

دوامي
DAWAMEE

مؤسسة الإمارات
BY EMIRATES FOUNDATION

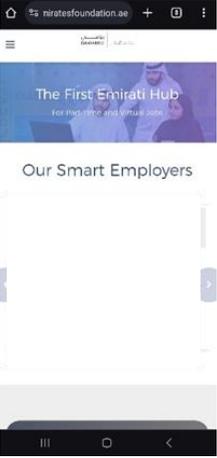
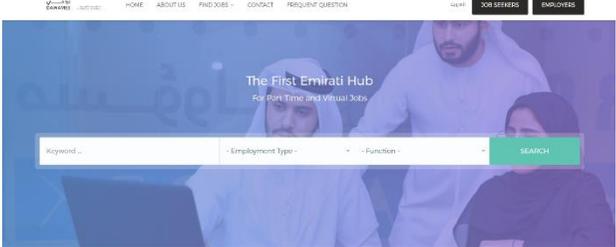
Chapter 6

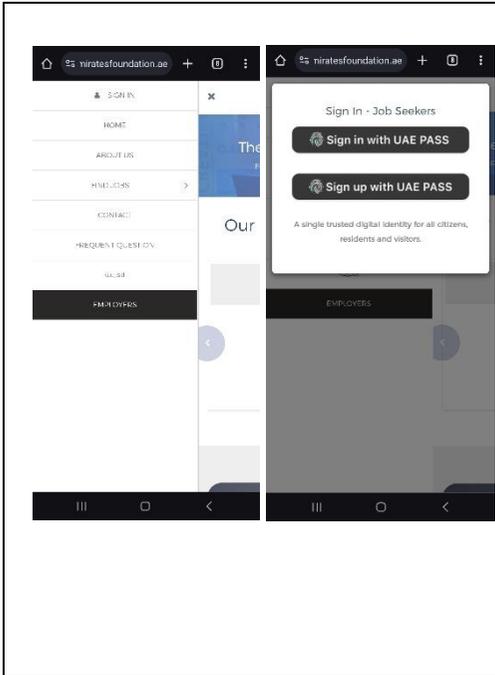
Job Seeker Manual User

Job Seeker’s Manual in the Registration Steps on the Dawamee Platform for Flexible Jobs (Part time job and remote job)

Dawamee is one of the Emirates Foundation programs established to provide new and suitable opportunities for the Emirati job seekers by providing flexible job opportunities (part time job or remote job) according to the market requirements in all sectors through organizational partnerships.

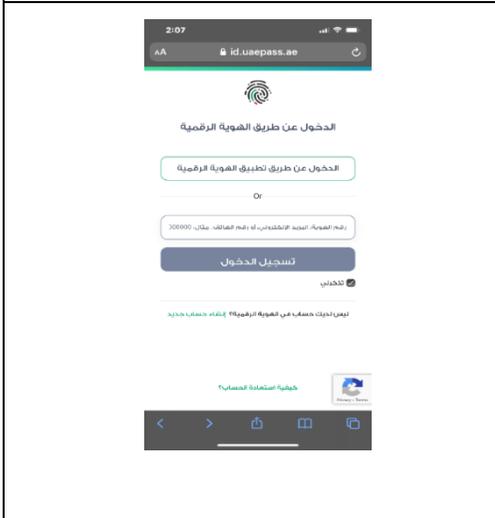
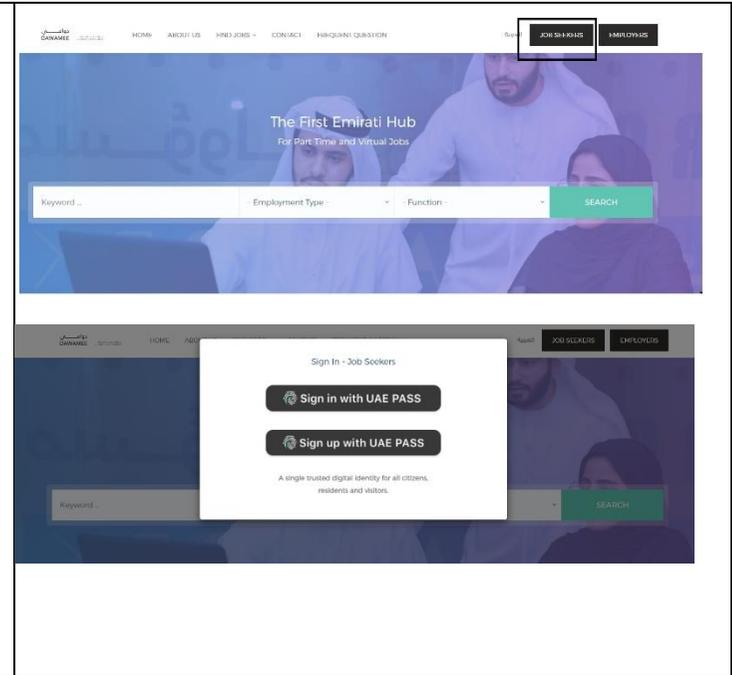
To register on the Platform, please follow the following steps shown in the computer and phone pictures:

Phone screen	Explanation of detailed steps	Computer screen
	<p>1. To sign in Dawamee Platform via: https://www.emiratesfoundation.ae/dawamee/</p> <p>Note: Dawamee Platform does not provide full job opportunities but part time job or remote job.</p> <ul style="list-style-type: none"> • If the account is not completed before the eighth day of registration, the system will automatically notify the account per month. Therefore, please complete the profile no later than the seventh day of registration to be able to apply for the job opportunities” <p>follow the steps:</p>	



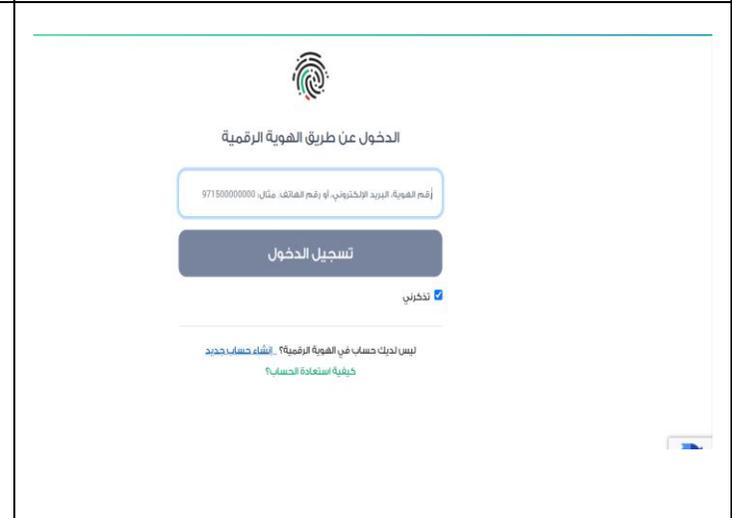
2. Click on Login

Choose Login using the UAE pass.



3. Please enter the user details.

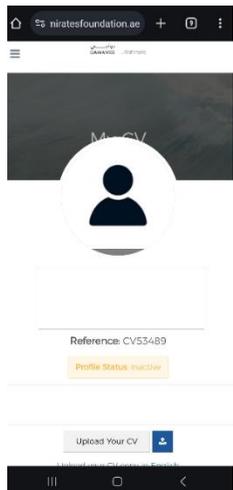
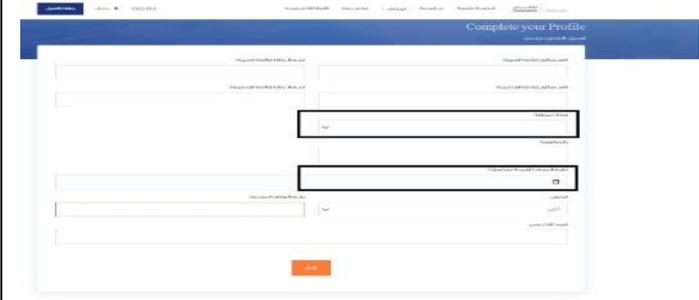
4. Accept the login request through UAE Pass application using your mobile



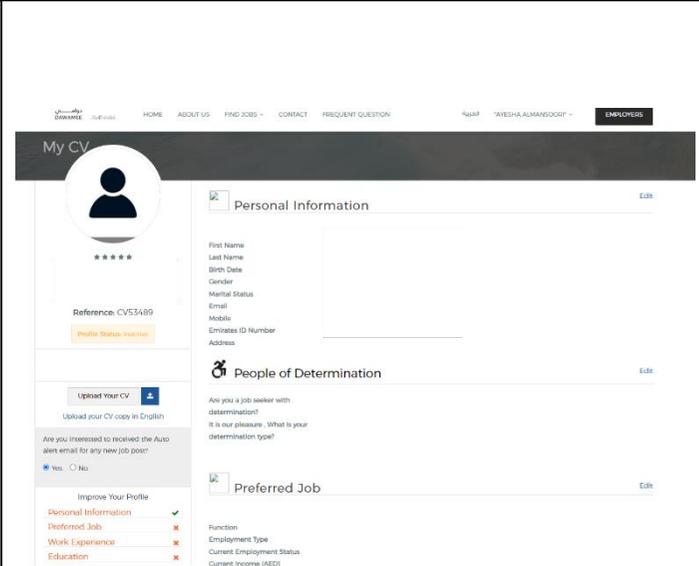


5. Please enter the emirate and date of birth. Registration is permitted UAE nationals who are 18 years old and above only and who hold a UAE family book.
6. Click on the “Continue” button to enter again from the home page as in the previous steps if the website did not open your profile directly .

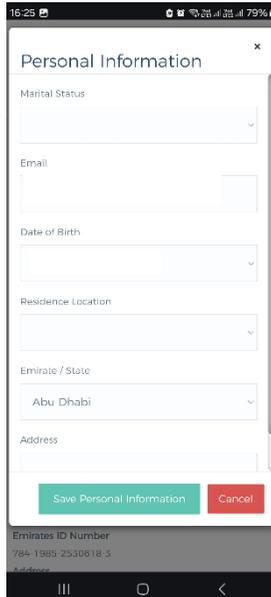
Note: You have a message your account is already existed, please email Dawamee for support



7. Your profile page will appear in the shown image.
- The job seeker must be serious in registration and complete the his/her profile for all the following aspects:
- a. Personal information
 - b. Determine if you are a person of determination.
 - c. Preferred job
 - e. Work experiences
 - f. Education
 - g. Skills
 - h.. Languages
 - i. Attach your CV
 - j. Upload a new personal photo.
 - k. Accept the terms and policies.
- Ensure that the application is submitted



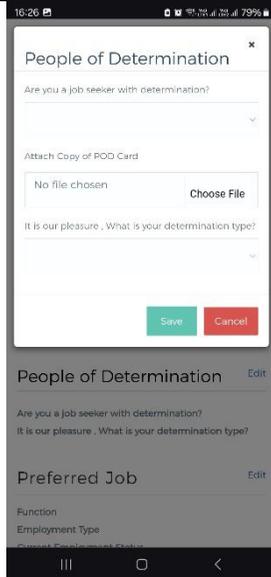
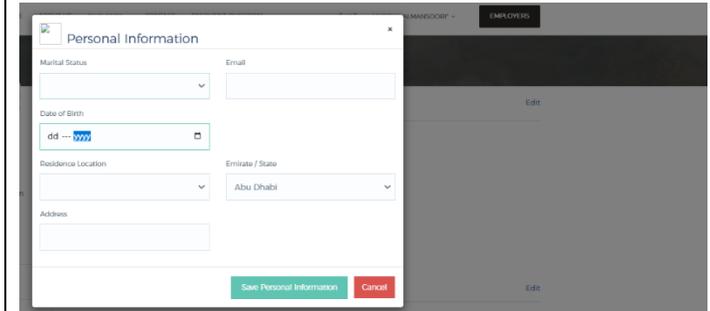
Note: Any change after submitting the application needs to be submitted again to reactivate the profile.



8. Personal information:

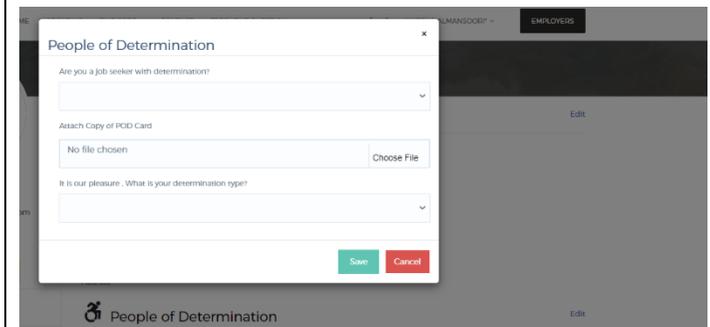
- Kindly note that personal information is reflected in the UAE Pass application, and therefore we kindly request you to complete and update the details of the Emirate, Marital Status and Address directly from the Platform- click the update button, then save.

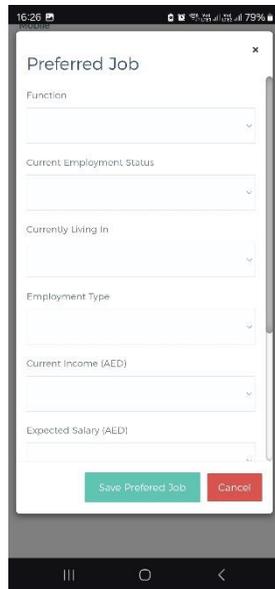
Note: You may not see the page been saved the new addition, so have to click “Ctrl and F5 together until the new data are saved, or email the support team.



9. People of determination:

- Please select if you are a person of determination, then click Save
- If you are POD please upload your copy of valid POD card.



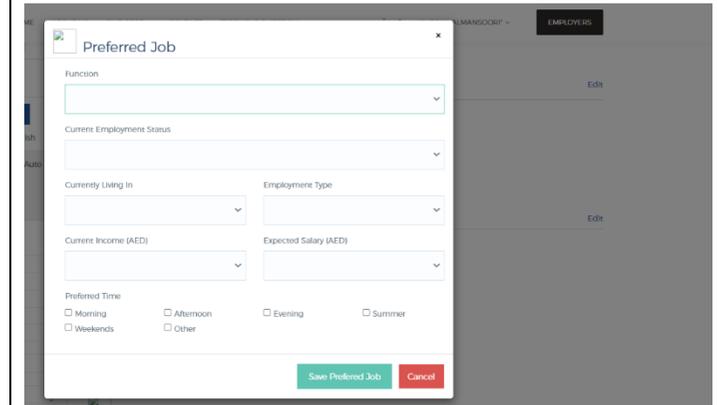


10. Preferred job:

You must complete all the information mentioned and then click Save.

Note:

- If you are not currently working and do not have a monthly salary - choose (Unemployed)
- If you are retired and not working and have a monthly pension, please select (retired) and enter your current salary/retirement salary and work experience.
- If you are currently working, we would like to point out that priority in registration and nomination is given to job seekers who do not have a current job and the account will not be activated.
- Determine the current place of residence



16:26 79%

Work Experience

Position In Company

Start Date

End Date

Present

Company Name

Experience Type

Add Work Experience Cancel

11. Work experiences:

You must complete all the mentioned information and then click Save

Note:

- Please enter each experience separately from oldest to most recent
- Please avoid using (spaces, interlaced letters or numbers)
- Complete the data in an organized and understandable manner
- If you are currently working you can delete the your account.

Work Experience

Position In Company

Start Date End Date Present

Company Name

Experience Type

Location

Job Description 100 - 1000 Characters (0)

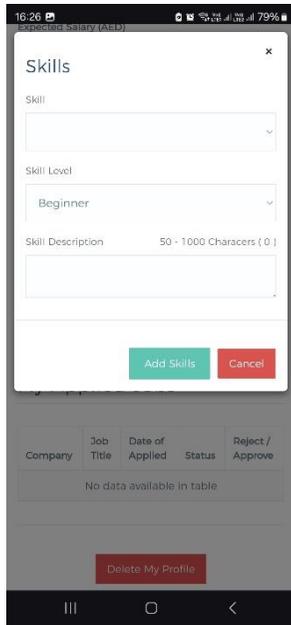
Add Work Experience Cancel

12. Education:

You must complete all the mentioned information and then click Save

Note:

- You can enter more than one academic qualification when the academic qualification is different, for example (diploma, bachelor, master etc.)
- Enter the name of the entity or educational institution granting the qualification as approved by them
- If your specialization is not listed, you must choose other and enter the specialization in the next box (Other) correctly and understandably according to the academic qualification certificate.
- If you are still studying at university, you must choose (incomplete).
- Please do not repeat the entry

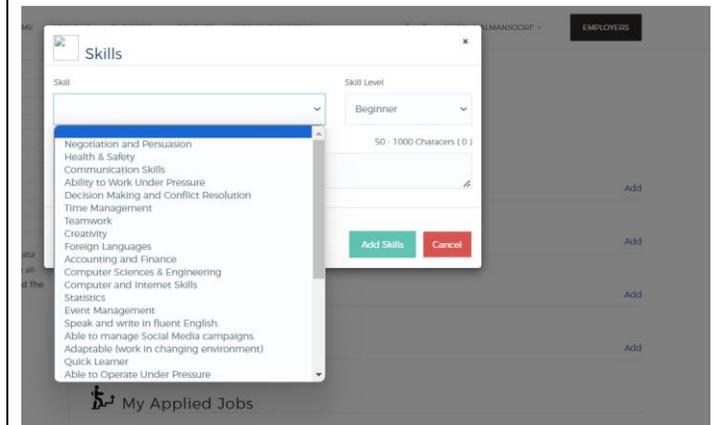


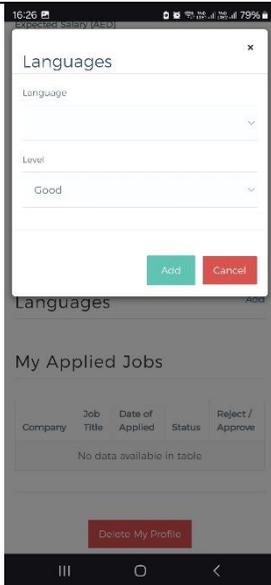
13. Skills

You must complete all the mentioned information and then click Save

Note:

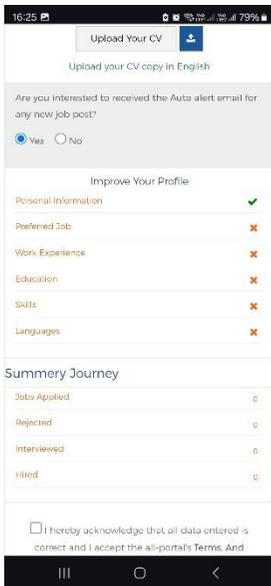
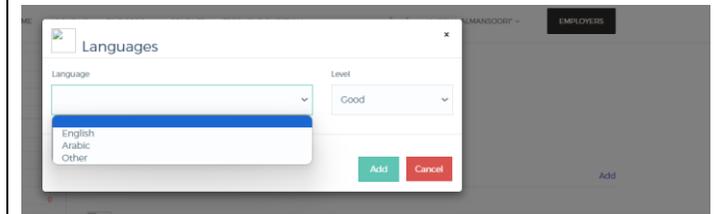
- Please review the list of skills carefully before adding and enrich your profile with all skills that you have.
- You can enter more than one skill, a minimum of 3 skills.
- Please do not repeat entries.





14. Languages

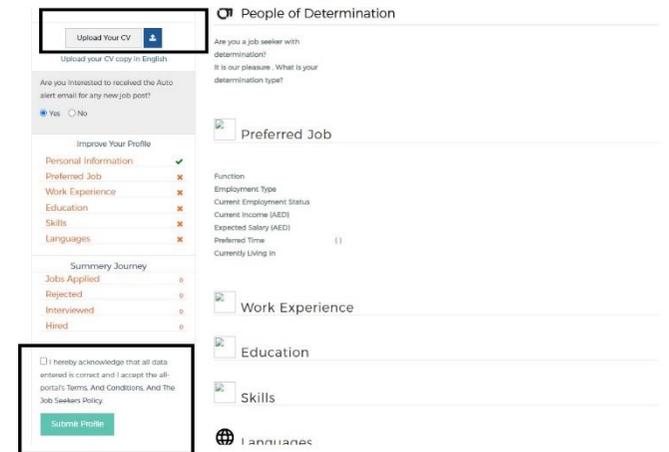
Add languages: You can add languages Arabic ,English, and other if available.



15. Uploading your CV:

- You must upload your CV in Word or PDF format only
- Please wait for a few seconds to download the CV file
- When the indicator turns into green and indicates an X, the resume has been downloaded successfully

16. Upload personal photo: Please click on the photo, download the updated personal photo file, and then save the photo



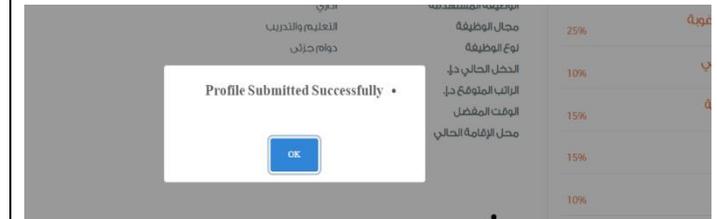
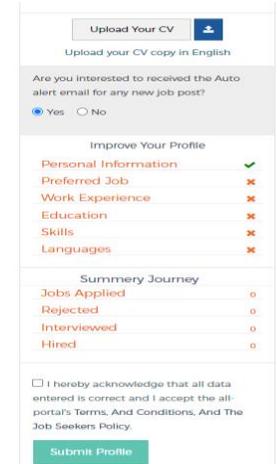


- You must ensure that all boxes are entered correctly and completely.
- **Accept the registration and seriousness policy on the Platform.**

17. Click on submit the application.

Note:

- “If you update any data on your profile after previously submitting the application, the profile will automatically become inactive, and therefore you must ensure to resubmit the application again immediately after updating.”



18. Activate the account

- The system notifies the Dawamee team of your application.
- Therefore, we kindly ask you to review your email within seven working days, so that your account is activated through Dawamee team.

Note:

- Your profile is activated successfully, but “you may face a problem with a message appearing on the Platform stating that your account is not activated,” so please check item 20.
- Your file was returned for completion for the reasons stated in the email automatically sent to you.

Profile Submitted



Dear Team,

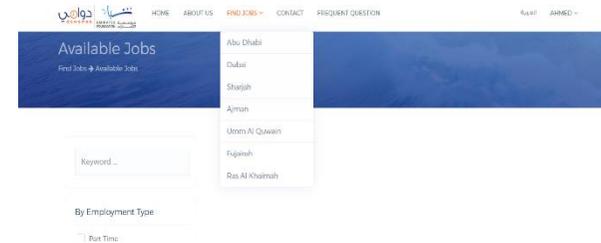
A new profile has been submitted by a Job Seeker.

- You may not see the Submit Application button, this means that no modification or update was made to your profile.
- When the profile is inactive or returned for completion, you cannot apply for the listed jobs until it is completed and activated.

19. Back to the home page - and search for jobs

Note:

- The new jobs are available on the home page.
- Please ensure that the offered job date has expired before applying.
- The job seeker must be serious when applying for jobs, and the terms and conditions of the registration policy will be applied to him.



20. Click on the vacancy/job to view the details. Jobs cannot be applied for after the job date is expired.

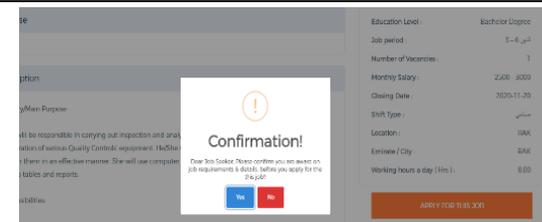
21. View the details of the offered job and apply for the job

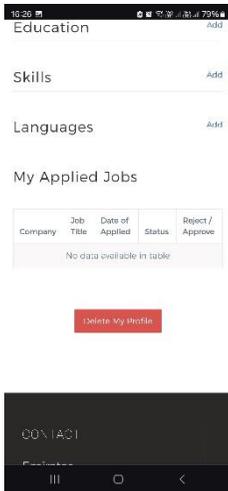
- The Platform will notify job seekers when matching job opportunities become available.
- . If the message “Your account is not activated” appears, you must complete your profile and activate it before applying for jobs.



22. Your application has been successfully submitted for the job

- The initial filtration of CVs is carried out by Dawamee team, with an automatic notification from the system when the candidate fulfills the job conditions or for any other reasons.
- Interviews are scheduled by employers

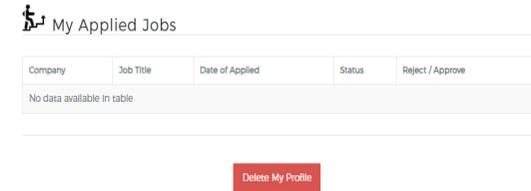




23. You Can follow you application status

- Go to your applied jobs at your profile showing
- You can also email Dawamee team to clarify you more for any further clarification

24. Job seeker can change the notification alert of new jobs



25. Further advantage

- You Can Further advantage of posters, and videos that would improve your skills
- Please visit the home page and look further

