

دوامي
DAWAMEE

مؤسسة الإمارات
BY EMIRATES FOUNDATION

Job Seekers Policy

In using Dawamee Portal

All Copy Rights for Dawamee Program
EMIRATES FOUNDATION

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First Article: Definitions

In the implementation of this policy, the following phrases and words shall have the meanings assigned to each other:

State:	The United Arab Emirates.
Program:	Dawamee, one of the Emirates Foundation’s programs
Job Seeker:	A person (UAE national job seeker) registered on Dawamee portal who fulfil the conditions set out in the program.
Partners/Employer:	Every entity, establishment, company or project managed by a natural or legal person which employs one or more worker in consideration of a suitable fee within the public and private sectors and which have been invited them to provide jobs opportunities for job seekers through the online portal (Dawamee Portal).
Portal:	The online website through which the job opportunities are offered for registered Job seekers.
Job:	Each job opportunity provided and offered by (Employers) on the portal.
Seriousness:	That Job Seeker performs all obligations set out in this policy.
Salary or award:	Financial amount agreed upon between the Job Seeker and Employer in consideration of the job which the Job Seeker do when he is appointed in accordance with the terms and conditions of the Employer.
Flexible Job (Part Time):	The job carried out by the Job Seeker at the place of work agreed upon by both parties for a limited period or hours.
Flexible Job (Remote Job):	The job carried out by the Job Seeker from home or outside of the workplace to perform the tasks and responsibilities required by the Employer for a limited period or hours.
Month:	A period of 30 days.
Year:	The calendar year.
Working Day:	The working day agreed upon between the Employer and Job Seeker.

Second Article: Policy Objective

This policy aims to highlight on the duties and rights of Job Seekers registered on the Emirati portal for part time and remote jobs (Dawamee portal) in terms of the conditions of admission, priority of categories, types of job opportunities available, mechanism of registration and services by providing flexible job opportunities on the portal in cooperation with partners from various public and private sectors.

Third Article: Scope of Policy

This policy applies to all Job Seekers registered on the Emirati portal for part time and remote job, and who wish to take advantage of the employment opportunities offered on the portal by the program.

Fourth Article: Terms and Conditions necessary for Job Seekers

The Job Seeker must have the following terms to obtain the employment opportunities on the Emirati portal:

- Should be a UAE national
- Registered on the online portal
- Age of 18 years and above.
- Unemployed job seeker.

Fifth Article: Priorities of Targeted Groups

The Program targets the Job Seekers when the flexible job opportunities are available on the portal. When sorting the candidates, the priority shall be given to the following groups:

- People of Determination
- Low income individuals (unemployed)
- People living at remote areas

Sixth Article: Duties of the Job Seeker

The Job Seeker must comply with the following duties and conditions when registering on the portal and comply with all the obligations that aim to assist in obtaining the job opportunities available on the portal:

- To agree the terms of registration and enrolment on the online portal.
- To complete the profile on the portal completely and correctly
- To ensure that the completed profile application is successfully submitted on the portal.
- To ensure her/his account is successfully activated on the portal.
- To periodically visit the portal and continuously interact by applying for jobs offered on the portal which are consistent with the conditions of opportunities and a maximum of once a month.

- Not to reject or attend the job interview for which the job seeker was nominated by the employers more than twice during the period of his registration on the portal.
- The Job Seeker should not refuse the job offer to her/him more than two times during his registration period on the portal.
- The Job Seeker must update his/her details on the portal i.e. personal information, the current address or obtaining another job opportunity.
- The Job Seeker must notify Dawamee Program if he/she is appointed in one of the jobs that he/she was nominated through the Dawamee portal.
- The number of non-response times with the program on his/her communication channels registered on the online portal should not exceed more than three times during the period of his registration on the portal.
- The Job Seeker should be serious in searching for job and accept the flexible job at the either public or private sector alike.
- The Job Seeker should be ready for job (available) within a period not exceeding one month from the date of obtaining the job opportunity.
- To inform Dawamee Program immediately when he/she resigned/ terminated form the job that he/she hired for through the portal within a maximum of 7 days from the date of the last working day.

Seventh Article: Rights of Job Seeker

The Dawamee program shall reserve the rights of job seekers and provide job opportunities by the employers on the portal. Job opportunities and the rights of job seekers include the following conditions:

- Dawamee program shall maintain the privacy and confidentiality of the job seeker's information from any third party except after notifying the job seeker either by phone or email.
- Providing job opportunities on the portal as available from employers.
- The flexible jobs provided by employers can be in line with the academic university schedule of the job seeker.

Eight Article: Registration Process and Activation of Account on the Portal

The portal provides the registration manual on the portal. When the Job Seeker completes his/her profile, he/she shall submit the registration application on the portal. Then Dawamee Program shall activate the completed accounts provided by the Job Seekers through the portal. The cases of application submitted as the following examples:

- **Active:** The profile of the Job Seeker is completed and activated and he can apply for job opportunities displayed on the portal.
- **Returned for completion:** the profile of the Job Seeker is incomplete and was returned to be completed and in this case the profile shall be considered inactive and the Job Seeker cannot apply for job opportunities.

- **Inactive:** The profile of the Job Seeker is incomplete and was returned to be completed and in this case the profile shall be considered inactive and the Job Seeker cannot apply for job opportunities.
- **Deleted:** The profile of the job seeker is deleted (closed) due to employed status for the job seeker, or the profile is not completed, or the account has two or more of accounts shared common one email address, or not one of the programme's targeted group.

Ninth paragraph: General Terms

A Job Seeker who does not comply with the program terms and conditions stipulated in this policy shall receive an “**Notification/Notice**”. If the Job Seeker receives three consecutive or separate “**Notification/Notice**”, he/she shall be prevented to access the employment services and opportunities provided by the program.

- **Period of suspension of a Job Seeker's account:** When the Job Seeker receives a maximum number of notifications (three alerts), his account shall be suspended/deactivated for a period of six months and suspend his/her access to any of the employment services offered by the program and portal.
- **End of suspension of a Job Seeker's account:** Notification obtained by a Job Seeker shall be automatically cancelled if the job seeker complies with the conditions and terms required from him/her within three months of the date of the last notification he/she received, provided that he/she has not reached the maximum limit of notice.
- The Job Seeker registered on the portal has the right to object if he/she receives an notification: Therefore, the notification shall be cancelled, and his/her account shall be activated if he/she provides the accepted justifications to the program at his/her absolute discretion, within 14 days from the date of received notification in accordance with the following steps:
 - The Job Seeker shall submit/ send an application to cancel the notification via email to: info@dawamee.ae and attach justifications supporting his/ her application.
 - The program shall consider the application and notify the Job Seeker of the result via email within a maximum of 20 working days.
 - The program shall activate the Job Seeker's account if the application is accepted.

End of Policy

I hereby acknowledge that I have read all terms and conditions above and I accept it