organ Transplantation (SCOT).
5. The establishment shall pay the wage without discounting the days of the candidate's absence for dialysis.
6. The establishment shall submit the monthly invoice with the documents requested by the Fund.
7. This program is characterized by giving the employee (renal failure patient) eligibility to benefit from it even though it is supported by another program.

## The Dialysis Support

### Support Mechanism

The establishment shall be compensated for the working days in which the employee is absent to perform dialysis, provided that the compensation shall not exceed the rate of thirteen working days within one month. The amount of compensation shall not exceed SAR 3,466 per month for the employee. The employee shall be supported during the period of his employment in the private sector until he leaves the job.

### Available Service Delivery Channels

- Training and Employment platform: [Click Here](#)
- Human Resources Development Fund Website: [Click Here](#)

### Service Launch Date

- The service has been launched on: **07/06/2023**

### Policies, Regulations and Procedures

#### **Steps to obtain the service**

1. Sign up in Training and Employment System.
2. Apply for support request via Establishment account.

To learn more about the product and FAQ [Click Here](#)

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





## Other Programs

## The 9/10ths





## The 9/10ths

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

### 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 account
3. Select the service and fill out information

To learn more about the product and FAQ [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 online 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 (Jadarat) platform
- Business owners (public, semi-government, private and non-profit)

## Job matching

### Product services

1. Job vacancy analysis at the unified national recruitment platform (JADARAT) to achieve functional harmonization and increase recruitment efficiency
2. Analysis of qualifications' data and inventory of those who are serious about job on an ongoing basis; To align supply with demand for jobs
3. Sharing candidates' data on the work of qualified persons with HRDF branch management and channels to achieve functional alignment according to vacancies
4. 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 dated 20-6-1442 AH, 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:

### Improvement

Facilitate recruitment and job search procedures for citizens in the Kingdom.

### Unification

Combine recruitment efforts and localization for all sectors in one platform

### Adequacy

Provide all business owners with access to all suitable job seekers from all over the Kingdom.

### Effectiveness

The use of modern technologies such as artificial intelligence, advanced analysis and behavioral science in the service of job alignment.

### Transparency

Enabling decision makers to build labor market governance decisions by familiarizing them with the challenges and potential with the highest degree of transparency.

### Justice

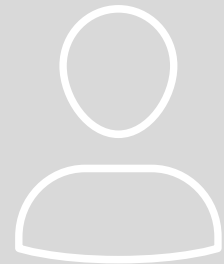
Ensure fairness and clarity in recruitment procedures and job data.

### Accuracy

Reflect a real and accurate picture of the reality of the labor market, job sources and business owners' challenges in finding candidates.

## 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**

## Platform features 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.

## Platform features 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.

## We are happy to provide support through the Fund's channels

### 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](https://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](https://www.hrdf.org.sa)
- A communication channel dedicated to investors in the education sector.

### Branches & Centers

#### HRDF 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

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Job Placement Centers

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Recruitment Offices



**THANK YOU**

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