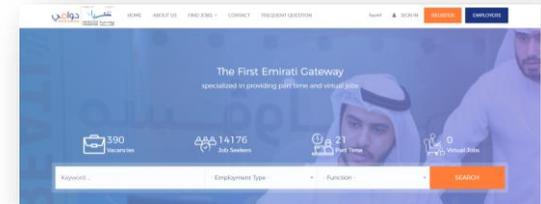


Job Seekers– Registration Manual on UAE Portal for flexible job (part time and remote jobs)

Dawamee is one of Emirates Foundation key programs established to empower Emirati with access to remote and part-time job opportunities in response to the market needs and partners requirements

Please find the following steps :

1. Log on Dawamee Portal at: <https://www.emiratesfoundation.ae/dawamee/en-US/>



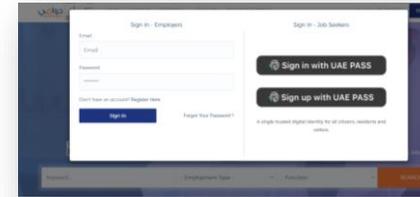
2. **You should have active UAE Pass account,**

- Upgrade your Smart Pass to (UAE Pass) account. And make sure your Emirates ID verified
- If you do not have Smart Pass account before or UAE pass please sign up new account , you must activate your account before and verified your Emirates ID with at the closest Emirates ID activation machine, or visit any serves centers such as “ TAMM, or Tashel



[HTTPS://SELF CARE.UAEPASS.AE/?LANGUAGE=AR](https://selfcare.uaepass.ae/?language=ar)

3. **Please enter your username and approve the verification request by UAE Pass application in your phone as showing below**



4. The profile page will be opened

You must provide all required information in the profile as follows:

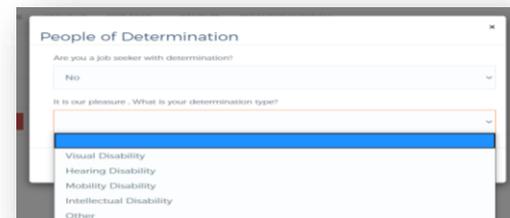
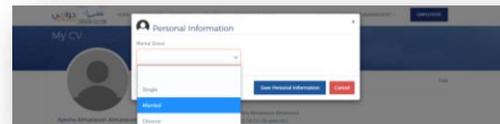
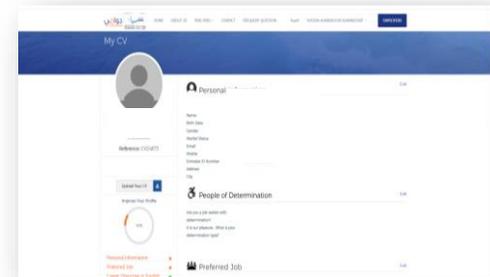
- Personal information
- Specify if you are a person with determination
- Preferred job
- Career Objective
- Previous experiences
- Education
- Skills
- Languages
- Attach CV
- Accept terms and conditions

5. Personal information

Please note that all your person information integrated with UAE pass, if you want to update the other basic details except the material status please update it directly through UAE pass account. Continue to complete the other fields:

6. People of Determination

- Please select if you are a person with determination then click “Save”
- If the page could not save your details, please click Ctrl and F5 to save the new details.

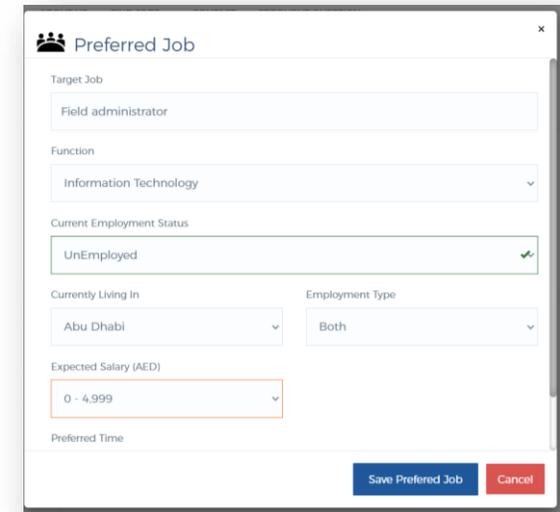


7. Preferred Job

You have to complete all required information and then click “Save”

Notes:

- If you are currently not working and do not have current salary – Select “Unemployed”
- If you are retired and do not work and have a retirement salary, please select (Retired) and enter the current salary/retirement salary and work experiences.
- If you are currently working, we would like inform you the priority is for job seekers Unemployed .
- Please complete the profile in both side English and Arabic



The screenshot shows a web form titled "Preferred Job". It contains several dropdown menus and text input fields. The "Target Job" field is set to "Field administrator". The "Function" dropdown is set to "Information Technology". The "Current Employment Status" dropdown is set to "UnEmployed" with a green checkmark. The "Currently Living In" dropdown is set to "Abu Dhabi" and the "Employment Type" dropdown is set to "Both". The "Expected Salary (AED)" dropdown is set to "0 - 4,999". At the bottom right, there are two buttons: "Save Preferred Job" (blue) and "Cancel" (red).

8. Career Objective

- Please identify why you are looking for a jobs then click “Save”
- Please avoid using (spaces, crossing letters, numbers)
- Please add the objective in English and Arabic
- If the page could not save your detail, please click Ctrl and F5 to save the new details.



The screenshot shows a web form titled "Career Objective". It features a large text area for entering the career objective, with a character count of "100 - 2000 Characters". At the bottom right, there are two buttons: "Save Career Objective" (blue) and "Cancel" (red). The form also includes a small header with a logo and the text "Career Objective".

9. Experiences

You should complete all required information and then click “Save”

Notes:

- Please mention each experience separately
- Please avoid using (spaces, crossing letters, numbers)
- Complete the information in an organized and understood manner.
- If you are currently working, please select “To Present”
- Please complete the profile in both side English and Arabic
- **Delete option to remove a repetitive entries**

Work Experience

Position In Company

Start Date End Date Present

Company Name

Location

Job Description 100 - 1000 Characters (0)

Add Work Experience Cancel

10. Education

- You have to complete all required information and then click “Save”
- Please complete the profile in both side English and Arabic

Notes:

- You can mention more than one educational qualification
- If you are still study in university and not graduated yet, please select (to percent).
- If your Major is not listed, select “Other” and add your major
- **Delete option to remove a repetitive entries**

Education

Institute / University Name

Education Level Completion Date Incomplete

Major

Other

Location

Details 0 - 1000 Characters (0)

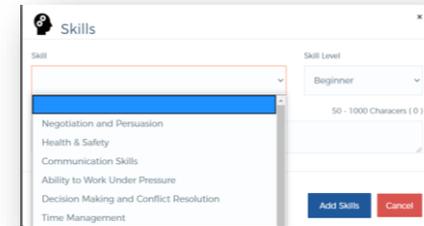
Add Education Cancel

11. Skills

You have to complete all required information and then click "Save"

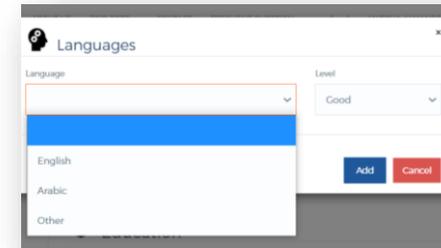
Notes:

- Please carefully read the list of skills before adding your skills
- You can mention more than one skill and a minimum of 3 skills
- **Delete option to remove a repetitive entries**



The screenshot shows a 'Skills' dialog box. On the left, there is a dropdown menu for 'Skill' with a list of options: Negotiation and Persuasion, Health & Safety, Communication Skills, Ability to Work Under Pressure, Decision Making and Conflict Resolution, and Time Management. On the right, there is a 'Skill Level' dropdown set to 'Beginner' and a character count '50 - 1000 Characters (0)'. At the bottom right, there are 'Add Skills' and 'Cancel' buttons.

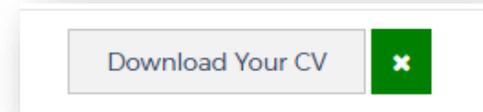
12. Please add the languages, and you can add more than one



The screenshot shows a 'Languages' dialog box. On the left, there is a dropdown menu for 'Language' with options: English, Arabic, and Other. On the right, there is a 'Level' dropdown set to 'Good'. At the bottom right, there are 'Add' and 'Cancel' buttons.

13. Attach CV

- You have to attach your CV in Work or PDF format only .
- Make sure your CV is updated and matching your entered data.
- Wait for a seconds till the document uploaded
- Please make sure the box changed to Green click Ctrl and F5 at the same time to save the new details



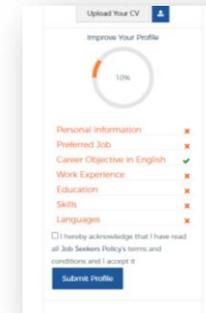
The screenshot shows a button labeled 'Download Your CV' with a green square icon containing a white 'x' to its right.

14. Profile Complete Percentage

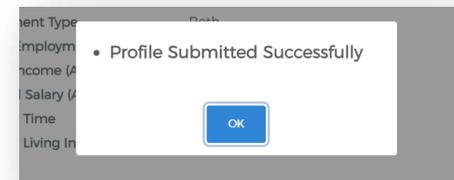
- Make sure to add all fields in both Arabic and English sides information.
- Check the box of Terms and Conditions

15. Click “Summit profile”,

- The submission box will be gone, to update any other information, please click update on the section you wish to update then the box to submit will be active again.

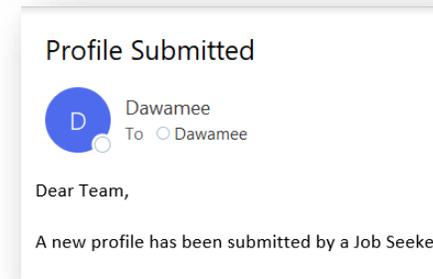


16. Your application has been successfully submitted.

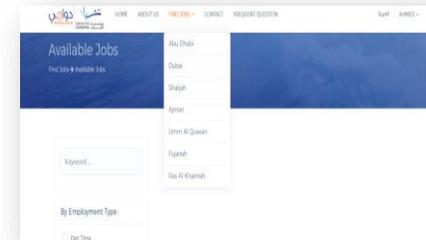


17. Activation of Account

- System will notify Dawamee Team of your application
- Your account shall be activated by Dawamee Team within 7 working days , please make sure to check your mail inbox and the junk mail, a notification of profile status shall be sent to your email.
- Your application shall be returned to be completed in case of not filling all fields as required or for correction.
- If your account is not activated, you cannot apply for available jobs.



18. Back to Home Page – Jobs – Emirate is selected.



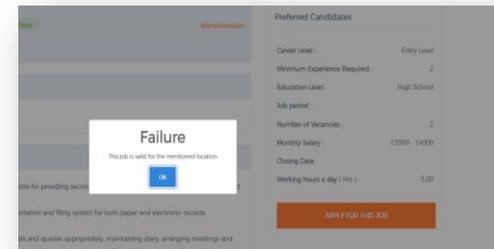
19. Click on job to display details

Review the details of available job and apply.

- The portal shall notify the job seekers of the availability of job opportunities that match their educational qualification and place of job opportunity.
- Make sure to apply for the Vacant according to the Emirate you currently living in .
- Make sure to read and understand the job requirement before you apply
- **If you receive a message that your account is not activated** (you should complete your CV on the portal and submit).
- The initial filtration will be by Dawamee , you will may receive a auto notification by the system once you do not match the job requirements or any other reasons



20. Your application has been successfully submitted.



Should there are any inquiries or difficulties in registration, updating or uploading files, please do not hesitate to contact us: info@dawamee.ae or call: 800-742222

Your interaction and cooperation are our goal.