**E-dawam Project Operating Plan**

**“The First Version”**

**Describing the Project**

**What is “e-dawam” project ?**

(e-dawam) is a recruiting office having a license from labor ministry no. 388 in 1434 A.H. which is specialized in

1- Direct recruitment

2- Remote recruitment

3- Management system for remote work

(e-dawam) is considered a specialized recruitment portal in recruiting special needs and their families and, It is especially designed to provide the best elements and qualified human resources for the foundations and companies inside Saudi Arabia and our part is to facilitate and streamline the ways of getting the suitable job for any serious job seeker.

**The Basic Data for the Office:**

**Office** **Name**: “Harakeya” office for local employment

**License** **no**: 388

**Foundation** **date**: 3-11-1434 A.H.

**Geographic** **Project** **Scope**: local employment for the Saudis in Saudi Arabia

**Office** **Manager** **Name**: Abdel Rahman Ben Saleh Al Bahly

**Operators**: Association of mobility impairments for adults (Harakeya) in cooperation with “El Moltaqa” company

**Terms** **of** **reference** **of** **the** **Bureau**: Recruitment of special needs dynamically, acoustically and visually as well as their families

**Office** **Address**: “El Dobbat” neighborhood, Aby Barza Al Aslamy Street

**Telephone**/ **Fax**: 92009882

**Start** **Date** **of** **Work:** 12-7-1435 Ah

“The date of launching the prince of Riyadh region the project in the national meeting for recruiting special needs”

**“E-dawam Strategy”**

**Office** **Vision**: We seek real and ongoing localization for 10,000 jobs in the Kingdom annually during the first five years of launching the project

**The** **Office** **Mission**:

“e-dawam” is the biggest technical system of recruitment and business management for special needs and their families in Saudi Arabia with creative and practical solutions.

**The General Objectives of the Office:**

Supporting the ministry of labor and the human resources development fund in:

- Eliminating phantom saudization by providing real job opportunities

- Reducing excesses of some companies and foundations by providing suitable follow up for the employee and the company

- Reducing the unemployment rate in the Saudi Arabian society and especially among “Special Needs”

- Increasing saudization rate in the private sector

\* Creating Technical systems and policy that provide a remote communicating channel that allows the companies to “follow up their employees and monitor their performance and production” as well as creating the motivation for evaluation and improving work

\* Finding correct alignment among the requirements of employers and job seekers with qualifications and experience

\*Ensuring the rights of both the employee and the company taking into account the accuracy and privacy protection

**Prohibitions of Work**

- The office cannot be a mediation in recruiting Non- Saudis neither from nor outside the kingdom.

-The office is prohibited to open a branch for it in the same city or another city before the approval of the ministry of labor and on case of approval, all required conditions must be available in the branch and should be committed to duties and prohibitions

**The Organizational Structure of “e-dawam”**

**Human Resources and Team Work**

\* Programmers and information systems analysts 9

\* Graphic and multimedia designers 3

\* Marketing plan management 2

\* Portal management 4

\* Testing quality 2

\* Recruitment coordinators and companies 3

(in Harakeya Association)

**Personnel Affairs**

The management system of the recruitment office belongs to Harakeya Association and has the same commitments and duties of the association.

**Operating Plan of “e- dawam”**

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| **Status** | **Procedures** | **Objectives** |
| Done | - Designing a follow- up and duties management System “ e- task” and linking it to the project portal | - Fighting the saudization with facilitating the management and follow-up of the employee and the company to their duties and linking between them |
| Done | -Getting recruitment office number 388 | -Providing a formal entity through which governmental entities and companies could be dealt with |
| Done | -Designing the E-dawam portal which focuses on:  \* providing direct and remote recruitment opportunities with the best possible advantages  \* remote business management between the company and the employee  \*depending on a technique and an electronic track for business which creates a link between the employer and the employee  \* providing a group of advantages for the company and the employee which help them in reaching their common goals | -Providing an electronic track that facilitates getting functional services in an easy and safe way for the company and the employee which helps in improving the rate of unemployment |
| Done | - Programming mobile version for “e-dawam” portal especially for the employee which is easy to be dealt with and having a professional interface  - Providing helping videos explaining how to deal with the portal and making registration easy for the company and the employee | - Achieving flexibility in getting functional services and registration in a faster way in the portal for the employee and the company |
| In progress | \* A strong technical support team is responsible for replying on inquiries and complaints.  \* Processing mailing-ready templates delivered according to the destination and nature of the inquiry  \* Implementation of a special section for common questions on the portal | - Replying on inquires and complaints and receiving proposals from the companies and employees |
| - The campaign was designed and launched. | - Designing and launching an integrated marketing plan for the project | -Notarization of the project and collecting resumes |
| Done | - A technical mechanism to manage communication between the portal and the company | - Providing an easy and effective communicating channel between the company and the portal |
| Done | - A technical mechanism to manage communication between the employee and the portal | - Providing an easy and effective communicating channel between the employee and the portal |
| Done | - A technical mechanism to manage communication between the employee and the company which enables him to follow-up and manage work time and duties | - Providing an easy and effective communicating channel between the company and the employee |
| In progress | - Contracting with a law firm responsible for the legal actions of the following:  \* The convenience of the project with work systems in the Kingdom as a whole  \*The relation between (e-dawam) project management and the handicapped  \*The relation between (e-dawam) project management and the company  \* The relation between the employee, the company and the contracting mechanism between them | - Guaranteeing the rights of all the project parties as well as both the employee and the company and taking into account accuracy and privacy protection |

**The most important problems and obstacles**

|  |  |  |
| --- | --- | --- |
| **Proposed Measure** | **Occurrence** **Probability** | **Description** |
| Using an optional regular model to assure the seriousness of the company | 50% | Phantom Saudism |
| Finding supporters | 70% | Lack of Funding |
| Starting a direct and remote training system | 40% | Lack of understanding the targeted segments of the project and how to take advantage of it |
| Follow-up through (e-task) system as well as starting to prepare a training file helping both parties | 60% | Acclimating of the employees and the companies |
| Innovative methods to follow-up both parties and training the work head | 70% | Continuity |

**Project Files**

- (e-dawam) portal technical presentation

- (e-task) program technical presentation

- Communication mechanism between the company and (e-dawam) portal (the company’s track)

- Communication mechanism between the employee and the company (administrative path)

- The marketing plan of (e-dawam) project

**The Project Files are Available upon Request**

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