



Ministry of Human Resources and Emiratisation

Tawteen Gate

USER MANUAL – Employer

Version: 1.2

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About Tawteen Gate

The Ministry of Human Resources and Emiratisation (MOHRE) applies a strategic plan that seeks to transform the job market in the UAE into an empowering attractive market for Emirati talents.

This represents a roadmap in managing manpower in the UAE to reach a new phase of development and establish a knowledge-based economy according to the future vision of the government; thus contributing to the government's efforts to realize the objectives of the UAE Vision 2021.

In order to achieve this, MOHRE adopts a comprehensive system of policies, standards, regulatory instruments, institutional partnerships, and excellent services. In addition, the Ministry seeks to realize its strategic plan that includes: empowering Emirati manpower; protecting the work environment; and enhancing the job market, while reinforcing innovation, and providing excellent services—including all administrative services—according to high standards of quality, efficiency, and transparency.

A system concerned with the process of managing the job Seekers recruitment cycle from the moment of building a resume, then searching for jobs or applying for training to planning a career path, allowing the Job Seekers to follow the interview process by the concerned employers.

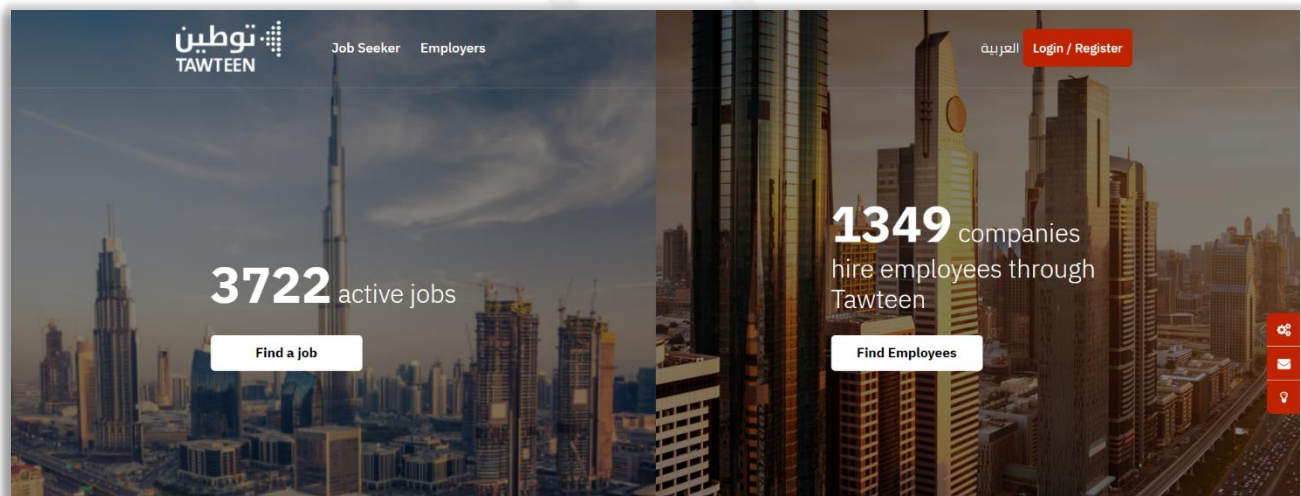
It also provides services for employers, such as searching for citizens looking for work, joining the club of Tawteen partners and planning the workforce according to the needs of each establishment.

Tawteen Gate in General

Home Page

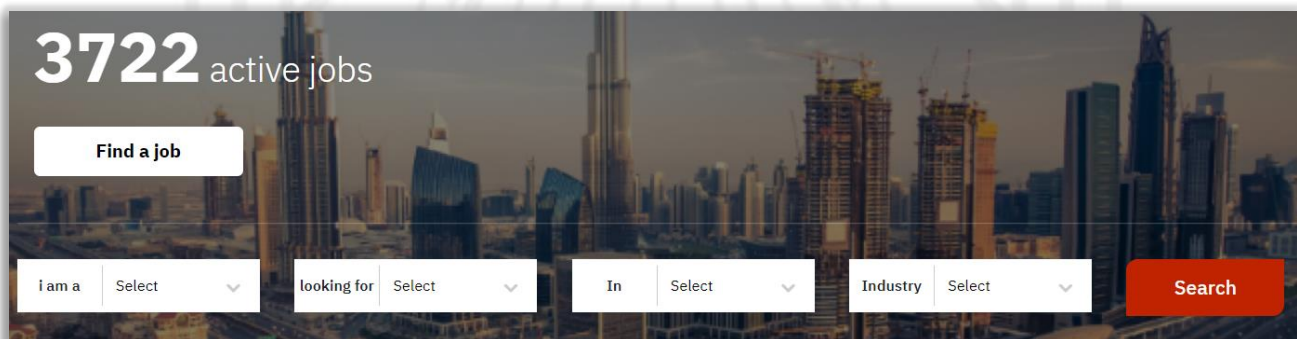
The system allows, before creating the account or registering on the site, to display the available jobs or training according to the desired emirate to work with and by sector.

Employers may offer all Job Seekers looking for work according to the required experience, language, degree of education, and the sector concerned.

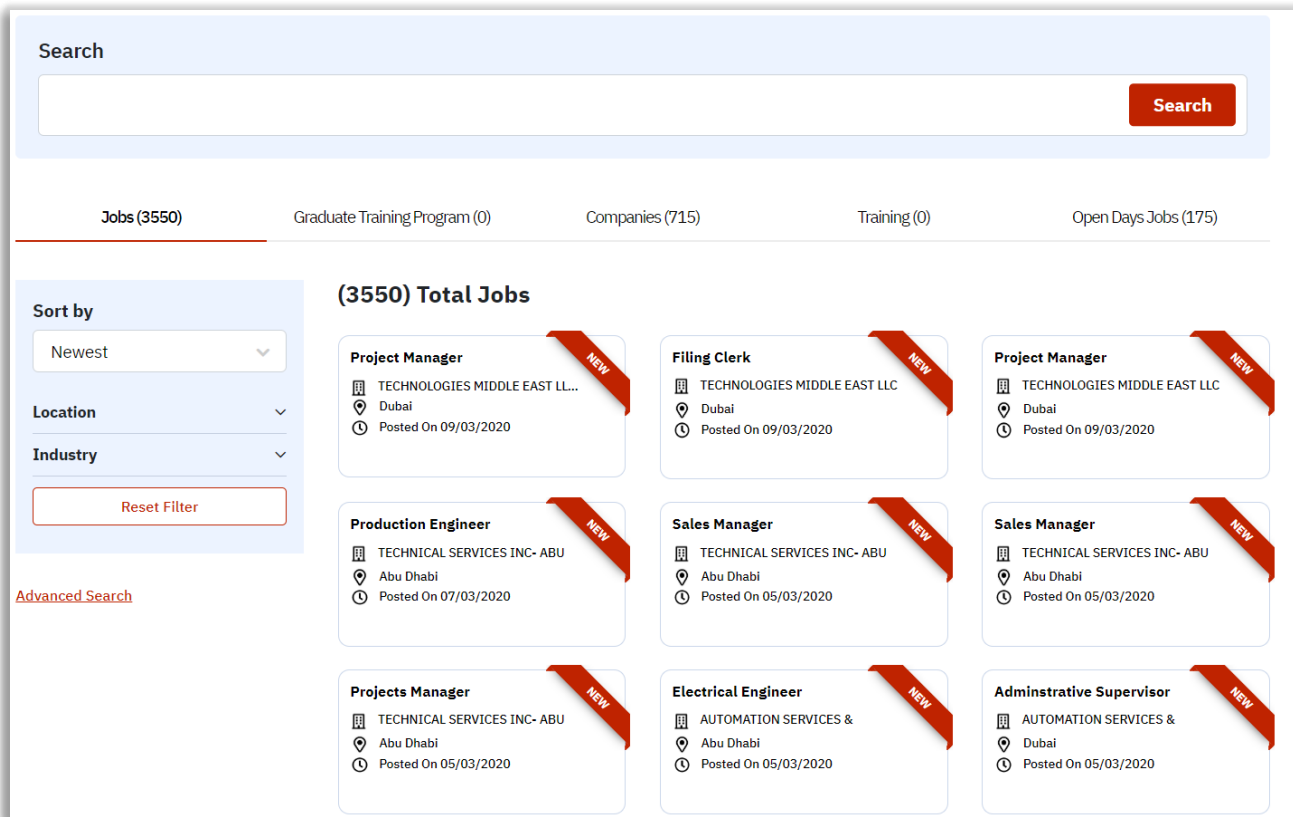


Find A Job

It allows you to search for jobs in a specific sector in more than one emirate or to search for Training.



After selecting the search, the search result's page appears with advanced search feature, where you can select more than one emirate, or choose more than sector interested in.



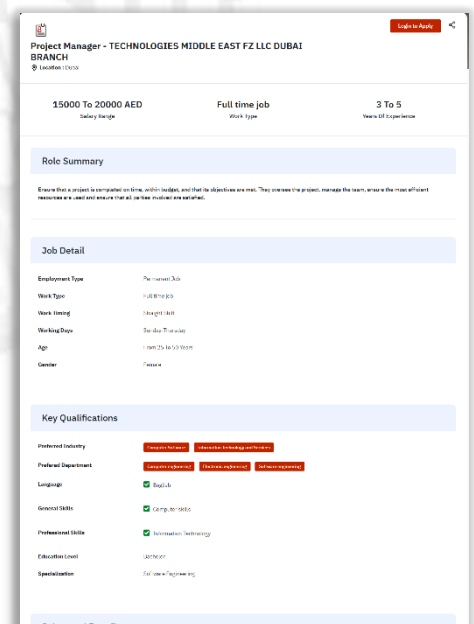
The system allows to display recently added jobs ,Under the (New) tag.

In addition to the jobs that have been identified by the Ministry as a (Hot Jobs), according to the job title or salary.

You can also see **training programs for graduates, companies, training and jobs** available through **open days** for employment.

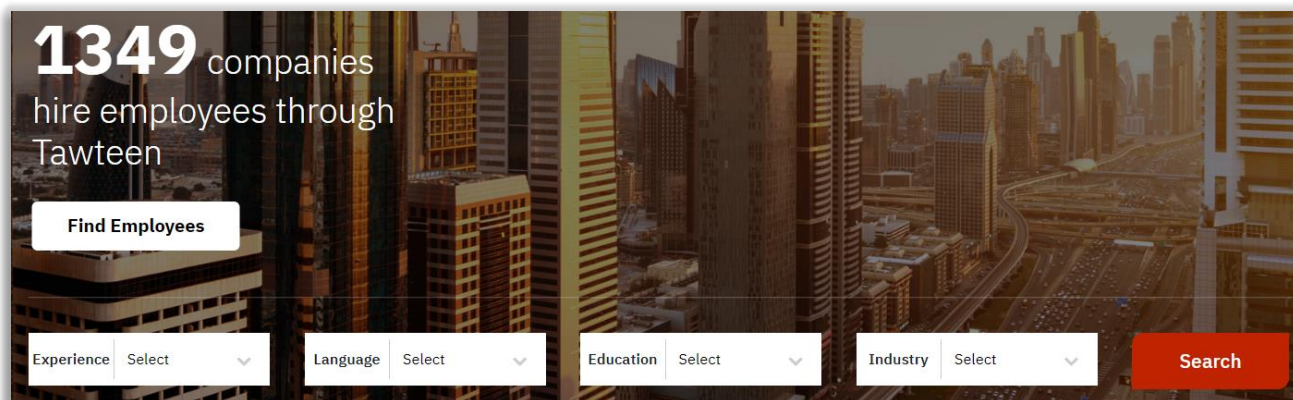
When selecting a specific job, a page for that job's details is opened divided into parts:

- 1- Job Details.
- 2- Job Overview.
- 3- The applicant's required information.
- 4- Skills, education and specialization.
- 5- Salary and bonuses.



Find Employees

It allows employers to search for UAE locals looking for jobs in a specific sector and by emirate.

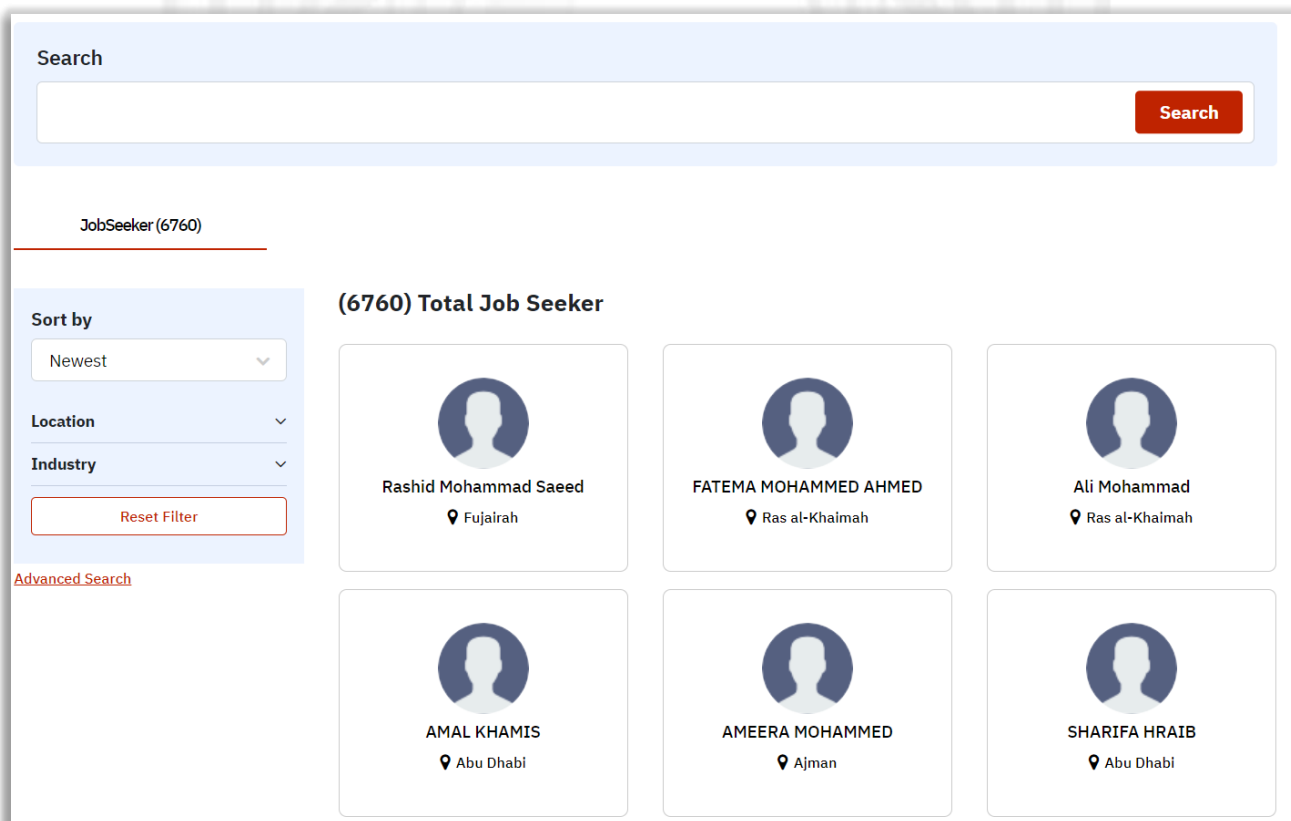
A banner for the 'Find Employees' section. It features a background image of a city skyline. On the left, it says '1349 companies hire employees through Tawteen'. Below this is a 'Find Employees' button. At the bottom, there are four dropdown menus for 'Experience', 'Language', 'Education', and 'Industry', each with a 'Select' label and a dropdown arrow. To the right of these is a red 'Search' button.

1349 companies hire employees through Tawteen

Find Employees

Experience Select Language Select Education Select Industry Select Search

After selecting the search fields, the search results page appears with the advanced search feature, where you can select more than one emirate according to the JS location or choose one or more sector.

A screenshot of the search results page. At the top is a 'Search' bar with a red 'Search' button. Below the bar, it says 'JobSeeker (6760)'. On the left is a sidebar with 'Sort by' (Newest), 'Location', and 'Industry' filters, and a 'Reset Filter' button. The main area is titled '(6760) Total Job Seeker' and displays a grid of six job seeker profiles. Each profile includes a silhouette icon, a name, and a location with a pin icon.

Search







Search

JobSeeker (6760)

Sort by
Newest
Location
Industry
Reset Filter

Advanced Search

(6760) Total Job Seeker

| | | |
|--|---|---|
|  Rashid Mohammad Saeed Fujairah |  FATEMA MOHAMMED AHMED Ras al-Khaimah |  Ali Mohammad Ras al-Khaimah |
|  AMAL KHAMIS Abu Dhabi |  AMEERA MOHAMMED Ajman |  SHARIFA HRAIB Abu Dhabi |

- Depending on the Job Seeker privacy settings, he can choose to show his data on the portal to the public or not.
- When clicking on a specific Job Seeker, the user is forced to **log-in** or **create** an account to see more details.

Services for job Seekers

The services provided by the Tawteen Portal for job seekers:

CV builder: Create your CV by collecting information on educational level, skills, experience and general information.

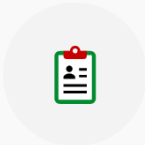
National Graduates Training Program: Building practical experience and providing graduates with skills through on-site training within a practical framework that responds to HR practices approved.

Career Planner: Career path planning helps you chart your career path depending on your areas of expertise and career specialization.

Open Days: Know and take advantage of job opportunities in the private sector by attending the open days of employment


Job Seekers

Your gateway to successful career. Find out how Tawteen works for you



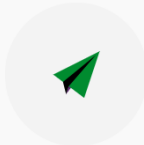
CV Builder

Create a professional CV to support job seeking.



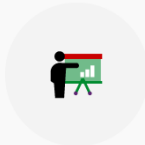
National Graduates Training Program

Building practical experience and providing graduates with skills through on-the-job training within a practical framework that responds to approved HR practices



Career Planner

Find the best path for your and your skills.



Open Days

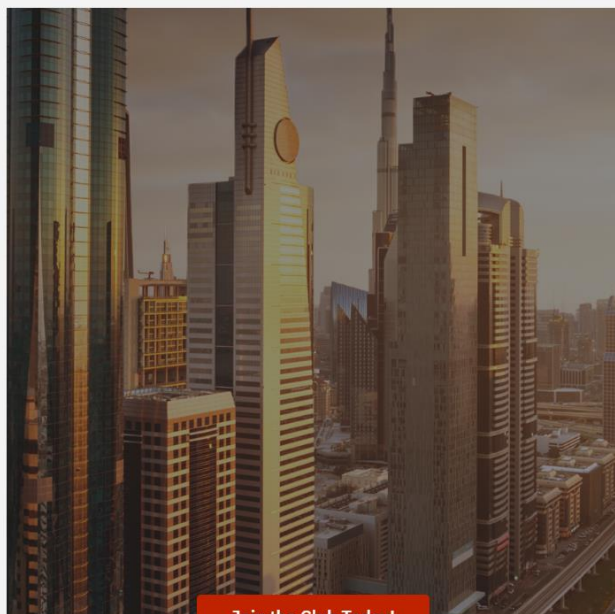
Know and take advantage of private sector employment opportunities by attending open days

Tawteen Partner Club

Tawteen Partners Club is one of the initiatives of the MOHRE, which aims to provide a package of privileges, incentives and distinguished services provided to establishments registered with the Ministry and supporting Emiratisation according to the level of classification of the facility within the categories of Emiratisation Club.

Tawteen Partner Club

Do more, Benefit more. Discover exclusive and incentives by becoming partners of our Tawteen Club.



Employers

Services provided by the Tawteen Portal to employers:

Workforce Planner: Plan professionally your future needs of resources and workforces.

Tawteen Partner Club: Tawteen Partners Club is one of the initiatives of the MOHRE, which aims to provide a package of privileges, incentives and distinguished services provided to establishments registered with the Ministry and supporting Emiratisation according to the level of classification of the facility within the categories of Emiratisation Club.

Candidate Tracker: Track your candidate and all the needed information about them.

Employers

Discover Tawteen for business owners.



Workforce Planner

Plan professionally your future needs of resources and workforces



Tawteen Club

Tawteen Partner Club is a MOHRE Initiative. The club offers a package of special privileges, incentives, and services to MOHRE-registered establishments according to each establishment's classification in the club




Candidate Tracker

Track your candidate and all information needed about him/her.

Success Stories


Success stories shows the job seekers get their jobs through Tawteen Portal and employers employed Job Seekers.

Success Stories




"Legal Department as she is working as
Legal analyst"

Rashid Saeed
Legal analyst



"IT Deapartment as she is working in
application and IT security"

Sara Abdulla
IT security



"Consultant within the Advisory service
at Ernst & Young Middle East & North
Africa"

Shamma Mohammad
IT Consultant

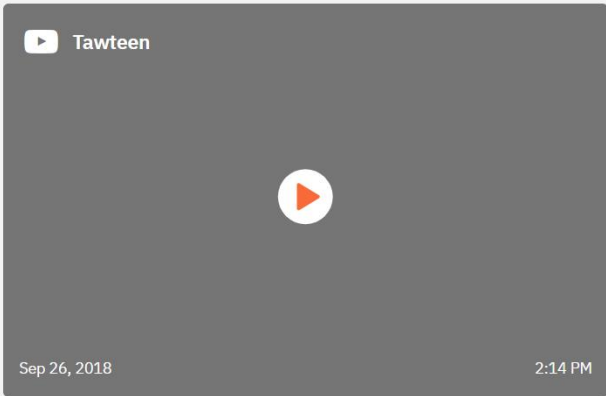
Your Own Success Story Awaits You

[Sign Up Now](#)

Media Corner


Displays the latest news, events and initiatives related to Emiratisation.

Media Corner



Tawteen

Sep 26, 2018 2:14 PM



Tawteen

استقبل سعادة عبدالله علي النعيمي - وكيل الوزارة المساعد للاتصال والعلاقات الدولية بالوزارة، معالي براساد شريفاستاف - رئيس اللجنة البرلمانية للصناعة والتجارة والعمل ورفاهية المستهلك في البرلمان الاتحادي اليماني، وذلك برفقة وفد من أعضاء اللجنة الوطنية لحقوق الإنسان في لبنان، حيث استعرض الطرفان أوجه التعاون في مجال تنظيم استخدام العمالة اليمانية إلى سوق العمل الإماراتي، وقام سعادة عبدالله النعيمي باستعراض جهود الوزارة والدولة في حفظ حقوق العمالة وأصحاب العمل وذلك من خلال

Login / Register

To be able to get all the services provided by the Tawteen portal, you must **log-In**, if a previous account was created, or create a new account in simple steps, each step below will be explained in detail.

Login / Register

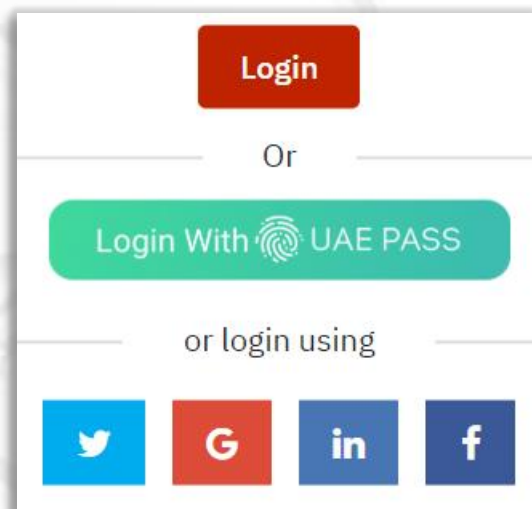
Log In

When you click on "**Sign in**" at the top of the page, a page for login information will be opened.

You can log in to the Tawteen Portal through:

- 1- Email and password.
- 2- UAE Pass.
- 3- Social media account.

You can choose the option (**Remember me**) if you want to save the login data temporarily until you log out.

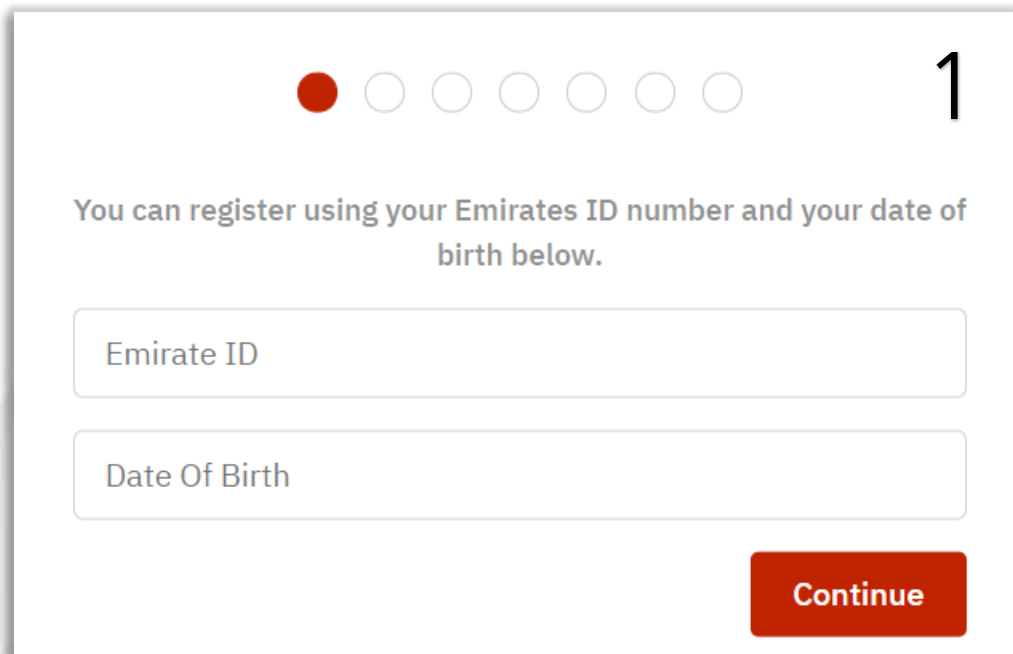


The screenshot displays the login interface of the Tawteen Portal. At the top, there is a red button labeled 'Login'. Below it is a horizontal line with the word 'Or' in the center. Underneath the line is a green button labeled 'Login With UAE PASS'. Below this is another horizontal line with the text 'or login using' in the center. At the bottom, there are four social media login buttons: Twitter (blue), Google (red), LinkedIn (blue), and Facebook (dark blue).

Create New Account

When clicking on Create a new account, the page will appear to create a new account.

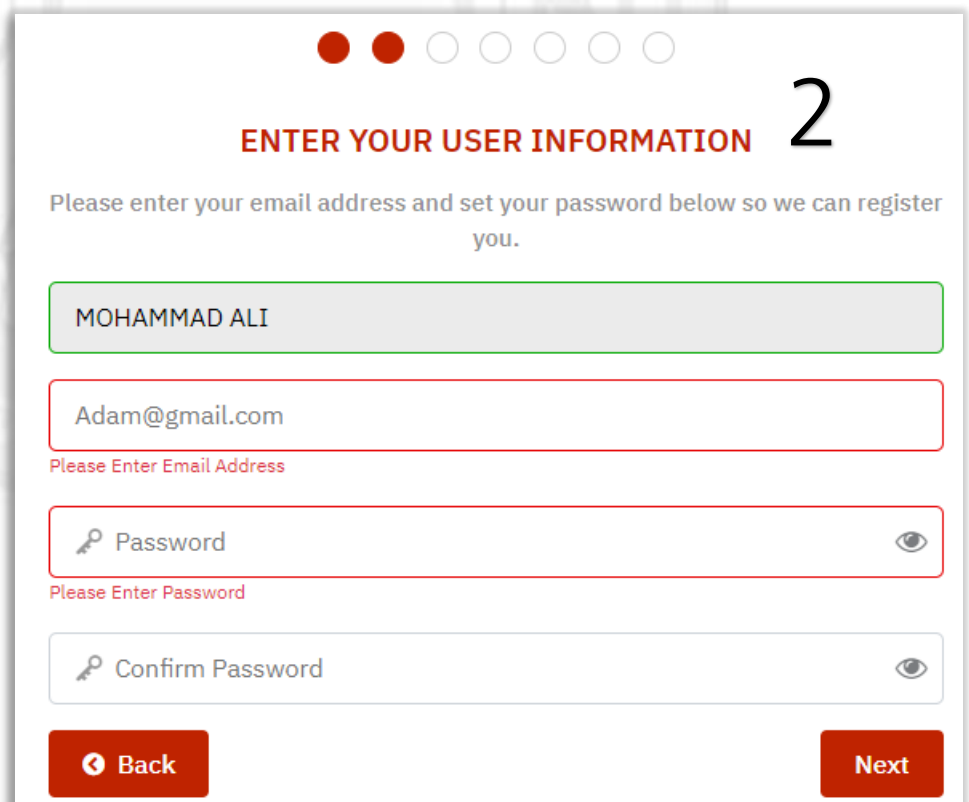
An effective Emirati ID number and date of birth is required or by registering with Social Media accounts.



Step 1 of the account creation process. The interface shows a progress bar with 7 circles, the first of which is filled red. Below the progress bar, the text reads: "You can register using your Emirates ID number and your date of birth below." There are two input fields: "Emirate ID" and "Date Of Birth". A red "Continue" button is located at the bottom right.

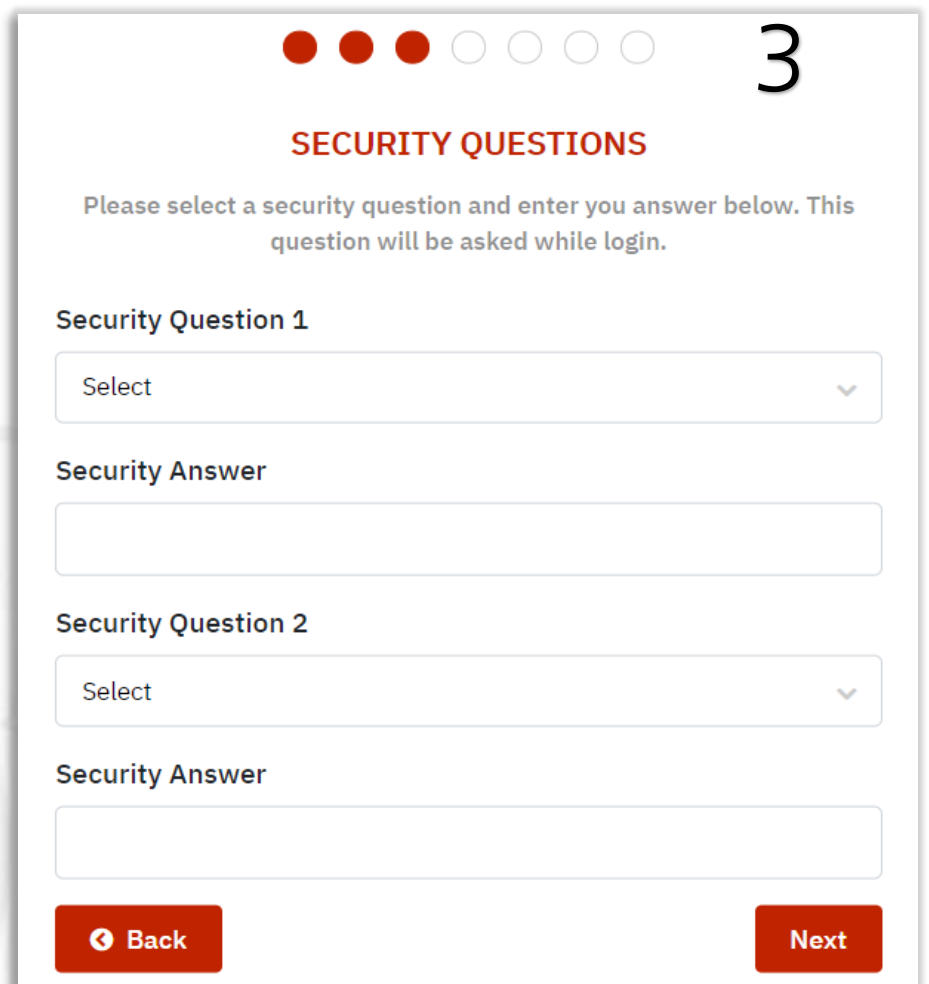
When entering the EID number with your date of birth and press **Continue**.

You will proceed to the second step, which is to **Enter The User Data** by filling in the email and specifying your password for the use on Portal.

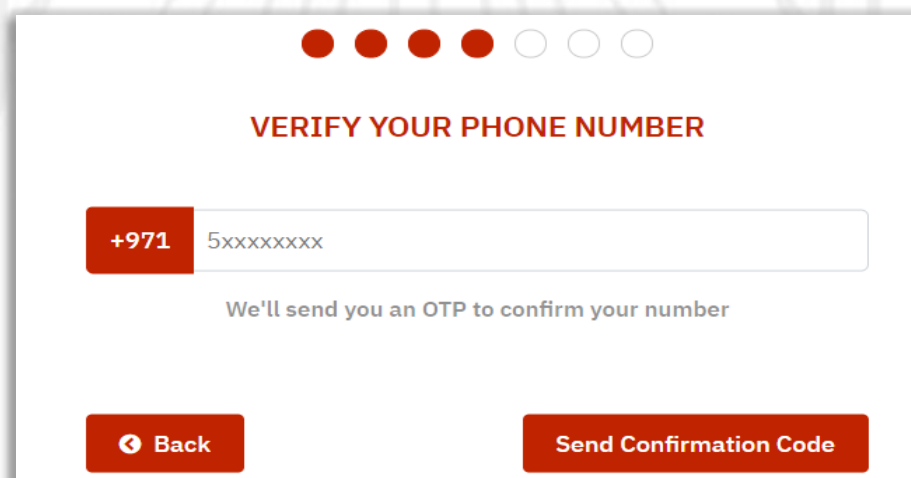


Step 2 of the account creation process. The interface shows a progress bar with 7 circles, the first two of which are filled red. Below the progress bar, the text reads: "ENTER YOUR USER INFORMATION". Below this, it says: "Please enter your email address and set your password below so we can register you." There are four input fields: a text field for the name (containing "MOHAMMAD ALI"), an email field (containing "Adam@gmail.com"), a password field (with a key icon and an eye icon), and a confirm password field (with a key icon and an eye icon). Below the email field is the text "Please Enter Email Address" and below the password field is "Please Enter Password". At the bottom, there are two red buttons: "Back" and "Next".

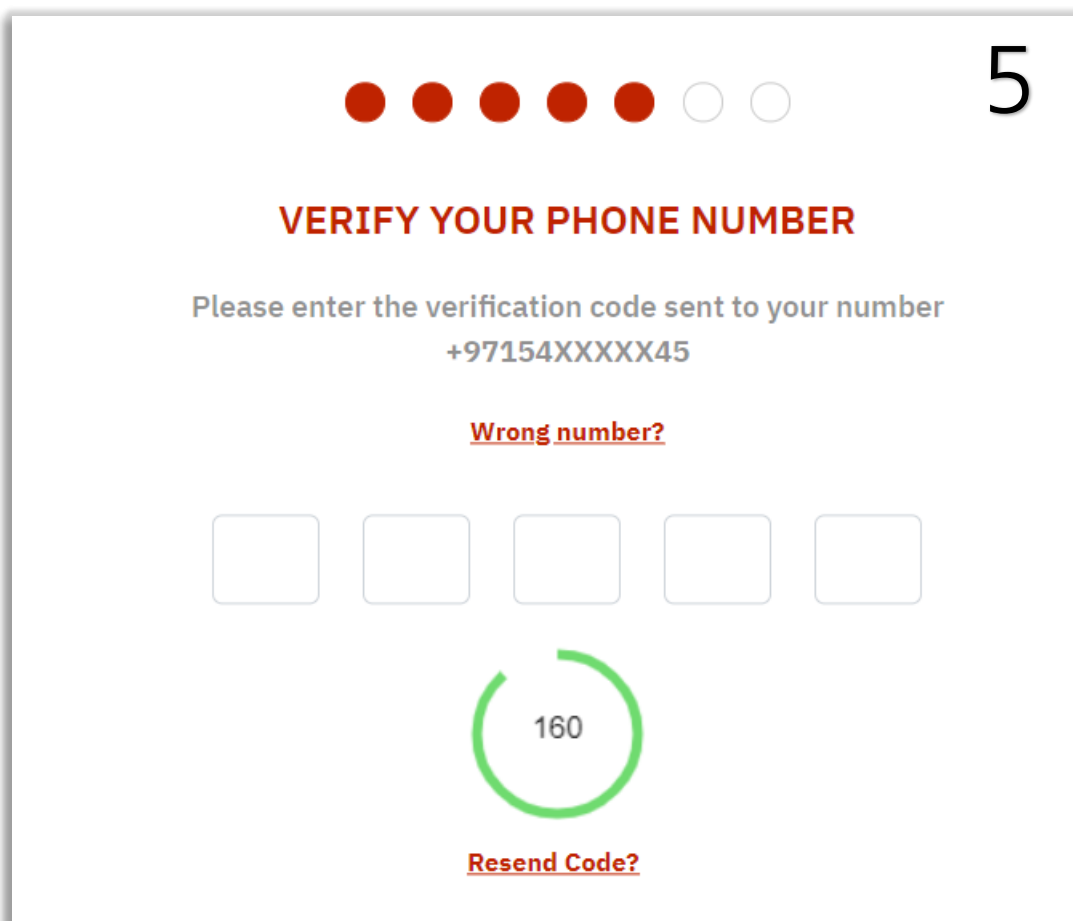
When you click on **Next**, you will proceed to the third step, which is the **Security Questions**. Choose a security question that suits you to verify it when you log in to the portal later.



When you click on **Next**, you will proceed to the fourth step. **Verify the mobile phone number**. You must enter your active phone number in order for the user to be verified, and to use it later in the notifications process.



After entering the phone number and press send the **verification code**, you will proceed to the fifth step.
Entering the **verification code**, you will receive a message on your phone used for the same number contains a 5-digit number. Copy the number and fill it in the boxes.



● ● ● ● ● ○ ○ 5

VERIFY YOUR PHONE NUMBER

Please enter the verification code sent to your number
+97154XXXXX45

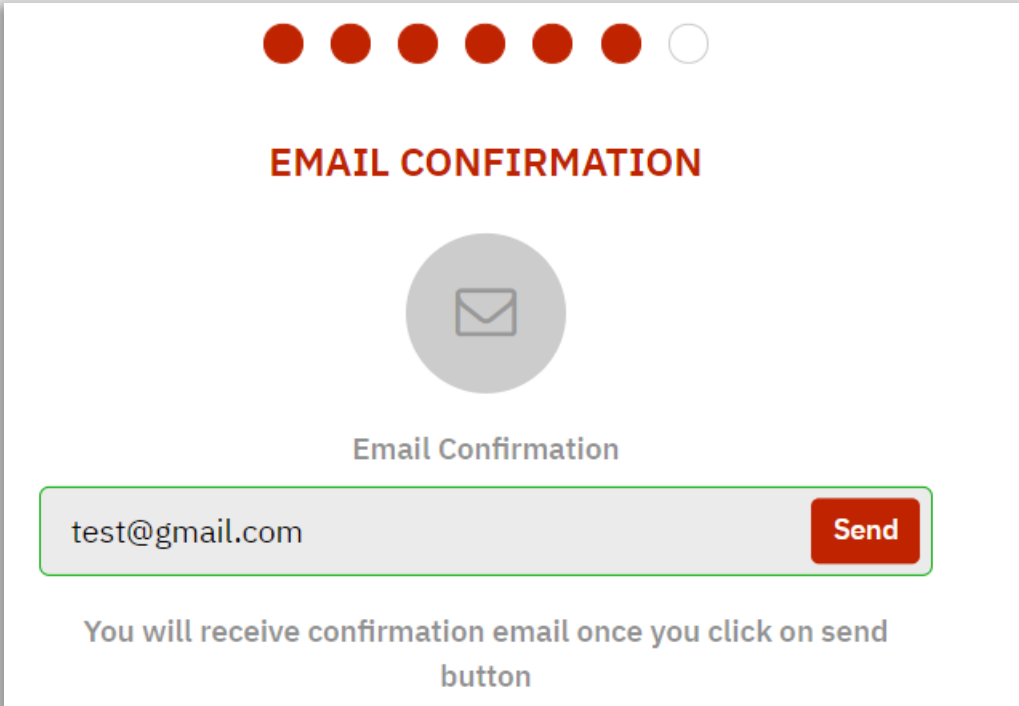
[Wrong number?](#)

160

[Resend Code?](#)

- If the message does not arrive within two minutes, you can press **Resend Code**.
- The code is only valid for 3 minutes. If it is not used, you must request it again

The system will automatically verify the code with the phone number and will proceed to the sixth step of **Email Confirmation**.



The screen displays a progress bar at the top with seven circles; the first six are red and the seventh is white. Below the progress bar, the text "EMAIL CONFIRMATION" is centered in red. Underneath is a gray circle containing a white envelope icon. The text "Email Confirmation" is centered below the icon. A text input field contains "test@gmail.com" and is outlined in green. To the right of the input field is a red button labeled "Send". Below the input field, the text "You will receive confirmation email once you click on send button" is centered.

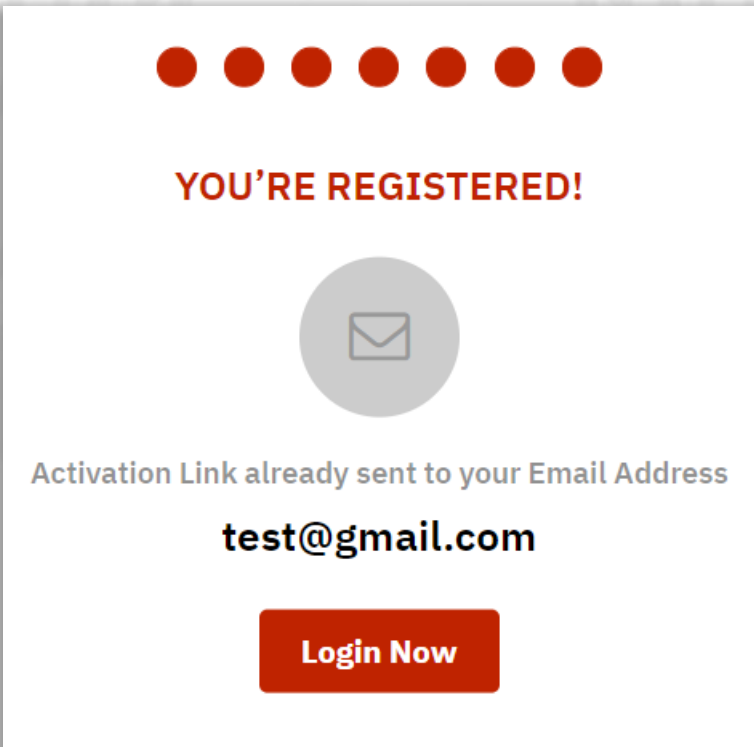
EMAIL CONFIRMATION

Email Confirmation

test@gmail.com **Send**

You will receive confirmation email once you click on send button

When you click **send**, a link will be sent to the entered email, and you'll be taken to the last step. **Registration Successful**.



The screen displays a progress bar at the top with seven red circles. Below the progress bar, the text "YOU'RE REGISTERED!" is centered in red. Underneath is a gray circle containing a white envelope icon. The text "Activation Link already sent to your Email Address" is centered below the icon. Below that, the email address "test@gmail.com" is centered in bold. At the bottom is a red button labeled "Login Now".

YOU'RE REGISTERED!

Activation Link already sent to your Email Address

test@gmail.com

Login Now

Forget Your Password

In case that you forget your password by entering the Tawteen Portal, the site can reset that password.

When you click on **forgot password**, you will go to a page asking you to enter the pre-registered email, to send a link to it, and when you click on it you will go to the page to enter a new password.

RESET PASSWORD

Email

Send

[Help & Support](#) | [العربية](#)



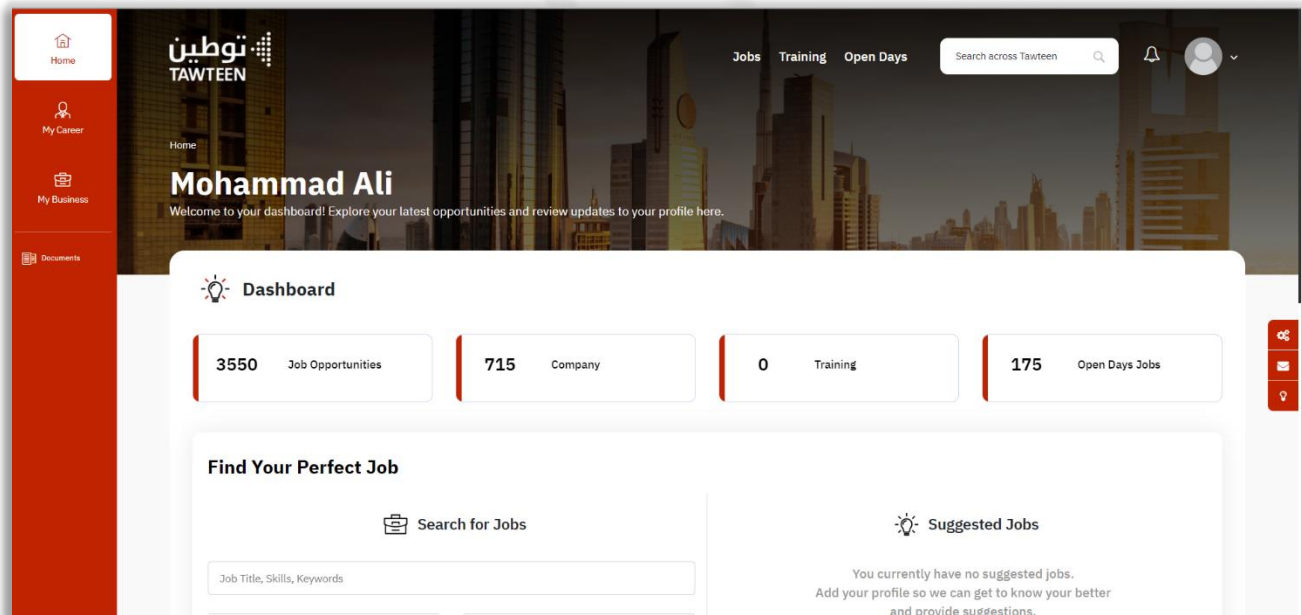
Home Page

After completing the registration process and login to Tawteen portal, home page will appear.

- The Portal is consisting of two parts:

- 1- Job Seeker (**My Career**).
- 2- An employer (**My business**).

You can use the system, as mentioned previously, to be a job seeker, employer, or both.



Dashboard


The dashboard contains of four parts as follows:

- 1- The number of job opportunities available in the portal.
- 2- The number of companies registered in the portal.
- 3- The number of trainings available in the portal.
- 4- The number of jobs in the open days for employment.

Find your Perfect Job

You can search for jobs by job title, Skill, Keyword, Industry or emirate.


Find Your Perfect Job

 **Search for Jobs**

Industry

Emirate

Search Jobs

 **Suggested Jobs**

You currently have no suggested jobs.
Add your profile so we can get to know your better
and provide suggestions.


Add Profile

- The system allows you to use all the available features as a job seeker or employer, only when creating one of the components as **My Career** if you are a job seeker or **My Business** if you are a business owner.

Suggested Jobs

The matching jobs are shown to you according to specific criteria such as educational level, specialization, experience, etc.

You must add your My Career, in order to see the suggested jobs.

 **Suggested Jobs**

You currently have no suggested jobs.
Add your profile so we can get to know your better
and provide suggestions.


Add Profile

Add Your Company


Enjoy the benefits of Tawteen Portal when adding your own companies in case you are a business owner.

You can manage companies, Tawteen partners club, staff and employees, and smart notifications.


Add your company now and unlock great features:




Company Management
Add your company and manage processes in one place



Smart Notifications
Get notified for upcoming license renewals, employee visa application or matching candidates




Tawteen Club
Be a part of the Tawteen club for employers and avail benefits for exclusive members




Workforce and Employment
Add jobs, recruit candidates and manage employees with workforce planning

What we need from you:
E-signature Card
OR
Trade License



eSignature Card

☒




Trade License

☐

Get Started


- In case your company falls under the umbrella of the MOHRE, you must enter an e-signature card.
- In case your company is semi-government or free zone, the commercial license number must be entered with the emirate.

What we need from you:
E-signature Card
OR
Trade License



eSignature Card

☒



Trade License

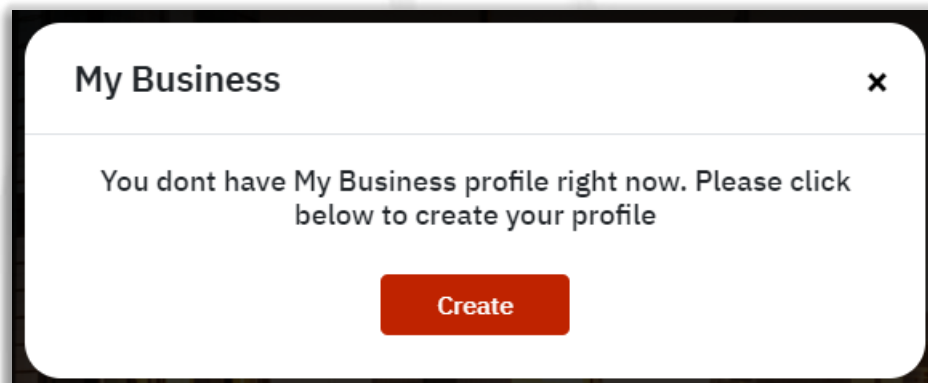
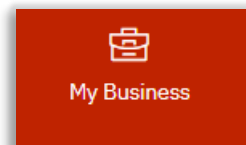
☐

Get Started

My Business

Create My Business

In order to be able to add vacancies, and follow up on your company updates, you must create my business profile, when you click on **My Business** a page will appear alerting you that my business does not exist and continue to create it:



You will automatically proceed to the Addition of your company:

- In case your company falls under the umbrella of the MOHRE, you must enter an e-signature card.
- In case your company is semi-government or free zone, the commercial license number must be entered with the emirate.

Add your company now and unlock great features:

Company Management
Add your company and manage processes in one place

Smart Notifications
Get notified for upcoming license renewals, employee visa application or matching candidates

Tawteen Club
Be a part of the Tawteen club for employers and avail benefits for exclusive members

Workforce and Employment
Add jobs, recruit candidates and manage employees with workforce planning

What we need from you:
E-signature Card
OR
Trade License

eSignature Card

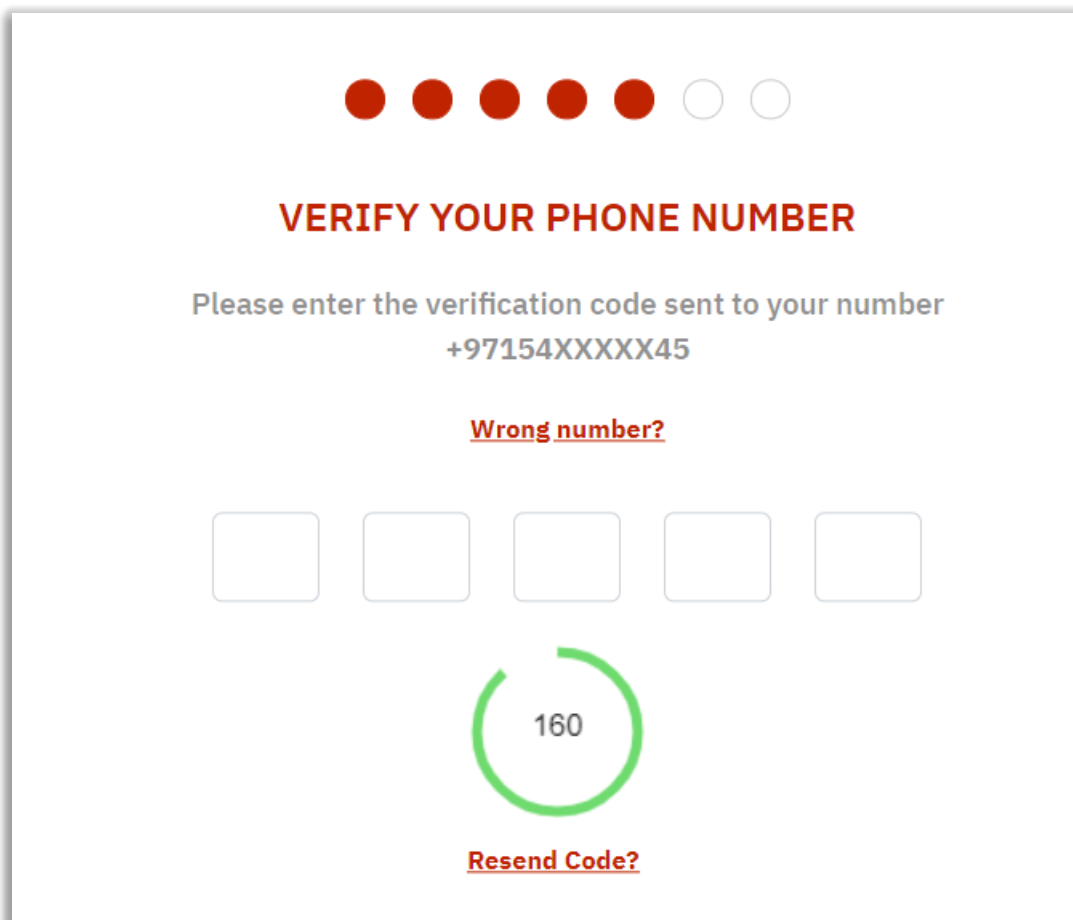
☐

Trade License

☐

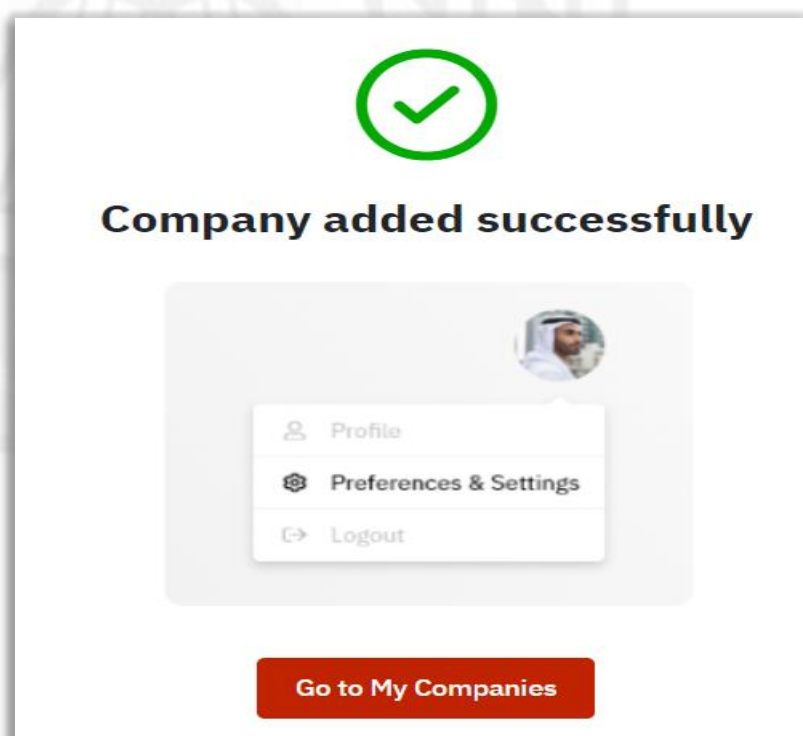
Get Started

After entering the number, press **start**, you will go to the activation code entry screen, which will received by the company owner phone number, used by the E-signature number.



A screenshot of a mobile application screen for phone verification. At the top, there are seven circles in a row; the first five are red and the last two are white. Below this, the text "VERIFY YOUR PHONE NUMBER" is displayed in bold red. Underneath, it says "Please enter the verification code sent to your number" followed by the example number "+97154XXXXX45". A link "Wrong number?" is provided. Below the text are five empty square input boxes for the code. A green circular progress indicator shows "160" seconds remaining. At the bottom, there is a link "Resend Code?".

After entering the code, a message appears that the registration process completed **successfully**:



A screenshot of a mobile application screen showing a successful registration message. At the top, there is a large green checkmark icon. Below it, the text "Company added successfully" is displayed in bold black. Underneath, there is a grey rectangular box containing a user profile picture and a menu with three options: "Profile", "Preferences & Settings", and "Logout". At the bottom of the screen, there is a red button with the text "Go to My Companies".

Click on **My Business Dashboard** to go to the home page.


Dashboard

Consist of the following:


Company Information

Contains the company name, location, employee details, owners, license number, date and issue of expiry and Emiratisation percentage.

Company Information



HBO MIDDLE EAST S A
Company Code: 0009
Location: Abu Dhabi
Tawteen Club [View Details](#)



Platinum

Employees

[View All](#)


| | |
|--------------------------|--------|
| Total Employees | 840 |
| Expats | 819 |
| UAE Nationals | 120 |
| Emiratisation Percentage | 2.50 % |

[Workforce plan](#)


License Information

| | |
|---------------------|------------|
| License Number | 1001XXX |
| License Issue Date | 15/09/2007 |
| License Expiry Date | 08/04/2020 |

Owners



Name : **Saeed Rashed**
Nationality : الإمارات



Name : **SARA AHMED**
Nationality : عمان

View all: Allows you to see all the employees under your company in detail.

You can view you **Tawteen Club** Details :



Company's Tawteen Club Details

Platinum

| | | | |
|-------------------------|------------|---------------------------------|----|
| Category | A | Salary Less than 15 Thousands | 45 |
| Membership Start Date | 23/09/2018 | Salary From 15K to 30K | 40 |
| Membership End Date | 06/11/2019 | Salary More Than 30K | 13 |
| Total Emirati Employees | 121 | Northern Female Employees Count | 5 |
| Total Employees | 841 | Special Needs Employees Count | 2 |
| Tawteen Percentage | 2.49% | | |
| Total Savings | 500000 AED | | |

Request to join the Tawteen Partner's Club: If you wish to participate in the Tawteen Partner Club, you can click on ([Join the Tawteen Partner's Club](#)). The system will be redirected to the home page for the Tawteen Partner Club system.

[Join Tawteen Club](#)

Permits and Licenses

Details of work permits and licenses appear as follows:

- 1- Expired work permits with violations.
- 2- Expired work permits without violations.
- 3- The licenses are expired.
- 4- Missing documents.
- 5- A problem with the wages protection system.
- 6- Pending transactions.
- 7- Quotas available.

Permits And Licenses

Expired WP With
Fine

0

Expired WP
without Fine

14

Expired Licenses

0

Pending and Missing

Missing
Documents

47

WPS Issues

0

Pending
Transactions

0

Qouta Available

210

Recruitment

Details of your company's recruitment processes are shown.

Recruitment

0

Contracts signed

0

Job Offered

99

Job Posted

0

Application Received

0

Interviews Scheduled

My Jobs


It shows the jobs added by your companies, applicant details and number of vacancies.


| Job | | | | | | | |
|--|------------------|-----------------|---------------------|-------------|--------|---------------|----------------------------|
| My Jobs (3) | | | | | | | |
| Job Title | Total Applicants | Total Vacancies | Direct Applications | Automatched | Tagged | Reference Id | Action |
| Human Resource Manager | 1 | 1 | 541 | 541 | 0 | TG/16XXX/2020 | Quick View |
| Service Manager | 1 | 1 | 50 | 541 | 0 | TG/16XXX/2020 | Quick View |
| Software Engineer | 1 | 1 | 100 | 541 | 0 | TG/XXX37/2020 | Quick View |
| <div>First Previous 1 Next Last</div> | | | | | | | |


My Services


It includes services for your company :

My Services

 [Work Permit Services](#) →

 [Establishment Card Services](#) →


 [Reports](#) →

 [Employee Services](#) →

Workforce Plan

It is a process of planning for your future needs for human resources and manpower.

When you click on the workforce planning menu, you will go to a page that shows all the companies listed under your name as an owner, you can search for companies from the search box at the top of the page and you can view the company details before adding the plan.

 **Workforce plan**

POWER CLEANING SERVICES & ...
Abu Dhabi
11/13/2019

10
Total Quota

1
Used Quota


9
Remaining Quota

[Add Workforce Plan](#)
[View Plan](#)

[First](#) [<](#) [1](#) [2](#) [>](#) [Last](#)

View Plan

It takes you to the workforce plans detail page, and shows a workforce report

 **Workforce plan**


HCO International Consultant


10
Total Quota

1
Used Quota

9
Remaining Quota

☐ View Report [Add Workforce Plan](#)


Plan2020 - Plan2021  3/5/2020 [View Details](#)

Plan 2021 - plan 2022  3/7/2020 [View Details](#)

Add Workforce Plan:

When you click on **Add Workforce Plan**, a new page will appear
It shows the name of the plan and its implementation year.

+ Add Workforce Plan

 **Workforce plan**

✓

Select Company

✎

Workforce Plan Details

○

Project Details

HCO International
Fujairah

9685XXXX
Licence Number

7/1/2020
Licence Expiry

10
Total Quota

1
Used Quota

9
Remaining Quota

Define Workforce Plan

English
WFP 2022

Arabic
تخطيط القوى العاملة 2022

Year
2022

+ Details

Cancel

Proceed

- Add the name of the plan in both language, specifying the year of implementation of this plan.
- By click on **Details**, a list of job details will be added to the plan:
- When you choose the **Job Title**, whether in Arabic or English, the job summary will be automatically filled out in both languages:

English
WFP 2022

Arabic
تخطيط القوى العاملة 2022

Year
2022

Job Title (In Arabic)
محاسب

Job Title
Accountant

Job Summary (In Arabic)
تخطيط وتنظيم وتنسيق العمليات المحاسبية لمؤسسة أو شركة، بالتشاور مع المديرين أو المؤسسات التي تقدم خدمات المحاسبة للشركات والمؤسسات الأخرى.

Job Summary
Plan, organise and coordinate the accounting operations of an enterprise or organisation, in consultation with managers or of businesses that provide accounting services to other companies and organisations.

Profession
Accountant

Gender
Any

Preferred Industries
Accounting Financial Services

Preferred Department
Accounting/ Finance Acting/ Modeling/ TV

- When you have finished filling out the fields, and selecting the number of vacancies required for this job title, click **Save**.
- You can **delete** the details of this title, and re add again.

Define Workforce Plan

English: WFP 2022 Arabic: تخطيط القوى العاملة 2022 Year: 2022

| | | | | | | |
|--------------------|-------------|------------|------------------|--------|------|---|
| Accountant - محاسب | 2 Vacancies | Any Gender | 1 - 2022 Quarter | Remove | Edit | ▼ |
|--------------------|-------------|------------|------------------|--------|------|---|

Remove Save

- You can add more than one job title in one Workforce plan.

Define Workforce Plan

English: WFP 2022 Arabic: تخطيط القوى العاملة 2022 Year: 2022

| | | | | | | |
|--------------------|-------------|------------|------------------|--------|------|---|
| Accountant - محاسب | 2 Vacancies | Any Gender | 1 - 2022 Quarter | Remove | Edit | ▼ |
|--------------------|-------------|------------|------------------|--------|------|---|

Remove Save

| | | | | | | |
|--------------------------------------|-------------|-------------|------------------|--------|------|---|
| Administrative Officer - مسؤول إداري | 2 Vacancies | Male Gender | 3 - 2022 Quarter | Remove | Edit | ▼ |
|--------------------------------------|-------------|-------------|------------------|--------|------|---|

Remove Save

- Upon completion and clicking **Continue**, you will be taken to the page of related projects to this plan if exist.

How many new projects do you have in the pipeline ?

None ▼

Did you add new activities ?

☐ Yes ☒ No

Cancel Submit

- If the plan is not related to a specific project, you can choose None and click **Submit**.
- If there is a specific number associated with the plan, choose the number from the list and fill in the fields:

HCO International
Fujairah

9685XXXX
Licence Number

7/1/2020
Licence Expiry

10
Total Quota

1
Used Quota

9
Remaining Quota

How many new projects do you have in the pipeline ?

1

First Party

Second Party

Project Cost (AED)

Completion %

Start Date

End Date

Emirate

Select

Job Type

Select

Did you add new activities ?

☒ Yes
 ☐ No

- In case of adding a new economic activity, choose the number, and choose the activity

Did you add new activities ?

☒ Yes
☐ No

1

Activity 1

- When finished, click **submit**.
- You will be taken to the workforce planning menu, and you can view the details of the plans presented.

- You can modify the workforce plan data, by clicking **edit**.

2022

View Report

Add Workforce Plan

WFP 2022 - 2022 تخطيط القوى العاملة 3/11/2020

EditView Details

Posting Workforce Plan Jobs

After adding and submitting a workforce plan, you can post the job and link it to an Openday.

2022

View Report

Add Workforce Plan

WFP 2022 - 2022 تخطيط القوى العاملة 3/11/2020

EditView Details

Accountant
Total Vacancies: 2 Posted Vacancies: 0 Gender: Any

Post Job

Administrative Officer
Total Vacancies: 2 Posted Vacancies: 0 Gender: Male

Post Job

Click on **Post** a job, you will move to Post Job Page.

It consists of four parts:

1- **Job Details:** Contains job details such as job title, specialization, experience, etc.

Post Job

Job Detail

Add Applicants Details

Review

Post

Job Detail

Occupation

Accountant

Profession

Accountant

Job Summary

Plan, organise and coordinate the accounting operations of an enterprise or organisation, in consultation with managers or of businesses that provide accounting services to other companies and organisations.

Job Summary (In Arabic)

تخطيط وتنظيم وتنسيق العمليات المحاسبية لمؤسسة أو شركة، بالتشاور مع المديرين أو المؤسسات التي تقدم خدمات المحاسبة للشركات والمؤسسات الأخرى.

Add Vacancy

When click on add a vacancy the list will appear, you must specify the emirate and the city and the area, and the number of vacancies required is specific to 1.

Add Vacancy

Emirate

Dubai

City

DUBAI

Area

AL BARSHA FIRST

Number of Vacancy

1

Add

Work Over View

Specify the type of employment, type of work, time of work, work week:

Work Overview

Permanent Job



Full time job



Straight Shift



Sunday-Thursday



After completing and clicking on **next**, you will proceed to the next step.



2- Adding applicant details:

It contains details of the information required for applicants:

Applicant's Details

Preferred Industry

× Accounting

× Financial Services

Preferred Department

× Accounting/ Finance

× Acting/ Modeling/ TV

Age From

20

Age To

30

Languages

× Arabic

× English

Gender

Male

Female

Any

Skills & Specialisation

General Skills

× Language skills

× Writing skills

× Planning skills

Vocational Skills

× Account Management

× Accounting

× Administration

Education Type

University

Education Level

Bachelor

Major

Accounting

Salary breakdown

Salary Type

Monthly Wages

Basic Salary

6000

Min Salary (AED)

15000

Max Salary (AED)

20000

Allowances

Housing Allowance

2500

☒ Is First Party

Transport Allowance

500

☐ Is First Party

Children Education Allowance

10000

☐ Is First Party

Other Allowances

500

☐ Is First Party

Benefits

× Air Tickets

× Insurance

× Yearly Bonus

× Allowance

Fill out the required information, and click **Next**, to proceed to the third step.

3- Review:

Full details are displayed for the job to be posted, review the data and press:

The screenshot shows a 'Post Job' review interface with a progress bar at the top indicating four steps: Job Detail, Add Applicants Details, Review, and Post. The 'Review' step is currently active.

Job Detail

| | |
|---------------------|---|
| Years Of Experience | From 2 To 5 Years |
| Job Title | Accountant |
| Job Summary | Plan, organise and coordinate the accounting operations of an enterprise or organisation, in consultation with managers or of businesses that provide accounting services to other companies and organisations. |

Work Overview

| | |
|-----------------|-----------------|
| Employment Type | Permanent Job |
| Work Type | Full time job |
| Work Timing | Straight Shift |
| Working Days | Sunday-Thursday |

Applicant's Details

| | |
|----------------------|---|
| Preferred Industry | Accounting Financial Services |
| Preferred Department | Accounting/ Finance Acting/ Handling TV |
| Languages Known | Arabic English |
| Age | From 20 To 30 Years |
| Gender | Any |

Skills Education And Specialisation

| | |
|-----------------|--|
| General Skills | Language skills Writing skills Planning skills |
| Vocation Skills | Account Management Accounts Administration |
| Education Type | University |
| Education Level | Bachelor |
| Major | Accounting |

Salary breakdown

| | |
|------------------------------|---|
| Basic Salary | 6000 |
| Benefits | 40 Tickets Insurance Work Bonus Allowance |
| Housing Allowance | 2500 AED |
| Transport Allowance | 500 AED |
| Children Education Allowance | 10000 AED |
| Other Allowances | 500 AED |

At the bottom right, there are three buttons: 'Back', 'Save And Publish', and 'Save'.

Save and publish: To post the job to the site.

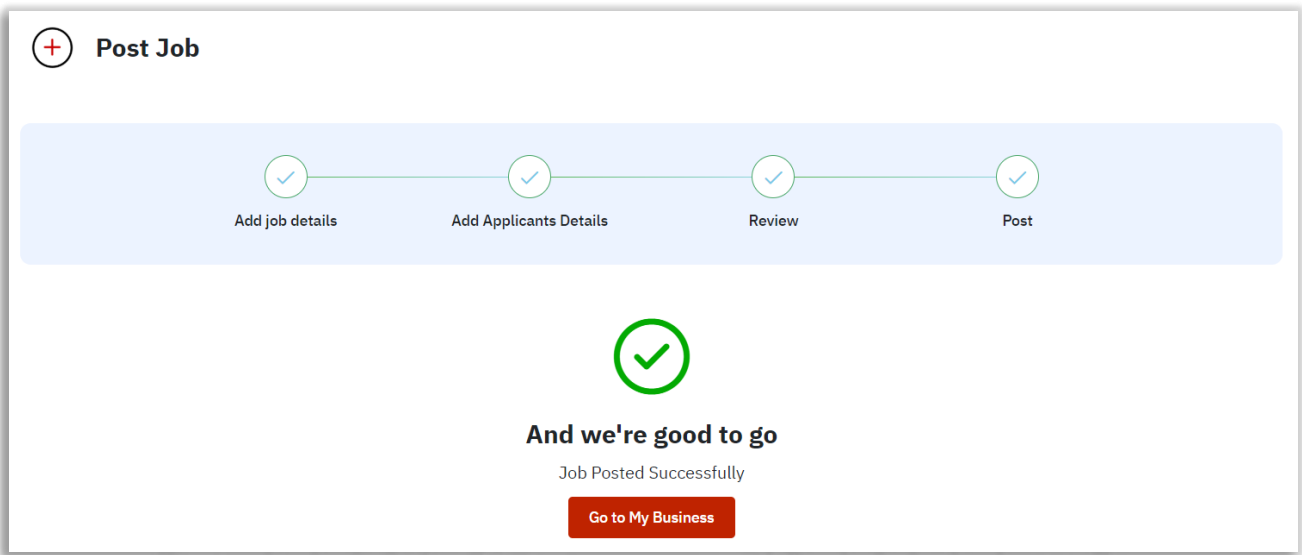
Save: to be saved in draft.

Back: go back to the previous step

A row of three buttons: 'Back' (white with red border), 'Save And Publish' (solid red), and 'Save' (solid red).

4- Job Publishing:

The job posting success message appears.



My Jobs

Contain the details of the company's jobs, consist of:

1- Published Jobs.

Showing the added jobs from the Workforce plans and it has been published, you can [link the job](#) to an open day to speed up the process of finding Jobseekers, [Unpublish](#) the job, [View Applicants](#) of the job, and [View Details](#) of that job.

7 Published Jobs

Accountant

Abu Dhabi,Dubai

1X1X1

Tawteen

Reference Id

11185-

241101-

71787

Vacancy Code

2

Vacancies

0

Applied

0

Open Day

Action

Link To Event

UnPublish

View Applicants



View Details



View All



2- Waiting For MOHRE Approvals.

These are the jobs that were submitted in the workforce plan and awaiting the Approval from MOHRE.

3 Waiting for Mohre approval

| | | | | | | | |
|---|---------------|-----------|---------|-----------------------------------|-------------|---|--------------|
| Human Resource Manager | TG/16XXX/2020 | 1 | 0 | Waiting for Mohre approval Status | - | - | Action ▾ |
|  Company Limited international | Reference Id | Vacancies | Applied | Published Date | Expiry Date | | |
|  Dubai | | | | | | | View Details |

| | | | | | | | |
|---|---------------|-----------|---------|-----------------------------------|-------------|---|----------|
| Human Resource Manager | TG/16XXX/2020 | 1 | 0 | Waiting for Mohre approval Status | - | - | Action ▾ |
|  Company Limited international | Reference Id | Vacancies | Applied | Published Date | Expiry Date | | |
|  Abu Dhabi | | | | | | | |

| | | | | | | | |
|---|---------------|-----------|---------|-----------------------------------|-------------|---|----------|
| Service Delivery Manager | TG/16XXX/2020 | 1 | 0 | Waiting for Mohre approval Status | - | - | Action ▾ |
|  Company Limited international | Reference Id | Vacancies | Applied | Published Date | Expiry Date | | |
|  Dubai | | | | | | | |

3- Unpublished Jobs

These are jobs that have been added to the workforce plan and saved without Posting.

1 Unpublished Jobs

| | | | | | | | |
|-------------------------------|--------------|-----------|---------|-------------|----------------|-------------|--|
| Asphalt Spreader Driver | - | 1 | 0 | UnPublished | 2020-03-19 | 2020-03-24 | Action ▾ <div><div>Publish</div><div>Edit Job</div><div>View Details</div></div> |
| Company Limited international | Reference Id | Vacancies | Applied | Status | Published Date | Expiry Date | |
| Dubai | | | | | | | |

4- Workforce plan Jobs Not Posted.

These are jobs that have been added to the workforce plan and have not been posted.

| 2 WFP Jobs Not Posted | | | | | |
|--|------------------------------|-----------------------------|-----------------------------|------------------------------|-----------------|
| Human Resource Manager Company Limited international Dubai | 1XX20XX11 Job Code | 121XXX ENSCO Code | 7 Total Vacancies | 4 Posted Vacancies | Post Job |
| Asphalt Spreader Driver Company Limited international Abu Dhabi | 1XX20XX11 Job Code | XXX202 ENSCO Code | 6 Total Vacancies | 1 Posted Vacancies | Post Job |

5- Other:

the Expired jobs and cancelled.

| 7 Others | | | | | | | |
|---|-----------------------------------|-----------------------|---------------------|----------------------------|-------------------------------------|----------------------------------|---------------|
| Service Delivery Manager Company Limited international Dubai | 52XX Reference Id | 1 Vacancies | 5 Applied | Cancelled Status | 2006-02-07 Published Date | 2016-02-15 Expiry Date | Action |
| PROJECT ENGINEER Company Limited international Abu Dhabi | 24XXX/2017 Reference Id | 1 Vacancies | 0 Applied | Cancelled Status | 2017-10-25 Published Date | 2018-10-30 Expiry Date | Action |
| LEGISLATOR Company Limited international Dubai | 24XXX/2017 Reference Id | 1 Vacancies | 0 Applied | Cancelled Status | 2017-11-20 Published Date | 2017-12-31 Expiry Date | Action |

My Companies

All companies listed under the owner's account appear, whether under the umbrella of the Ministry, semi-government companies or free zone companies.

The screenshot shows the 'My Companies' interface. At the top, there's a header with a building icon, the title 'My Companies', and an 'Add Company' button. Below the header is a search bar with the placeholder text 'Search By Company Name, eSignature Card Number, Trade License Number'. To the right of the search bar is a 'List View' button with a list icon. The main content area displays three company cards. Each card has a building icon, a company name, a location, and a table of details. The first card is for 'POWER BUILDING MAINTENANCE LLC BRANCH' (LLC) in Abu Dhabi, with 1 employee, license number 112XXX3, and expiry date 2019-11-13. The second card is for 'HCO International' (Free Zone) in Fujairah, with 0 employees, license number XXX55227, and expiry date 2020-07-01. The third card is for 'FOX GENERAL TRADING (LLC)' (LLC) in Dubai, with 0 employees, license number 551XXX, and expiry date 2018-12-06.

| Company Name | Location | Employees | License Number | License Expiry Date | License Type |
|---------------------------------------|-----------|-----------|----------------|---------------------|--------------|
| POWER BUILDING MAINTENANCE LLC BRANCH | Abu Dhabi | 1 | 112XXX3 | 2019-11-13 | LLC |
| HCO International | Fujairah | 0 | XXX55227 | 2020-07-01 | Free Zone |
| FOX GENERAL TRADING (LLC) | Dubai | 0 | 551XXX | 2018-12-06 | LLC |

- You can add the free or semi-government companies by commercial license number.
- When you create My Business profile, system automatically will import the companies under the Ministry's umbrella.
- Commercial and semi-government licenses companies must be added manually.

Add Company

When you click on **Add Company**, a **company details** page will appear, fill out the fields and attach a copy of the Trade license and company logo, and click **Next**.

Company Details

Owners Details

Notification

Company Details

Enter Trade License Number

Trade License Issue Date

Trade License Expiry Date

Company Name

Company Name Arabic

Emirate

City

Company Type

Company's Industry

Upload Trade Licence

Upload Logo

You will go to the second step, **owner** details.

The registered user data as the first owner of the company is automatically imported.

Owner 1

Emirates ID

Date Of Birth

Name (English)

Name (Arabic)

Emirates ID Expiry

Gender

Family Book Number

Role

Select the nationality and emirate of residence, and enter the contact information for you.

Nationality
Country
United Arab Emirates
Emirate
Select

Contact Information
Email
Adam@gmail.com
Please enter a valid email address
Mobile Number
05xxxxxxxx, 00971xxxxxxxx
Phone number must be from 9 to 14 digits, and starts with 0
Second Mobile Number
05xxxxxxxx, 00971xxxxxxxx

PreviousNext

After click on **Next**, you will proceed to the third step, **notifications**.

Choose the notification method that's suits you, and click **Submit**.

+ Add Company Profile

Company Details

Owners Details

Notification

Select Notification Preferences
eng

BackSubmit

- Requests to add companies will be sent to the Employer Relation Manager, for company details to be reviewed and approved.

After click **submit**, you will be redirected to the My Companies list, and the companies that were added recently appear:

My Companies Add Company

Search By Company Name, eSignature Card Number, Trade License Number


List View

| Company Name | Location | Employees | License Number | License Expiry Date | Company Type |
|---------------------------------------|-----------|-----------|----------------|---------------------|--------------|
| POWER BUILDING MAINTENANCE LLC BRANCH | Abu Dhabi | 1 | 112XXX3 | 2019-11-13 | LLC |
| HCO International | Fujairah | 0 | XXX55227 | 2020-07-01 | Free Zone |
| FOX GENERAL TRADING (L L C) | Dubai | 0 | 551XXX | 2018-12-06 | LLC |

- A tag appears showing the type of company (**Free Zone, LLC, semi-government**).
- The colour of the expiration date will change to red if the date is past.
- You can change the page view from list to grid.
- You can add a new company.

Company Details

When you open a company profile, company details, company representative and employee data will appear.


**Company Details**

Edit Company

Company Details


Representatives

Employees


Upload Logo
MH International
Fujairah

Employees
Total Employees **100**
Expats **65**
UAE Nationals **35**
Emiratisation Percentage **70 %**
[Workforce plan](#)

License Information
License Number **968XXXXX**
License Issue Date **2020-03-02**
License Expiry Date **2020-06-29**
[Company License](#)

Owners

Name: MOHAMMAD RASHID
Nationality: Emirati

Owner: 1
Name (English) : MOHAMMAD RASHI
Nationality: United Arab Emirates
Name (Arabic) : محمد راشد
Emirate: Fujairah
Gender: MALE
Emirates ID: 78420xx6xx0xx34
Family Book Number: 101/1xxxx

Representatives

Company Details

Representatives

Employees

Add Company Representative

MH International

Filter

RASHED MOHAMED

| | | |
|-----------------------------|---------------------------|--------------------------------|
| Company MH International | EIDA 78420XXXXXXXXXX | Date Of Birth 2001-09-02 |
| Mobile Number 050XXXXXXX | Email Haddad@gmail.com | Emirates ID Expiry 7/8/2022 |
| Is Interviewer Yes | Status Active | |

MAITHA SALEH

| | | |
|-----------------------------|---------------------------|--------------------------------|
| Company MH International | EIDA 78420XXXXXXXXXX | Date Of Birth 2001-01-27 |
| Mobile Number 050XXXXXXX | Email Haddad@gmail.com | Emirates ID Expiry 5/3/2021 |
| Is Interviewer Yes | Status Active | |

Action

Remove As Interviewer

In active

Edit

View Details

Action

Employees

Company Details


Representatives


Employees


MH International


Filter


Advanced Search


 **AMRAN TAYOUB**

 MH International

 Labour card: 697XXXXX

 ORDINARY LABOURER

 Abu Dhabi

 Expires on : 28/01/2019

Action

View Details

First < 1 > Last

You can use **advanced search**:

Advanced Search

X

Emirate

Select

Employee Name

Employee Name

Employee Person Code

Employee Person Code

Employee Passport Number

Employee Passport Number

Labour Card Number

Labour Card Number

Labour Card Issue Date

Labour Card Issue Date

Labour Card Expiry Date

Labour Card Expiry Date

Gender

Select

Employee Birth Date

Employee Birth Date

Passport Expiry Date

Passport Expiry Date

Employee Profession

Employee Profession

Nationality

Nationality

Clear All

Search

Open Days

All what you need about Opendays of employment is on this list, which contains of :
listing of your companies and details of Opendays.

| Open Days | | | | | |
|--------------------------------|----------------------|-----------------------|-------------------------|----------------|------------------------------|
| MH International | Fujairah Emirate | 1 Active Open Days | 5 Previous Open Days | 1 Attending | View Details |
| POWER BUILDING MAINTENANCE LLC | Abu Dhabi Emirate | 0 Active Open Days | 2 Previous Open Days | 2 Attending | View Details |

First < 1 2 > Last

When you click on [View Details](#), you will move to the details of the open days for that company and it contains three internal lists as follows:

Active Open Days

It shows the current open days, and allows you, to view the details of that open day.

| 1 Active Open Days | | | | | |
|-------------------------------------|----------------------|-----------|----------------|---------------------|------------------------------|
| Open Day - Tawteen Center Abu Dhabi | | | | | |
| Monday, March 16, 2020 | Emirate Abu Dhabi | Jobs 2 | Vacancies 4 | Sector OIL & GAS | View Details |
| 12: 00 AM - 02: 00 PM | ابوظبي | | | | |

Attending Open Days

It shows the attending open days, and allows you, to view the details of that open day.

| 1 Attending | | | | | |
|-------------------------------------|----------------------|-----------|----------------|---------------------|------------------------------|
| Open Day - Tawteen Center Abu Dhabi | | | | | |
| Monday, March 16, 2020 | Emirate Abu Dhabi | Jobs 1 | Vacancies 1 | Sector OIL & GAS | View Details |
| 12: 00 AM - 02: 00 PM | ابوظبي | | | | |

Previous Open Days

Previous open days appear, and allows you, to view the details of that open day

1 Previous Open Days

Open Day - Tawteen Center Abu Dhabi

Monday, March 16, 2020

12: 00 AM - 02: 00 PM

ابوظبي

Emirate

Abu Dhabi

Jobs

5

Vacancies

10

Sector

OIL & GAS

[View Details](#)

Open Day Details

When you click on View Details to see the details of the open day, you will be taken to the Open Day page.

OpenDay Tawteen Centre Abu Dhabi

MH International

Date: Monday, March 16, 2020

Time: 08: 00 AM - 12: 00 PM

Location: ابوظبي

Industry: Airline

Emirate: Abu Dhabi

Overview

Jobseekers

Jobs

Details

2

Total Jobs

[View All](#)

5

Jobseekers

[View All](#)

10

Vacancies

[View All](#)

3 Total interviews

0

Contracts signed

0

Offers signed

1

Shortlisted

0

Rejected

0

Absent

2

Pending Interviews

- Details of the open day, date and time, location, sector and emirate.
- An open day overview shows job numbers, job seekers and vacancies.
- Details of the interviews.
- Job seekers.
- Jobs.

Applicants

This page will show all the applicant submitted to your offered jobs, with interview status.

All Companies

Total Jobs
5

Total Vacancies
7

Applied Jobs
2

Total interviews
1

Rejected
0

Job Offered
1

Joined
0

| | | | | |
|------------------------------------|-----------------------------|------------------------|--|--------------------|
| RAWDA ABDALLA | | | | |
| Company Name Company Real State | Job Title Credit Manager | Emirate Dubai | Interview Status Contract Signed | Action |
| Emirates ID 78420XX9XX0XXX | Vacancy Code 1XXXX | Reference ID XX2311 | Open Day -- | |
| NOUF MOHAMMED | | | | |
| Company Name Company Real State | Job Title Credit Manager | Emirate Dubai | Interview Status Application Recieved | Action |
| Emirates ID 78420XX1XX0XXX | Vacancy Code XX2112 | Reference ID XX999 | Open Day -- | Review Application |

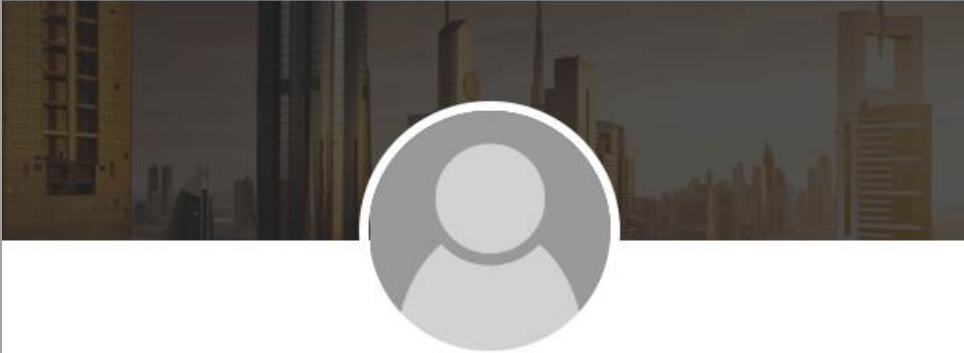
Interview Status:

all applications submitted for jobs, has status, and **action** list will vary based on the status

- **Review Application.**

it will open a page for adding the comments for that applicant, and mark him as **reviewed**.

Applicant's Details



NOUF MOHAMMED
📍 Ajman

View Profile

| | |
|--------------------------------------|-------------------------------|
| Email: jobSeeker@mail.com | Phone: 05XXXXXXXX |
| Current Status: Unemployed | Job Location: Dubai |

After Reviewing this candidate, education level and experience will match the job

Mark As Review

Confirmation message will appear for marking that JS as reviewed .

Confirm

Are you sure you want to Mark As Review?

Yes **No**

The candidate **Interview Status**, will changed, and new action list will appears:

| | | | | |
|---------------------|----------------|--------------|--------------------------|--|
| NOUF MOHAMMED | Job Title | Emirate | Interview Status | Action ▾ Reject Shortlist Application |
| Company Name | Credit Manager | Dubai | Application Under Review | |
| COMPANY REAL ESTATE | Vacancy Code | Reference ID | Open Day | |
| Emirates ID | XX2112 | -- | -- | |
| 7842XX2XX7XX6XX | | | | |

- **Reject.**

you can reject the candidate after reviewing the Application, and select the rejection reason.

Rejected ×

Please provide us with the rejection reason(s).

☐ Not Applicable

☐ Lack of competencies and skills

☐ National service is incomplete

☐ Personal appearance

☐ Not attend the interview

Comment

Submit

You can add comments and it will not show to Jobseeker, only can see the rejection reasons.

- **Shortlist Application**

you can shortlist the application, and confirmation message will appear, and add the comments if exist.

Confirm ×

Are you sure you want to Shortlist Application ?



Comment

Yes

No

- **View Comments**

Comment ×

Team Supervisor
 MH International
 MAITHA MOHAMED

Job Interviews :
passed

- **Schedule Interview.**

you will move to schedule interview page, first step **Interview Stage**, select the **interview round** and **type** then click **next**.

Schedule Interview

✓

Select Applicant

✎

Select Interview Stage

○

Schedule Time

○

Assign Interviewer

○

Select Location

○

Review and confirm

You have requested to schedule interviews Before we schedule them, please select the interview stage for each

| Name | Matching | Availability | Interview Round | Interview Type | Skype |
|----------------|----------|----------------|-----------------|----------------|-------|
| MAITHA MOHAMED | 10.00% | Within 2 weeks | Initial Round | In Person | |

Back

Next

next step **Schedule Time**, drag the JS to the day you want to have the interview

✓

Select Applicant

✓

Select Interview Stage

✎

Schedule Time

○

Assign Interviewer

○

Select Location

○

Review and confirm

Drag and drop the names of the applicants on the calendar. The areas marked in grey are slots that are not available

Jobseekers

MAITHA MOHAMED

< >

today

March 2020

day week month

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |

After selecting the day , another page will appear to select the time, drag the JS to the required time.

<
>

today

March 15, 2020

day

week

month

| | Sunday |
|---------|----------------|
| all-day | MAITHA MOHAMED |
| 6am | |
| 7am | |
| 8am | |
| 9am | |
| 10am | |
| 11am | |
| 12pm | |
| 1pm | |
| 2pm | |

click next, will move to the **assign Interviewer** step, select the Interviewer from the list.

Schedule Interview

✓

Select Applicant

✓

Select Interview Stage

✓

Schedule Time

✎

Assign Interviewer

○

Select Location


○

Review and confirm

You have requested to schedule interviews Before we schedule them, please select the interview stage for each

| Name | Matching | Availability | Interview Detail | Date & Time | Interviewer |
|----------------|----------|----------------|---|------------------|---|
| MAITHA MOHAMED | 10.00% | Within 2 weeks | Interview Round : Initial Round Type : In Person | 03/15/2020 09:00 | <div style="background-color: #c00; color: white; padding: 2px 5px;">✕ FATEMA RASHED</div> <div style="float: right;">▼</div> |

Click next, will move to step **Select Location**, select the location from the map.

 **Schedule Interview**

✓

✓

✓


✓

Select ApplicantSelect Interview StageSchedule TimeAssign InterviewerSelect LocationReview and confirm

You have requested to schedule interviews Before we schedule them, please select the interview stage for each

| Name | Matching | Availability | Interview Detail | Date & Time | Interviewer | Location |
|----------------|----------|----------------|---|------------------|---------------|----------------------|
| MAITHA MOHAMED | 10.00% | Within 2 weeks | Interview Round : Initial Round Type : In Person | 03/15/2020 09:00 | FATEMA RASHED | <input type="text"/> |

last step, is review and confirmation, submit the request.

 **Schedule Interview**

✓

✓

✓

✓

✓

Select ApplicantSelect Interview StageSchedule TimeAssign InterviewerSelect LocationReview and confirm

You have requested to schedule interviews Before we schedule them, please select the interview stage for each

| Name | Matching | Availability | Interview Detail | Date & Time | Interviewer | Location |
|----------------|----------|----------------|---|------------------|---------------|-----------|
| MAITHA MOHAMED | 10.00% | Within 2 weeks | Interview Round : Initial Round Type : In Person | 03/15/2020 09:00 | FATEMA RASHED | Abu dhabi |

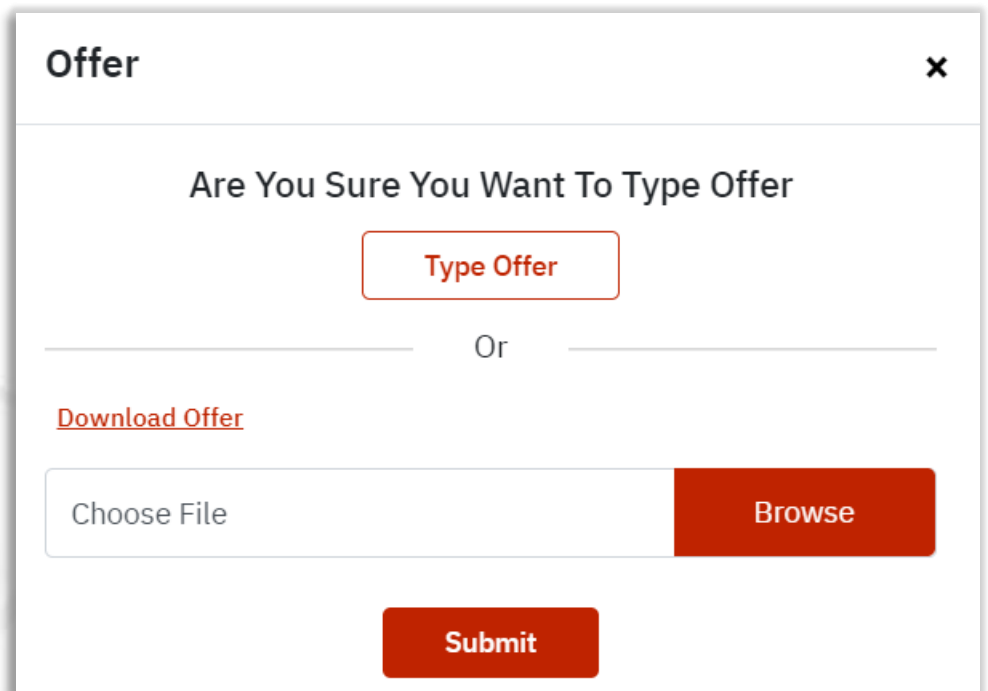
Back

Submit

- the Interview status for that JS , will updated to **Interview Invitation Sent**.
- you can **reschedule** the interview.

- **Sign Job Offer.**

you can sign the offer with that JS, once click a message will show :



Offer x

Are You Sure You Want To Type Offer

Type Offer

Or

Download Offer

Choose File **Browse**

Submit

- You can upload the Job Offer.
- You download offer, then fill it and re-upload.
- Submit after uploading the offer file.

- **Download Offer.**

You can download the offer after.

- **Download contract.**

you can download the contract if signed.

- 2020

Start Date *

2020-03-12

Holidays Days *

2

Holidays Total *

30

Shifts

☐ Yes

Benefits

☒ Air Tickets
 ☒ Insurance
 ☒ Yearly Bonus


Other Benefits

Terms

 - The Employee appointed for the first time shall be subject to a probationary period (not to exceed 6 months) during which the direct appointment of the Employee may be recommended by the immediate president during the period or upon expiry. [Human resources law]
 - The Job Seeker is granted an annual leave according to the law of the institution so as not to interfere with the law of human resources
 - Activation of this offer: The signing of the contract of employment requires proof.
 - You are medically fit
 - Good conduct certificate

Other Terms


Candidate Signature



Sign

Clear

Company Signature



Sign

Clear


Cancel

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My Services


Includes all services that can be used from the Tawteen Portal:


 **My Services**


Work Permit Services


Pre-Approval for Work Permit Services


Labour Relations Services

 Electronic Absconding Case Re...

 Complaints

 Withdraw Absconding Request


 Register Labour complaints

 Cancel Labour complaints

Establishment Card Services


Preferences and Settings

It shows your account information with privacy settings. And notification settings.

 **My Settings**

Account

Notification

 **Personal Details**

Email

employer@mohre.gov.ae

Edit

Password

Change Password

Mobile Number

050XXXXXX

Edit

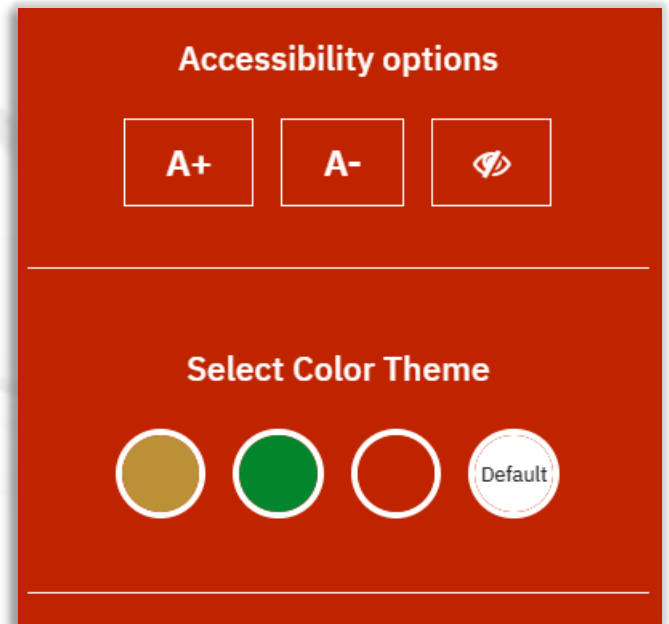
Marital Status

Single

Edit

Manage Account

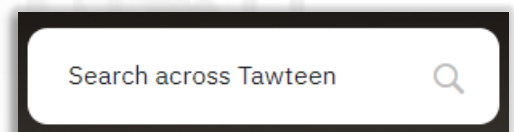
The site gives you some features for ease of use, such as changing the color of the site, or changing the text size.



Search

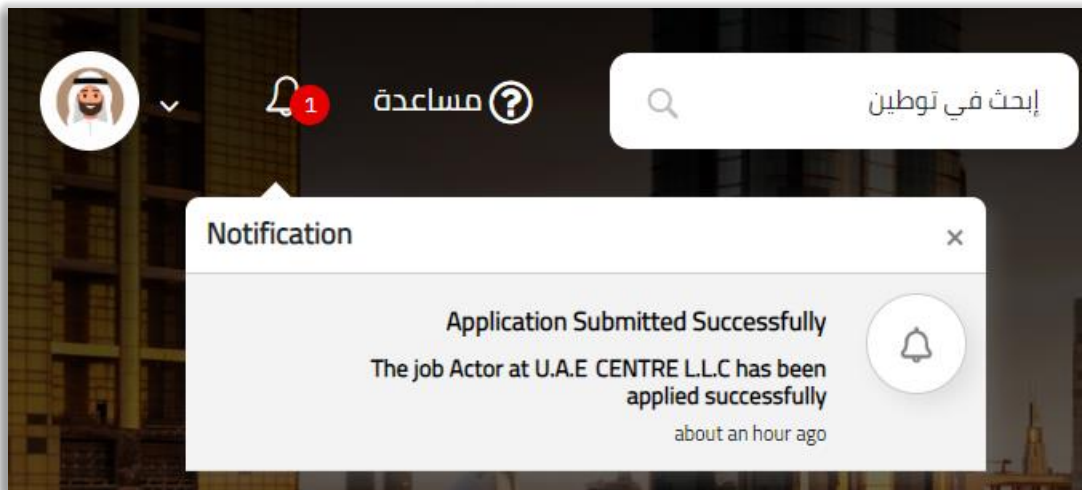
You can search by any keyword in the search box at the top of the page

When you click on "Search across Tawteen", the search page will appear:



Notifications

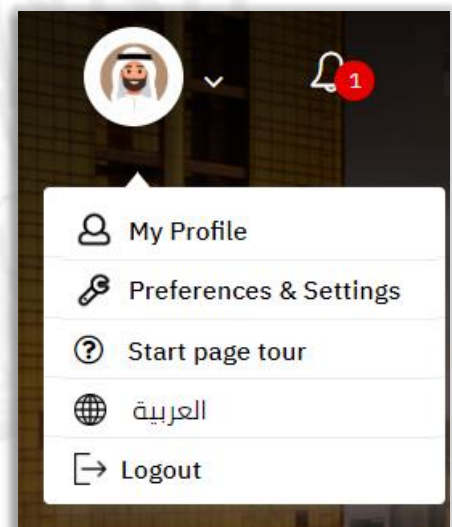
Notifications are the focus point of your alerts, your content activity, and your communications. You may receive notifications for new messages, invitations, and more, making it a great way to stay in touch with contacts. You can control the notifications you receive and update your notification preferences across mobile devices in your settings.



My Profile

Containing:

- 1- **My Profile**: The page will be redirected to the profile.
- 2- **Preferences and settings**: Customize the localization experience by managing your account settings. Learn how to change your account's contact information, including email addresses, phone numbers, language settings, and more
- 3- **Site tour**: A dashboard appears for you about all parts of the site.
- 4- **Language**: You can change the language between Arabic or English.
- 5- **Log out**.



Support

You can fill in the form requesting assistance and send it to the concerned parties, and we will contact you as soon as possible to provide the necessary assistance .



When clicking on the left of the page on the message signal, a request for assistance form will appear, fill in the fields and click Send.

Tips

The site offers you some **tips** such as creating a professional file or adding a CV and others. You can hide these **tips** by clicking on the left of the screen on the tips indication.



× **Apply For Jobs** !

**You didn't apply for jobs lately,
submit to find you perfect job**

Click Here