

تعميم رقم (148 / 2023) Circular No.

Date: 01/09/2023

التاريخ: 2023/09/01

To:
All Healthcare Facilities

إلى:
جميع منشآت الرعاية الصحية

Subject: Tawteen Initiative and Health Workforce Sustainability

الموضوع: مبادرة التوطين واستدامة القوى العاملة الصحية

We would like to extend you our greetings wishing you all the best and success.

بدايةً، يسرنا أن نتقدم لكم بخالص التحية والتقدير متمنين لكم دوام التوفيق والسداد.

Further to the Circular No. 107/2023 issued on 22/06/2023, and in line with the directives of our wise leadership that gives priority to the Tawteen file, and to ensure and follow up on its implementation, the Department of Health - Abu Dhabi expresses its readiness to provide the necessary support to all facilities to achieve the approved targets and increase the Tawteen rates, while retaining their current healthcare and administrative staff.

إلحاقاً بالتعميم رقم 107/2023 الصادر بتاريخ 22/06/2023، وتماشياً مع توجهات قيادتنا الرشيدة التي تولي ملف التوطين أولوية، ولضمان ومتابعة تنفيذه، تعرب دائرة الصحة- أبوظبي عن جاهزيتها لتقديم الدعم اللازم لكافة المنشآت وذلك لتحقيق المستهدفات المعتمدة وزيادة معدلات التوطين مع استبقاء كوادرها الصحية والإدارية الحالية.

In view of the above, it was decided to extend the grace period to complete the inclusion and updating of all data of the healthcare and administrative workforce (nationals - non-nationals) through "Tamm" system, as shown in the attached, until the date of 30th of September 2023. Therefore, all required to comply with the following:

وفي ضوء ما سبق، فقد تقرر تمديد فترة السماح وذلك لاستكمال إدراج وتحديث جميع بيانات القوى العاملة الصحية والإدارية (مواطنين - غير مواطنين) عبر نظام "تم" (كما هو موضح في المرفق)، حتى تاريخ 30 سبتمبر 2023. وعليه يجب على الجميع الالتزام بالآتي:

1. Updating the data of the licensed healthcare professionals at the facility. This update must be limited only to those active status licenses and practicing health professionals in the healthcare facility itself. It is mandatory to cancel the licenses of all healthcare professionals who are not working in the facility.

1. تحديث بيانات المهنيين الصحيين المرخصين في المنشأة. يجب أن يكون التحديث مقتصرًا على تلك التراخيص الفعالة وللمهنيين الصحيين الذين يزاولون العمل في المنشأة الصحية ذاتها

2. Fill in the data of administrators (nationals and non-nationals) in the fields that have been created on the healthcare facility licensing system.
3. All facilities must register on the NAFIS platform and offer the required medical and administrative vacancies therein (NAFIS guideline is attached).

It should be noted that if the Tawteen target for the first phase is not achieved by the end of December 31, 2023, the necessary legal measures will be taken, which may include, for example, but not be limited to reconsidering the renewal of the healthcare facility's current license, or not granting any new license, or not renewing the facility's listing in the health insurance network - Thiqa, and this is in accordance with the provisions of the disciplinary regulations for the health sector in the Emirate of Abu Dhabi.

For more information, we enclose for you a file that includes answers to frequently asked questions on the topics related to the Tawteen initiative and the sustainability of the healthcare workforce.

Accordingly, we look forward to your cooperation with us to achieve the goals by employing national job seekers in healthcare and medical specializations.

فقط، مع إلزامية إلغاء تراخيص كافة المهنيين الصحيين الغير عاملين بالمنشأة.

2. تعبئة بيانات الإداريين (مواطنين وغير مواطنين) في الخانات التي تم استحداثها على نظام تراخيص المنشآت الصحية.

3. يتوجب على جميع المنشآت التسجيل في منصة نافس وطرح الشواغر الطبية والإدارية المطلوبة لديها، (مرفق الدليل الإرشادي لنافس).

ووجب التنويه إلى أنه في حال عدم تحقيق مستهدف التوطين للمرحلة الأولى في نهاية 31 ديسمبر 2023 سيتم اتخاذ الإجراءات القانونية اللازمة التي قد تشمل - على سبيل المثال وليس الحصر - إعادة النظر في تجديد ترخيص المنشأة الحالية أو عدم منح أي ترخيص جديد أو عدم تجديد الإدراج في شبكة الضمان الصحي - ثقة، وذلك وفقاً لأحكام اللائحة التأديبية للقطاع الصحي لإمارة أبوظبي.

ولمزيد من المعلومات نرفق لكم بطيه ملف يتضمن إجابات عن الأسئلة الشائعة ونقاط توضيحية حول المحاور فيما يخص مبادرة دائرة الصحة لتوطين واستدامة القوى العاملة الصحية.

وعليه، نتطلع لتعاونكم معنا لتحقيق المستهدفات من خلال توظيف المواطنين الباحثين عن عمل في التخصصات الصحية والطبية.

For coordination in this regard, please contact via Email:

وللتنسيق بهذا الشأن يرجى التواصل عبر البريد الإلكتروني مع:

- Healthcare Facilities Sector:
hcps@doh.gov.ae

- قطاع المنشآت الصحية:
hcps@doh.gov.ae

- Healthcare Workforce Sector:
tawteen@doh.gov.ae

- قطاع القوى العاملة الصحية:
tawteen@doh.gov.ae

- Healthcare Payers Sector:
HealthSystemFinancing@doh.gov.ae

- قطاع مزودي تمويل الرعاية الصحية:
HealthSystemFinancing@doh.gov.ae

We hope that all will adhere to the above for the best interest of work.

أملين من الجميع الالتزام بما ورد أعلاه لما فيه مصلحة العمل.

Thanking you for your kind cooperation,

شاكرين لكم حسن تعاونكم معنا،،،

"This circular is designed for regulatory procedures and should not be used as content for media publication".

"هذا التعميم للإجراءات التنظيمية وغير مخصص كمحتوى للنشر الإعلامي".



د. نورة خميس الغيثي
وكيل دائرة الصحة



المرفقات Attachment

Enclosed below a table outlining the classification of healthcare facilities based on current Tawteen rates. In addition, the phases for the implementation plan of the targets:

نرفق لكم أدناه جدول يوضح تصنيف المنشآت الصحية بحسب مؤشرات التوطين بالإضافة الى الجدول الزمني لمراحل تطبيق المستهدفات:

Phase 1:

المرحلة الأولى:

Deadline Date تاريخ انتهاء المهلة 30-12-2023	
المستهدف Target	الفئة Category
Maintain a minimum of 2% Tawteen rate of Admin workforce Maintain or increase the current Tawteen Rate in Licensed Clinical workforce استبقاء 2% كحد أدنى للتوطين في الكادر الإداري استبقاء أو زيادة النسبة الحالية للتوطين للكادر الصحي المرخصين	A B C
1% minimum in Licensed Healthcare Workforce 2% minimum in Admin Workforce 1% كحد أدنى من الكادر الصحي المرخصين 2% كحد أدنى من الكادر الإداري	D

Phase 2:

المرحلة الثانية:

Deadline Date تاريخ انتهاء المهلة 30-12-2024	
المستهدف Target	الفئة Category
1% increase from 2023 in Healthcare & 2% in Admin Workforce annually. زيادة 1% عن 2023 في الكادر الصحي و2% في الكادر الإداري سنوياً	A B C
	D

نقاط توضيحية

Further Instructions

<p>1. What is the difference and similarity between circulars and ministerial decisions related to Emiratisation (example: Ministerial Resolution 279 and 191 of 2022) and circulars issued by the Department of Health regarding Emiratisation goals?</p> <p>The emiratization plans for the health sector in the Emirate of Abu Dhabi are in line with the ministerial decisions. The Department of Health – Abu Dhabi (DOH) implemented the Ministry of Human Resources Emiratization target for the administrative cadres (2%), while added an Emiratization target for the licensed health workforce (1%).</p>	<p>1. ما هو الفرق ووجه التشابه بين التعميم والقرارات الوزارية المتعلقة بالتوطين (مثال: القرار الوزاري 279 و 191 لسنة 2022) والتعميم الصادرة من دائرة الصحة فيما يخص مستهدفات التوطين؟</p> <p>تتواءم خطط التوطين للقطاع الصحي في إمارة أبوظبي مع القرارات الوزارية و تدعمها، حيث أقرت دائرة الصحة مستهدفات وزارة الموارد البشرية و التوطين للكوادر الإدارية (نسبة 2%) . بينما أضافت مستهدف (1%) للكوادر الصحي المرخص، وذلك بما يخدم احتياجات القطاع الصحي.</p>
<p>2. What are the types of Facilities covered by the circular?</p> <p>The circular is applicable to all licensed healthcare facilities in Abu Dhabi, regardless of their type or number of employees.</p>	<p>2. ماهي أنواع المنشآت التي يشملها التعميم؟</p> <p>يشمل التعميم جميع المنشآت الصحية المرخصة من دائرة الصحة، بغض النظر عن نوعها أو عدد العاملين فيها.</p>
<p>3. What is the last day to achieve the announced Tawteen targets?</p> <p>12/30/2023 is the last day to achieve the targets of the first phase of Tawteen.</p>	<p>3. ما هو آخر يوم لتحقيق مستهدفات التوطين المعلن عنها؟</p> <p>يعتبر تاريخ 2023/12/30 هو آخر يوم لتحقيق مستهدفات المرحلة الأولى.</p>
<p>4. Where can I find the circular issued by the Department of Health - Abu Dhabi regarding Tawteen of the healthcare and administrative staff?</p> <p>To view the circular regarding Tawteen of the healthcare and administrative staff (No. 107), kindly visit the Department of Health – Abu Dhabi website: https://www.doh.gov.ae/en/resources/Circulars</p>	<p>4. أين أجد التعميم الخاص بتوطين الكادر الصحي والإداري الصادر عن دائرة الصحة؟</p> <p>للإطلاع على التعميم الخاص بتوطين الكادر الصحي والإداري (رقم 107) يرجى زيارة موقع دائرة الصحة: https://www.doh.gov.ae/en/resources/Circulars</p>
<p>5. Are healthcare facilities categorization - as per Tawteen percentages- going to be announced by the Department of Health – Abu Dhabi?</p> <p>No, healthcare facilities categorization - as per their Tawteen percentages - is an internal procedure for organizational and administrative purposes.</p>	<p>5. هل سيتم الإعلان عن تصنيف المنشآت الصحية بناء على نسبة التوطين من قبل دائرة الصحة؟</p> <p>لا، حيث يتم تصنيف المنشآت الصحية بناء على نسب توطين الكادر الصحي لأغراض تنظيمية وإدارية داخلية.</p>
<p>6. In which category my Facility is categorized according to Tawteen index (A, B, C, or D)?</p> <p>To find out your facility category, please calculate Tawteen percentage of healthcare cadres in the facility. For example: (The total number of licensed healthcare professionals is 120, and the total number of licensed nationals among healthcare professionals is 10. Your Tawteen Percentage is 8.3, so your facility is classified under category B).</p>	<p>6. في أي فئة تصنف منشأتي حسب مؤشر التوطين (A, B, C, or D)؟</p> <p>لمعرفة تصنيف المنشأة يرجى حساب نسبة التوطين من الكوادر الصحية في المنشأة، مثال: (مجموع المرخصين من المهنيين الصحيين هو 120 ومجموع المواطنين المرخصين من المهنيين الصحيين هو 10 فنسبة التوطين للمنشأة هي 8.3 فهذه المنشأة تنصنف في فئة B).</p>

<p>7. Are administrative cadres considered in the categorization of healthcare facilities (A, B, C and D)?</p> <p>No, the categorization is based on Tawteen rates for licensed healthcare cadres only, and does not include administrative cadres.</p>	<p>7. هل يتم إعتبار الكادر الإداري في تصنيف المنشآت الصحية (A, B, C and D) ؟</p> <p>لا، يعتمد التصنيف الحالي على نسب التوطين للكوادر الصحية المرخصة فقط، ولا يشمل الكوادر الإدارية.</p>
<p>8. Our current Tawteen rates exceed the set target; can we reduce it to the required target (whether in the healthcare or administrative staff)?</p> <p>No, if Tawteen rate of the current healthcare or administrative workforce exceeds the announced Tawteen targets, the facility must maintain the current Tawteen rates of the national workforce in order to support Tawteen strategy.</p>	<p>8. تتجاوز معدلات التوطين الحالية لدينا الحد الأدنى، هل يمكننا تخفيضها إلى النسبة المطلوبة (سواء في الكادر الصحي أو الإداري)؟</p> <p>لا، إذا كانت نسبة التوطين للقوة العاملة الصحية أو الإدارية الحالية تتجاوز الحد الأدنى من مستهدف التوطين المعلن عنه، فيتوجب على المنشأة الحفاظ على النسبة الحالية من الكفاءات المواطنة وذلك لدعم استراتيجية التوطين.</p>
<p>9. If the total number of employees in the Facility is less than 50, does Tawteen Target still applies to the Facility?</p> <p>Yes, Tawteen rates apply to all healthcare facilities licensed by the Department of Health, regardless of their type or number of employees.</p>	<p>9. إذا كان عدد الموظفين الكلي في المنشأة أقل من 50 فهل تنطبق نسب التوطين على المنشأة؟</p> <p>نعم، تنطبق نسب التوطين على جميع المنشآت الصحية المرخصة من دائرة الصحة، بغض النظر عن نوعها أو عدد العاملين فيها.</p>
<p>10. Why does the Tawteen rate listed in the Department of Health not reflect the current status of my facility (for both healthcare and administrators' cadres)?</p> <p>Tawteen targets for both healthcare and administrators' cadres are calculated from the Healthcare Professionals Licensing System at the Department of Health as well as the information updated in "Tamm" system. Therefore, all healthcare facilities must verify the workforce information submitted TAMM, and update it periodically whenever necessary.</p>	<p>10. لماذا لا يعكس معدل التوطين المدرج في دائرة الصحة الوضع الحالي للمنشآت لنسب الكوادر الصحية أو الإداريين؟</p> <p>يتم احتساب نسب التوطين المستهدفة للفئتين المهنيين الصحيين والإداريين من خلال نظام تراخيص المهنيين الصحيين لدى دائرة الصحة وكذلك على المعلومات المحدثة في نظام "تم"، لذا وجب على كل المنشآت الصحية التحقق من صحة معلومات القوى العاملة المسجلة في نظام "تم"، وتحديثها بشكل دوري كلما استلزم الأمر.</p>
<p>11. Where can I update the Administrative and Healthcare cadre employment status for my facility?</p> <p>You can update the facility employment status for the administrative and Healthcare cadre in "TAMM", through the following links:</p> <ol style="list-style-type: none"> For healthcare professionals: Healthcare Professional License For administrative personnel, select Health Facility Licenses 	<p>11. أين يمكنني تحديث بيانات الكوادر الإدارية والصحية الخاصة بمنشأتي؟</p> <p>يمكنك تحديث البيانات المتعلقة بالكوادر الإدارة والصحية المرخصة الخاصة بالمنشأة عبر نظام "تم"، من خلال الروابط التالية:</p> <ol style="list-style-type: none"> 1. للكوادر الصحية: إدارة رخصة المهني الصحي 2. للكوادر الإدارية: إدارة رخصة منشأة صحية

<p>12. What information should facilities verify and update in regard to the Healthcare Professionals cadre in TAMM?</p> <p>In regard to Healthcare professionals data, all facilities must verify and update the following:</p> <ul style="list-style-type: none"> The Healthcare professionals contact details (contact numbers must be for the employee and not for the Facility's public relations department or the administrative officer). Healthcare Professional licensing details: status (active/cancelled), facility (branch), etc. 	<p>12. ما هي المعلومات التي يتعين على منشآت الرعاية الصحية التحقق من صحتها وتحديثها في نظام تراخيص المهنيين الصحيين وفي نظام "تم"؟</p> <p>فيما يخص بيانات الكوادر الصحية، على كل المنشآت الصحية التحقق من، وتحديث الآتي:</p> <ul style="list-style-type: none"> بيانات التواصل مع المهنيين الصحيين (أن تكون أرقام التواصل خاصة بالموظف وليس بقسم العلاقات العامة للمنشأة أو المسؤول الإداري). بيانات ترخيص المهنيين الصحيين: الحالة (نشط/ملغي)، اسم المنشأة (الفرع)، إلخ.
<p>13. How often should healthcare facilities update their information in TAMM system?</p> <p>Healthcare facilities must update their information through TAMM in the event of any update on the data related to their healthcare and administrative workforce (example: new employment, resignation, etc).</p>	<p>13. ماهي عدد المرات التي يتعين على منشآت الرعاية الصحية تحديث معلوماتها في نظام "تم"؟</p> <p>يتعين على منشآت الرعاية الصحية تحديث معلوماتها من خلال نظام "تم" في حال طرأ أي تحديث على البيانات المتعلقة بالقوى العاملة الصحية والإدارية لديها (مثال: توظيف جديد، استقالة، إلخ).</p>
<p>14. How is Tawteen rate calculated for Facilities with multiple branches?</p> <p>The Tawteen rate is calculated for each healthcare facility (for each branch) separately, and each branch must achieve the communicated Tawteen target.</p>	<p>14. كيف يتم حساب نسبة التوطين للمنشآت ذات الفروع المتعددة؟</p> <p>يتم حساب نسبة التوطين لكل منشأة صحية (لكل فرع) على حده، وعلى كل فرع تحقيق مستهدف التوطين المعلن.</p>
<p>15. How is Tawteen rate calculated if the employee works in different branches?</p> <p>In the event that the employee works in different branches, the employee is calculated only with the main Facility in which his/her license is registered under – where he/she works most of the time-. He/she must not be counted in the other Facilities (other branches) where he/she works in partially.</p>	<p>15. كيف يتم حساب نسبة التوطين إذا كان الموظف يعمل في فروع مختلفة؟</p> <p>في حال تنقل الموظف بين أفرع مختلفة، يتم حساب الموظف مع المنشأة الأساسية المسجل ترخيصه عليها والتي يعمل بها معظم الوقت فقط. ويجب عدم احتسابه في المنشآت الأخرى (الأفرع الأخرى) التي يعمل بها بشكل جزئي.</p>
<p>16. How does the Department of health inspect and monitor Healthcare facilities adherence to achieve Tawteen targets?</p> <p>Facility compliance is been verified through the following:</p> <ol style="list-style-type: none"> Upon Renewal of the current facility license. Upon Issuing a new facility license. Upon Renewal of Thiqa Insurance contracts. Upon Approving new Thiqa insurance contract. During inspections and audit visits. 	<p>16. ما هي آلية عمل دائرة الصحة- أبوظبي في متابعة ومراقبة مدى التزام المنشآت الصحية بتحقيق مستهدفات التوطين؟</p> <p>يتم التحقق من مدى التزام المنشآت من خلال المراحل التالية:</p> <ol style="list-style-type: none"> 1. تجديد ترخيص المنشأة الحالية. 2. منح ترخيص منشأة جديدة. 3. تجديد عقود تأمين ثقة. 4. الموافقة على عقد تأمين ثقة جديد. 5. زيارات التدقيق والتفتيش.

<p>17. What are the administrative categories included in the Tawteen target for administrative cadre?</p> <p>It includes -but not limited to - the following:</p> <ol style="list-style-type: none"> 1. Information technology (engineers, technicians, etc.) 2. Human resources 3. Finance (accounting, revenue, etc.) 4. Management (senior management, health information management, health registrants, quality management, patient services...etc) 5. Logistics (purchases, warehouse management, etc.) 6. Legal Affairs. 7. Health Administration (other than licensed health professionals). 8. Marketing and Public Relations 	<p>17. ما هي فئات الكوادر الإدارية المشمولة في حساب مستهدف التوطين لفئة الكادر الإداري؟</p> <p>تشمل من باب المثال وليس الحصر الفئات التالية:</p> <ol style="list-style-type: none"> 1. تكنولوجيا المعلومات (المهندسين، الفنيين، الخ) 2. الموارد البشرية 3. المالية (المحاسبة، الإيرادات... الخ) 4. الإدارة (الإدارة العليا، إدارة المعلومات الصحية، المسجلين الصحيين، إدارة الجودة، خدمات المرضى... الخ) 5. اللوجستيات (المشتريات، إدارة المخازن... الخ) 6. الشؤون القانونية. 7. الإدارة الصحية (غير المهنيين الصحيين المرخصين). 8. التسويق والعلاقات العامة
<p>18. Does Tawteen target applies to the outsourced staff within the Healthcare Facility?</p> <p>Yes, the Tawteen rate is applicable to all healthcare professionals' staff regardless of their contract status either direct hire or outsourced as long as their Healthcare professional license is registered under the facility. However, regarding the administrative staff, the Tawteen rate only considers the staff with direct hire contracts under the facility.</p>	<p>18. هل يتم تطبيق نسبة التوطين على موظفين العقود الخارجية في منشآت الرعاية الصحية؟</p> <p>نعم، ينطبق معدل التوطين على جميع الموظفين المهنيين الصحيين بغض النظر عن حالة تعيينهم بالعقود المباشرة أو بالعقود الخارجية طالما كان ترخيص المهنيين الصحيين مسجلاً تحت المنشأة.</p> <p>أما بالنسبة إلى الإداريين فإن معدل التوطين ينطبق على موظفي العقود المباشرة فقط.</p>
<p>19. How can we benefit from NAFIS program?</p> <p>The " NAFIS " program help the Facilities to achieve Tawteen targets through providing access to emirates job seekers. For more information about NAFIS and the Ministry of Human Resources and Emiratisation, kindly visit the below links:</p> <p>Nafis: Nafis Emirati Talent competitiveness council</p> <p>MOHRE: https://eservices.mohre.gov.ae/TasheelWeb/</p>	<p>19. كيف يمكننا الاستفادة من برنامج «نافس»؟</p> <p>يسهم برنامج «نافس» في مساعدة جميع المنشآت على تحقيق نسب التوطين المستهدفة بتوفير قائمة بالكوادر المواطنة الباحثة عن عمل. لمزيد من المعلومات حول نافس ووزارة الموارد البشرية والتوطين يرجى زيارة الروابط بالأسفل:</p> <p>نافس: Nafis Emirati Talent competitiveness council</p> <p>وزارة الموارد البشرية والتوطين: https://eservices.mohre.gov.ae/TasheelWeb/</p>
<p>20. What is the mechanism to obtain information about job seekers and graduates?</p> <p>You can register on Nafis platform as a facility to view the data of graduates and job seekers from qualified national resources who are able to meet work requirements.</p>	<p>20. ما هي آلية طلب الحصول على قاعدة بيانات الخريجين والباحثين عن عمل؟</p> <p>يمكنكم التسجيل في منصة نافس كمنشأة لاستعراض بيانات الخريجين والباحثين عن العمل من الكوادر المواطنة المؤهلة والقادرة على تلبية متطلبات العمل.</p>
<p>21. How Do I register in Nafis?</p> <p>Please access below webpage for more information:</p> <p>Nafis Emirati Talent competitiveness council</p>	<p>21. كيف أسجل في منصة نافس؟</p> <p>يرجى زيارة الموقع أدناه لمزيد من المعلومات:</p> <p>Nafis Emirati Talent competitiveness council</p>

<p>22. Why is Category D is not mentioned in Phase 2?</p> <p>According to the expected target for Tawteen in category "D", all healthcare facilities in the Emirate of Abu Dhabi must meet the minimum level of Tawteen (1%) for national licensed healthcare workforce at the end of the first phase.</p>	<p>22. لماذا لم يتم ذكر الفئة D في المرحلة الثانية؟</p> <p>بحسب المستهدف المتوقع للتوطين في الفئة "D"، فإنه يتوجب على كل المنشآت الصحية في إمارة أبوظبي استيفاء الحد الأدنى للتوطين (1%) للقوى العاملة الصحية الوطنية المرخصة في نهاية المرحلة الأولى.</p>
<p>23. What measures the Department of Health - Abu Dhabi might take against healthcare facilities that fails to achieve the Tawteen targets?</p> <p>The Department of Health - Abu Dhabi would take the necessary legal measures, which may include, but not be limited to:</p> <ol style="list-style-type: none"> 1. Withhold Healthcare Facility license renewal. 2. Withhold granting a new facility license. 3. Withhold Thiqa insurance contracts renewal. 4. Withhold granting a new Thiqa insurance contract. 	<p>23. ما هي الإجراءات التي قد تتخذها دائرة الصحة- أبوظبي ضد المنشآت التي لم تحقق مستهدفات التوطين المطلوبة؟</p> <p>سيتم اتخاذ الإجراءات القانونية اللازمة التي قد تشمل على سبيل المثال وليس الحصر:</p> <ol style="list-style-type: none"> 1. إعادة النظر في تجديد ترخيص المنشأة الحالية. 2. عدم منح ترخيص منشأة جديدة. 3. عدم تجديد عقود تأمين ثقة. 4. عدم الموافقة على عقد تأمين ثقة جديد.
<p>24. How would Tawteen targets impact Healthcare Facilities in the coming years (following 2023) ?</p> <p>All Healthcare Facilities must comply with the planned increase in Tawteen target, which 1% annual increase for the Healthcare workforce, and 2% annual increase for the administrative workforce.</p>	<p>24. كيف ستعكس أهداف التوطين للسنوات القادمة لمنشآت الرعاية الصحية في أبوظبي (بعد 2023) ؟</p> <p>يجب أن تمثل جميع منشآت الرعاية الصحية للزيادة المخطط لها في هدف التوطين، والذي يمثل زيادة سنوية بنسبة 1% للقوى العاملة في مجال الرعاية الصحية، وزيادة سنوية بنسبة 2% للقوى العاملة الإدارية.</p>
<p>25. How does Tawteen rates calculated for the different workforce categories (Administrative and healthcare professionals)?</p> <p>Tawteen rates are calculated separately for the administrative workforce and for the licensed healthcare professionals, noting that facilities are required to achieve the Tawteen targets for each category separately.</p>	<p>25. هل تحسب نسب التوطين للفئتين الإداريين والمهنيين الصحيين المرخصين معاً أو كلاً على حدة ؟</p> <p>يتم حساب نسب التوطين للإداريين والمهنيين الصحيين المرخصين كلاً على حده بحيث يجب على منشآتكم تحقيق هدف التوطين لكل فئة بشكل منفصل.</p>
<p>26. Are Tawteen targets applicable on pharmacies?</p> <p>Yes, pharmacists are included in Tawteen target for the licensed healthcare workforces, which is 1%.</p>	<p>26. هل تنطبق مستهدفات التوطين على المنشآت الصيدلانية؟</p> <p>نعم، الصيادلة مشمولين في مستهدفات التوطين للقوى العاملة الصحية 1%.</p>
<p>27. Does Tawteen target for administrative cadre apply on healthcare facility that does not include any administrative staff?</p> <p>If there is no administrative cadre in the structure of the establishment - there is no non-national administrative workforce -, Tawteen target for administrative cadre does not apply.</p>	<p>27. إذا كان عدد موظفي منشأة الرعاية الصحية صغيراً ولا يشمل أي كادر إداري، فهل تنطبق أهداف التوطين الإدارية ؟</p> <p>إذا لم يكن هناك كادر إداري في هيكل المنشأة (أي لا توجد قوة عاملة إدارية غير وطنية)، فإن هدف التوطين للإداريين لا ينطبق.</p>
<p>28. Will Tawteen targets be fixed over the coming years?</p> <p>You will be notified of any updates on Tawteen targets in the future through Department of Health – Abu Dhabi formal communication channels.</p>	<p>28. هل ستكون مستهدفات التوطين ثابتة على مدى السنوات القادمة ؟</p> <p>سيتم إفاذتكم بالمستجدات على مستهدفات التوطين مستقبلاً من خلال وسائل التواصل التابعة لدائرة الصحة أبوظبي.</p>

Tawteen in Healthcare Facility User Manual Guide

Updating Admin and Clinicians Details

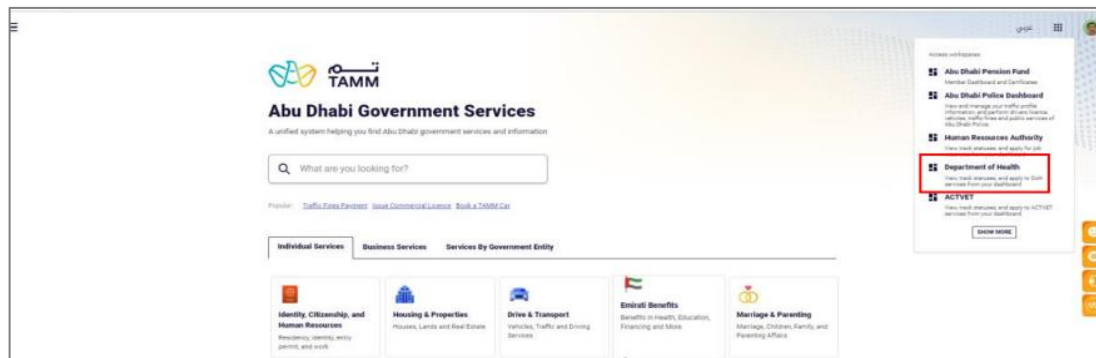
Update Professional Profile

Through this service, the healthcare professional OR the healthcare facility representative is able to Update the healthcare professional profile information.

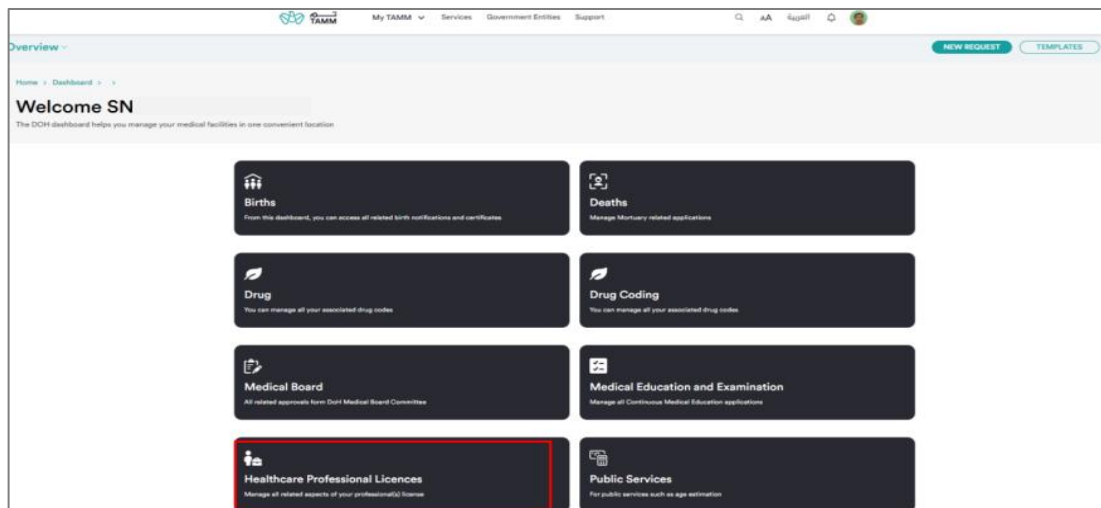
- The service is instant & free of charge.
- The service cannot be accessed if the professional still do not have an issued DOH license.

Please follow below steps to Update the healthcare professional profile information.

1. Login to TAMM
2. Click on “Department of Health” from the side menu.



3. Click on “Healthcare Professional License” widget





- Select “Amend” from the Action list for the professional you wish to update personal details for (The service can be applied by the professional or the facility PRO)

The screenshot shows the 'Healthcare Professional Licences' dashboard. Under the 'Completed Registration' tab, there is a table of professionals. The first row shows a professional named 'Ali H.A. Regula' with a status of 'Expired'. The 'Actions' column for this professional has a dropdown menu with the option 'Amend' highlighted by a red box.


- Select “Update Professional Profile” from the list of services.

The screenshot shows the 'Amend Records' page. Under the heading 'Request a Current Professional Status Certificate', there is a list of services. The service 'Update Professional Profile' is highlighted by a red box.

- It is important to note that the personal data are all fetched from UAE PASS system.

The screenshot shows the 'Update a Professional Profile' page. A confirmation dialog box is displayed in the center, stating: 'All personal details will be updated as per the ICA data; therefore, ensure that the information is correct and belongs to the selected professional.' The dialog has a 'Confirm' button.

7. A table will appear, with TAMM profile information and information in the UAE PASS system (The UAE PASS green fields will replace TAMM profile information once the application is submitted). Thus, ensure having the information updated in UAE PASS system before proceeding with the service (A link to UAE PASS profile update is available within the service).


My TAMM
Services
Government Entities
Support
AA
April

Home
>
Digital Services
>
Department of Health
>
Manage a Healthcare Professional License

Update a Professional Profile

Review Professional Profile

Review the profile information and update the contact details.

Healthcare Professional Details

The professional's profile details will be updated to match the information on ICA/UAE PASS. The green colour highlights the information that will be updated. Review the details in the table below and if any information is incorrect or outdated, [click here](#) to visit ICA website to, first, update it.

Data Type	Current Profile Information	ICA / UAE PASS Information
Full Name (English)	ALI HASAN Rajeev Vin	SINH POOMALAI SAGADINKAR
Full Name (Arabic)	علي حسن راجي وين	سنيح پومالي ساغادينكار
Emirates ID	1411	7409949029123
Date of Birth	12 March 1976	14 April 1966
Gender	Male	MALE
Nationality	United Arab Emirates	INDIA
Country of Birth	United Arab Emirates	INDIA
Country of Residence	United Arab Emirates	United Arab Emirates
Marital Status	Married	SINGLE
Passport Number	Jha4289050	M4482289
Place of Issue	United States of America	UNITED ARAB EMIRATES
Passport Issue Date	4 June 2022	14 March 2010
Passport Expiry Date	30 June 2028	4 March 2026
Email Address	arha.rajeev@hijab.com	
Mobile Number	+971502229968	0407020496
City	Dubai	DUBAI
Address	BURJ ROAD	BURJ ROAD

If you wish to update the Emirates ID number, contact DOH at support@doh.gov.ae and include a copy the DOH license, passport and Emirates ID.

Update Contact Details Manually

All licensing notifications will be communicated to the provided mobile number and email address below (authentication of both are mandatory and must be completed by entering the received codes in the next screen). Note: We will not update the contact information on ICA.


Mobile Number
+971 502020196

Email Address
arha.rajeev@hijab.com

Process

- Professional Lookup
- Review Professional Profile
- Authenticate Mobile Number
- Authenticate Email Address
- Application Submitted

Relevant Entity




Address:
 Behind Al Futtaim Metro, Airport
 Road, Abu Dhabi
 Phone number:
 +971 2 499 2222
 Website:
<https://doh.gov.ae/>
 Email:
support@doh.gov.ae
 Office hours:
 Open: Closed at 8:00 pm

8. A separate section is available to update the email and mobile number. Those are not fetched from UAE PASS system and will be receiving TAMM notifications (It is important to ensure the email and mobile belong to the professional and not the PRO)

Update Contact Details Manually

All licencing notifications will be communicated to the provided mobile number and email address below (authentication of both are mandatory and must be completed by entering the received codes on the next screen). **Note: this will not update the contact information on ICA.**

Mobile Number

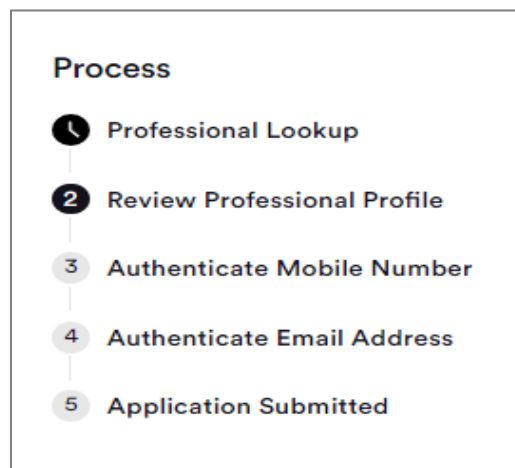
 +971

Email Address

ii@hotmail.com

[Cancel](#) [next >](#)

9. The updated email & mobile will receive an OTP. Once confirmed; the application can be submitted and the profile will be updated immediately.

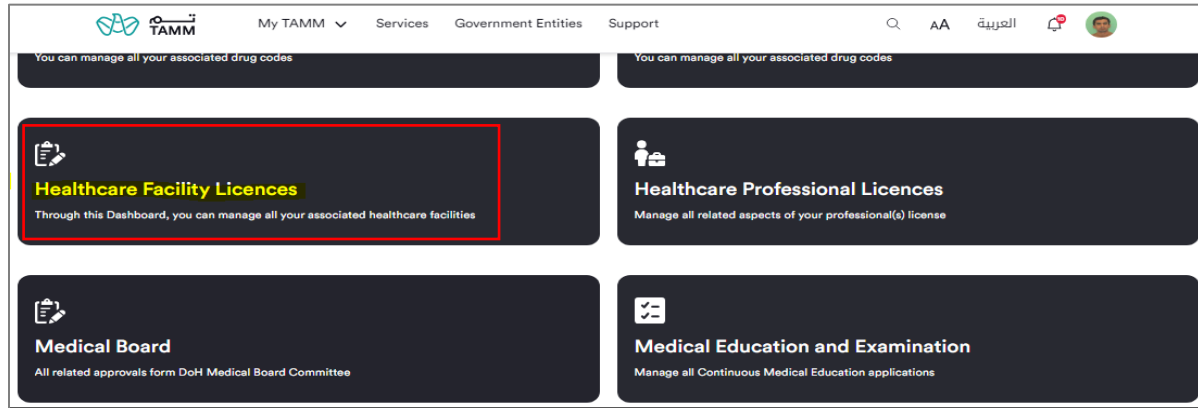




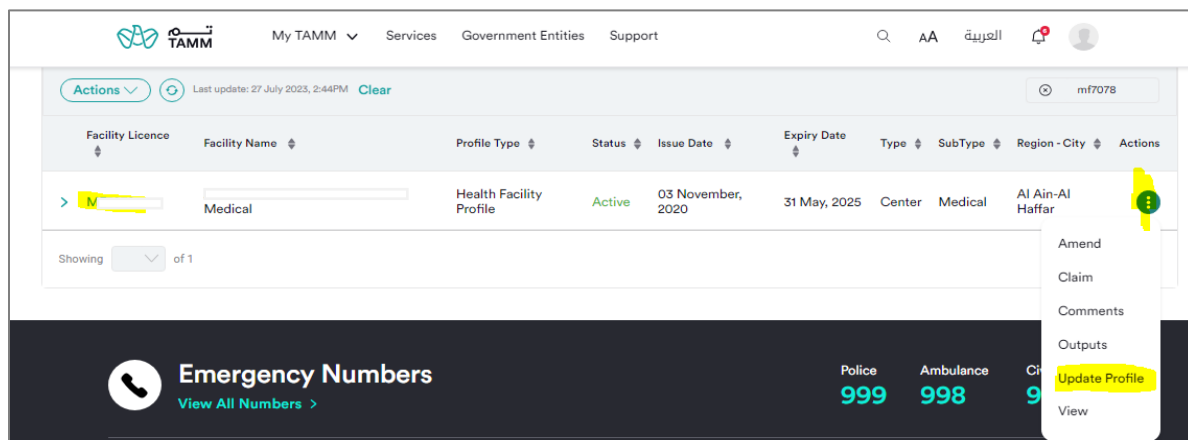
Update Admin Staff Details

Please follow below steps to add 'Admin Staff Details' for facility.

1. Login to TAMM
2. Go to DOH Dashboard
3. Select Health Facility Licenses widget



4. Click three dots in front of the facility you want to update the 'Admin Staff' Information and choose 'Update Profile'.





- So, manage Facility Profile application will be loaded, scroll to down until you see '**Admin Staff**' section.

UAE National Admin Staff

Professional Name	Professional Date of Birth	Emirates ID	Occupation	Joining Date	Actions

Non UAE National Admin Staff

Professional Name	Professional Date of Birth	Emirates ID	Occupation	Joining Date	Actions

Add Professional Staff

- Click on 'Add Professional Staff' new popup will open, provide the EID and validate.

Add Professional Staff

Emirates ID * Professional Name

Professional Date of Birth Nationality

Occupation * Joining Date *

Validate

Cancel **Add**

- Submit the application.



Guides to download Tawteen from the Tamm portal

1. Select the Outputs from the Actions of the facility

The screenshot shows the Tamm portal interface. At the top, there's a navigation bar with 'My Locker', 'Services', 'Government Entities', and 'Support'. Below this, there's a section for 'Completed Records' and 'Draft Records'. A 'Show Advanced Filters' checkbox is visible. The main section is titled 'Facilities' and contains a table with columns: Facility Licence, Facility Name, Profile Type, Status, Issue Date, Expiry Date, Type, SubType, Region - City, and Actions. A single facility is listed: 'Health Facility Profile' with status 'Active', issue date '13 July, 2023', and expiry date '15 August, 2024'. The 'Actions' dropdown menu is open, showing options: 'Amend', 'Claim', 'Comments', 'Outputs' (highlighted with a red box), 'Update Profile', and 'View'. At the bottom, there's a dark blue bar with 'Emergency Numbers' and a 'View All Numbers' link.



2. The system will open a page showing all the facility's output including Tawteen:

The screenshot shows the 'Outputs' page for a facility. The page title is 'Healthcare Facility Licences'. There are buttons for 'NEW REQUEST' and 'TEMPLATES'. Below the title, there's a 'Back' link and a 'Type' dropdown set to 'Clinic'. The 'Sub-Type' is 'School Clinic'. The main content area shows a table with columns 'Name' and 'Report Type'. The table lists three reports: 'Facility Information', 'Facility Permanent License', and 'Tawteen Report' (highlighted with a red box). The 'Report Type' for all three is 'Report'.

Name	Report Type
Facility Information	Report
Facility Permanent License	Report
Tawteen Report	Report




3. Click the report to download

17/08/2023

Tawteen Report تقرير التوطين

Enclosed below the Tawteen rates extracted from the DOH licensing systems for the above-mentioned facility. يبيّن الجدول أدناه معدل التوطين الحالي وذلك حسب نظام وبيانات التراخيص في المنشأة المذكورة أعلاه

%توطين Tawteen %	المجموع Total	غير المواطنين Non Nationals	المواطنين Nationals	فئة Category
0	2	2	0	Nurses
0	2	2	0	Total



Note: Above is Sample

Nafis Digital Platform

Partner User Guide

March 2023

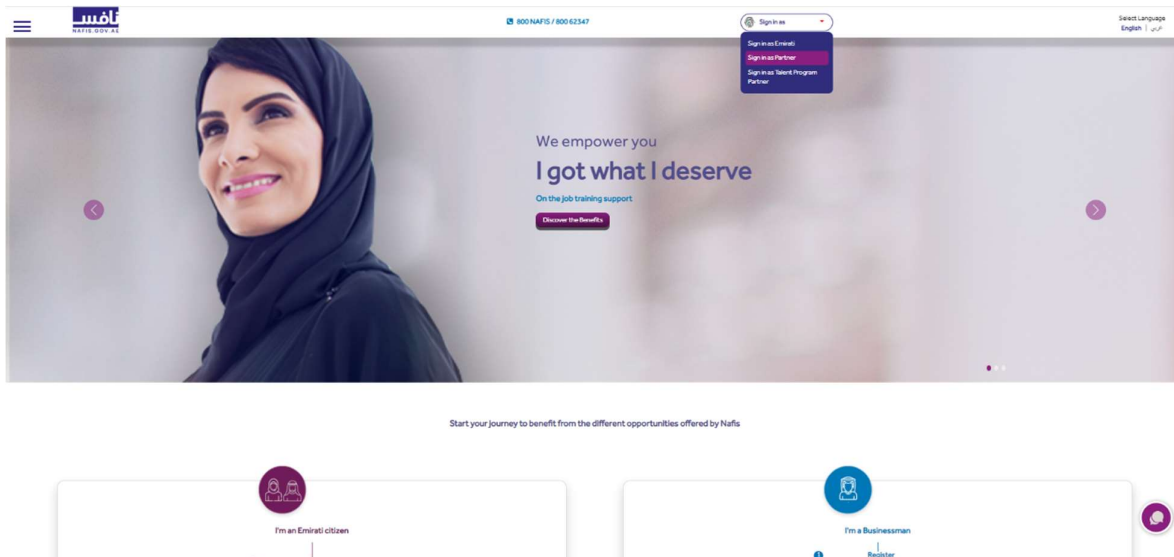
Contents

Company Onboarding.....	3
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Public/ Semi-public/ Freezone Company	10
Manage company representatives	15
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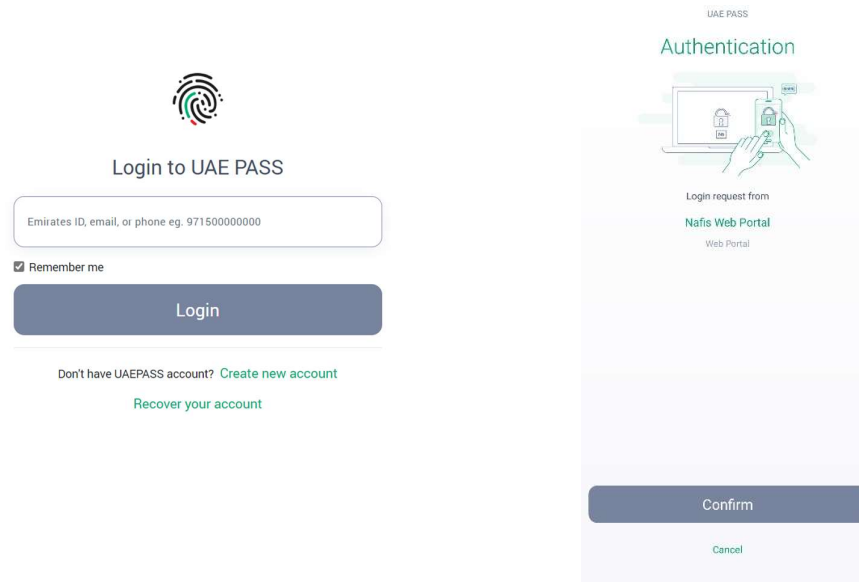
Company Onboarding

Private Company

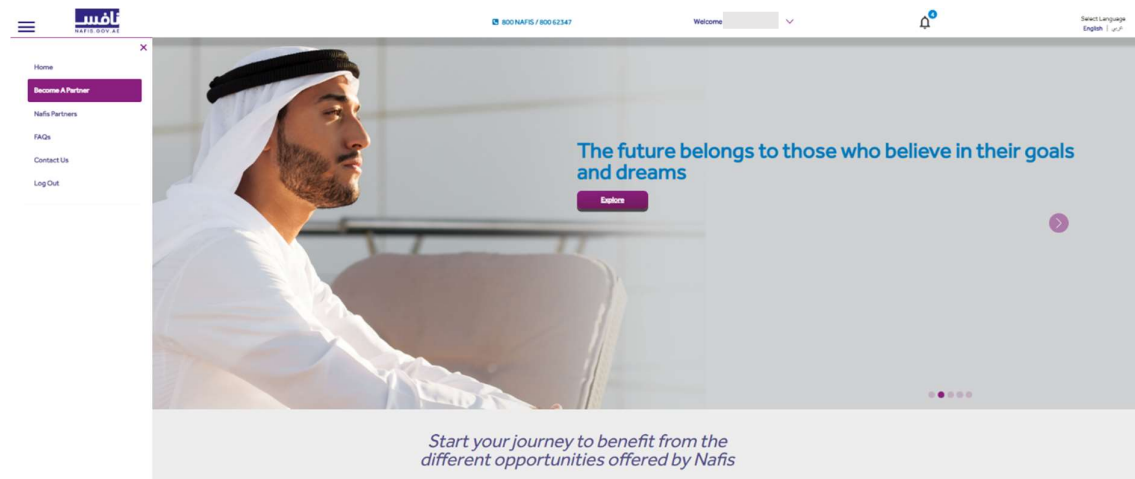
1. Access Nafis Portal [Nafis.gov.ae](https://nafis.gov.ae)
2. Sign in as **Partner**



3. You will be directed to the **UAE Pass Login** and users will receive a notification on their mobile phone to approve request.



4. Open the Menu and select 'Become a Partner'



User will be directed to the Company registration page.

5. Enter the 'Trade License Number' of the company you want to register, attach the 'Company representative authorization proof' document and click 'Proceed'

User can hover the mouse over the icon in the file upload field to see the sample of the document that needs to be uploaded

Be a part of our Beautiful world
Be a part of the NAFIS program

Register your Company
Please fill below details

Trade License Number *

Proceed

Company representative authorization proof *

AUTHORIZATION LETTER FORMAT FOR REPRESENTATIVE
Date: June 03 2022
To: NAFIS Team
Subject: Company Representative Authorization Letter
We,
Trade License number: _____ Company name: _____
Holding authorise: _____ Employees name: _____
Employee ID: _____
To be our main company representative in the Nafis platform
He will be authorised for all company related activities.
Authorized Stamp and Signature

FAQ
Contact Us

Nafis
NAFIS is a federal program to increase the competitiveness of Emirati human resources and empower them to occupy jobs in the private sector. Launched as part of the UAE's development journey and boost the economy.
800 NAFIS / 800 62347
© 2022 Nafis - All Rights Reserved.

Follow us on
Instagram, TikTok, LinkedIn, Twitter

If the company is already registered in the system, then user will see the following warning message to contact the company representative and user will not be able to register the same company again

Be a part of our Beautiful world
Be a part of the NAFIS program

Register your Company
Please fill below details

Trade License Number *

WARNING
The company is already onboarded in the system. Please contact your company representative to proceed.

Proceed

Company representative authorization proof *

Upload File

FAQ
Contact Us

Nafis
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6. User can view the company details retrieved from MoHRE based on the trade license number that have been entered.

Register your Company
Be a part of the NAFIS program

Trade license number:

Company name:

Company sector:

Company type:

Business type:

[Edit Detail](#)

Address:

Email address:

Phone:

Uploads

Upload authenticated company trade license
File should be less than 10 MB, and of type pdf, doc or docx

Company logo
File should be less than 1 MB, and of type png, jpg or jpeg

☐ I confirm that my information is up to date

☐ I confirm that I have read and understood the [terms and conditions](#)

FAQ
Contact Us

NAFIS
NAFIS is a federal program to increase the competitiveness of Emirati human resources and empower them to occupy jobs in the private sector. Launched as part of Projects of the 50, the program aims to accelerate the UAE's development journey and boost the economy.

800-NAFIS / 800-62347

Follow us on

Select Language
English | العربية

7. User can click **'Edit Detail'** to edit the basic information like **'Address,' 'Email address'** and **'Phone number'**

Register your Company
Be a part of the NAFIS program

Trade license number:

Company name:

Company sector:

Company type:

Business type:

[Save Detail](#)

Address:

Email address:

Phone:

Uploads

Upload authenticated company trade license
File should be less than 10 MB, and of type pdf, doc or docx

Company logo
File should be less than 1 MB, and of type png, jpg or jpeg

☐ I confirm that my information is up to date

☐ I confirm that I have read and understood the [terms and conditions](#)

FAQ
Contact Us

NAFIS
NAFIS is a federal program to increase the competitiveness of Emirati human resources and empower them to occupy jobs in the private sector. Launched as part of Projects of the 50, the program aims to accelerate the UAE's development journey and boost the economy.


800-NAFIS / 800-62347

Follow us on

Select Language
English | العربية

Once information is updated click on **'Save Detail.'**

8. Upload the **'Authenticated Company Trade License certificate,'** the **'Company logo,'** accept the terms and conditions and click **'Proceed'**



800 NAFIS / 800 62347

Welcome

Select Language
English | العربية

←

Register your Company

Be a part of the NAFIS program

Trade license number

Company name

Company sector

Company type

Business type

Private

Mainland

Private Est.

Edit Detail

Address *

Email address *

Phone *

Upload authenticated company trade licence *

Trade license certificate.pdf

Upload File

Company logo *

logo.png

Upload File

☒ I confirm that my information is up-to-date

☒ I confirm that I have read and understood the [terms and conditions](#)

Cancel

Proceed

FAQ

Contact Us

NAFIS

Follow us on



User can hover the mouse over the icon in the file upload fields to see the sample of the documents that need to be uploaded

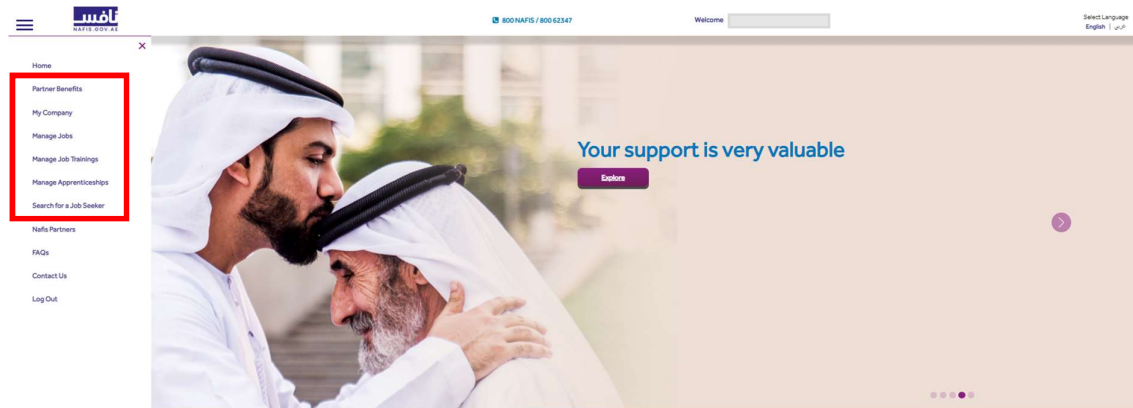
The screenshot shows the NAFIS portal registration page. The header includes the NAFIS logo, contact information (800 NAFIS / 800 62347), a welcome message, and a language selector. The main form is titled "Be a part of the NAFIS program" and contains fields for Trade license number, Company name, Company sector, Company type, Business type, Address, Email address, and Phone. The "Uploads" section has two fields: "Upload authenticated company trade license" and "Company logo". A tooltip is visible over the trade license upload field, displaying a sample trade license document. The footer contains links for FAQ, Contact Us, and social media, along with a brief description of the NAFIS program.

This screenshot shows the same NAFIS portal registration page, but with a tooltip visible over the "Company logo" upload field. The tooltip displays a sample company logo with the text "COMPANY NAME" below it. The rest of the page, including the header, form fields, and footer, remains the same as in the previous screenshot.

9. Successful page will be displayed when the company is onboarded successfully.

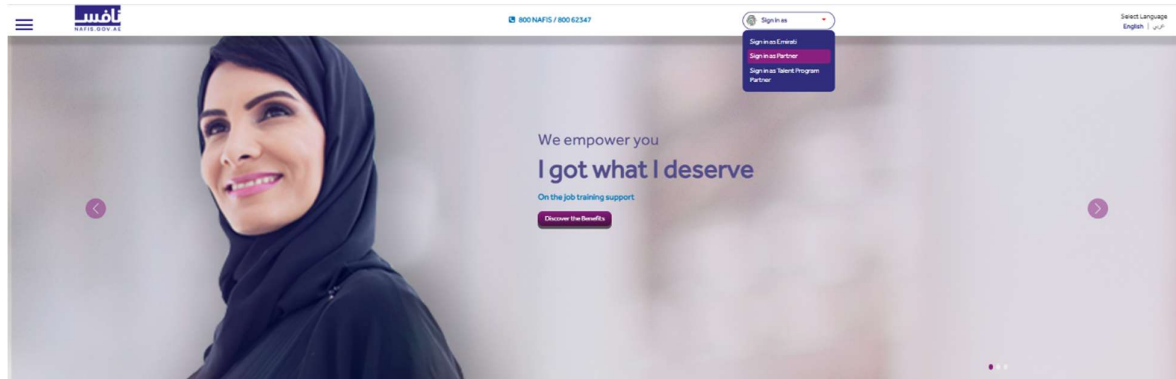
10. Once the company registration is approved by the Nafis approver manager, then user will receive an email and text message notifying the approval.

11. User will also be able to see the following additional pages on the menu

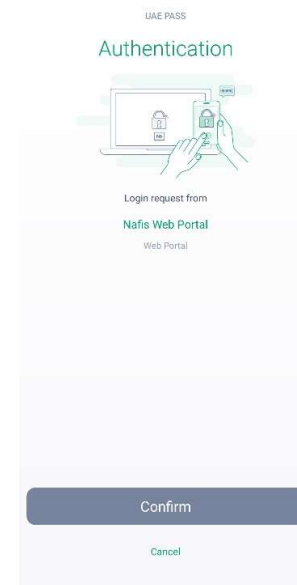


Public/ Semi-public/ Freezone Company

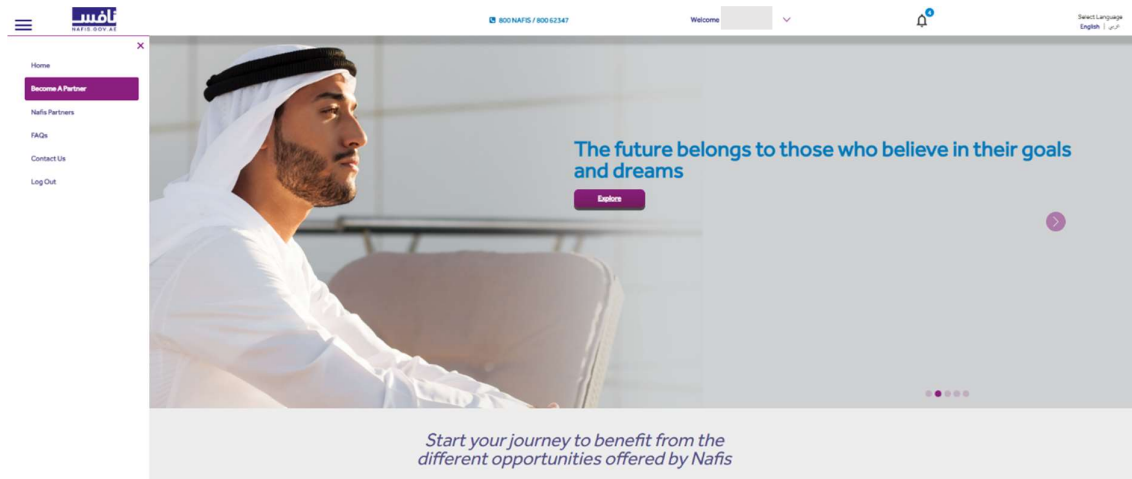
1. Access Nafis Portal [Nafis.gov.ae](https://nafis.gov.ae)
2. Sign in as **Partner**



3. You will be directed to the **UAE Pass Login** and users will receive a notification on their mobile phone to approve request.



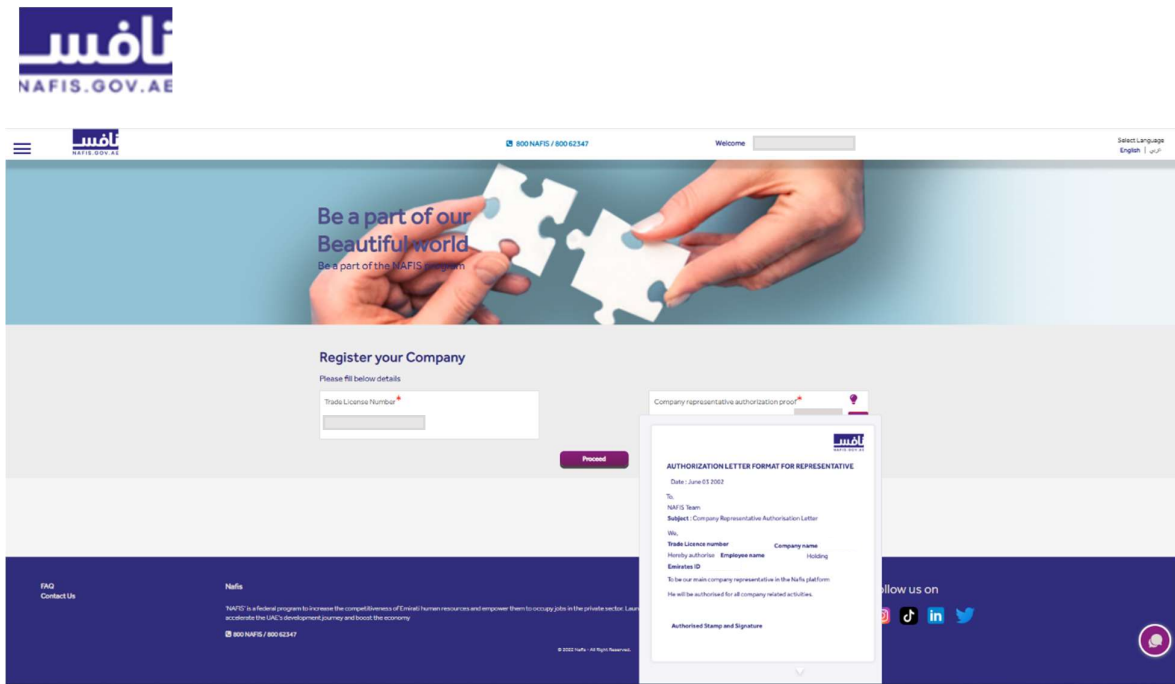
- Open the Menu and select **'Become a Partner'**



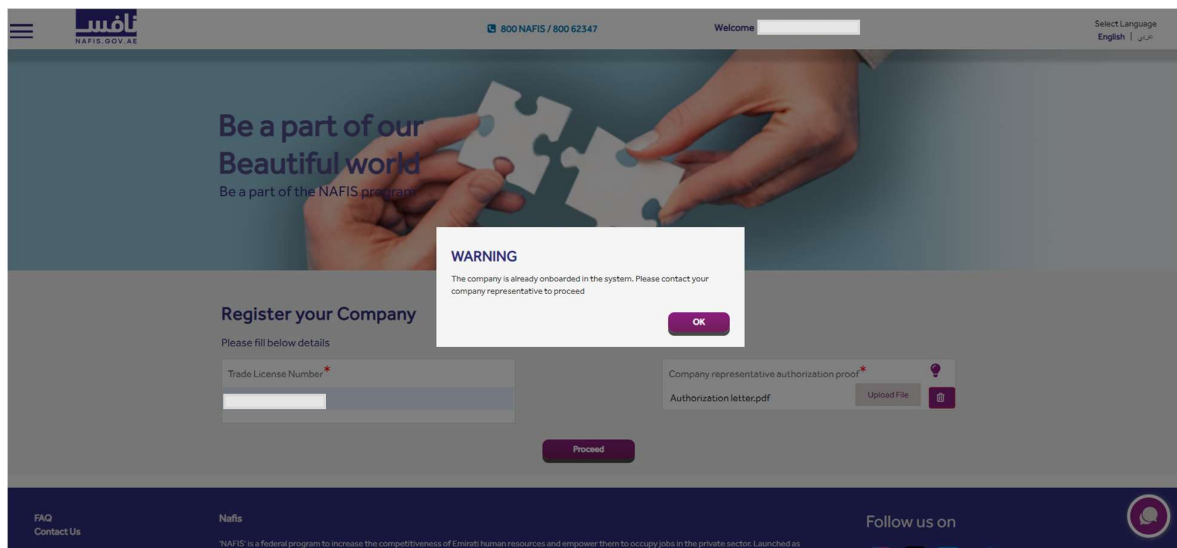
User will be directed to the **Company registration** page.

- Enter the **'Trade License Number'** of the company you want to register, attach the **'Company representative authorization proof'** document and click **'Proceed'**

User can hover the mouse over the icon in the file upload field to see the sample of the document that need to be uploaded



If the company is already registered in the system, then user will see the following warning message to contact the company representative and user will not be able to register the same company again



6. Enter the required company details, upload the documents, accept the terms and conditions, and click 'Proceed'

Register your Company

Be a part of the NAFIS program

Trade license number

Company name *

Company Name Arabic

Company sector (SIC 4) *

Information and communication

Email address *

Company Type

Public

Business Type

Mainland

Address *

Phone *

Uploads

Upload authenticated company trade license *

Trade license certificate.pdf

Upload File

Company logo *

Company logo

Upload File

☒ I confirm that my information is up to date

☒ I confirm that I have read and understood the [terms and conditions](#)

Cancel Proceed

User can hover the mouse over the icon in the file upload fields to see the sample of the documents that need to be uploaded

نافيس NAFIS.GOV.AE 800 NAFIS / 800 62347 Welcome Select Language English العربية

Trade license number

Company name *

Company Name Arabic

Company sector (SIC 4) *

Information and communication

Email address *

Company Type

Public

Business Type

Mainland

Address *

Phone *

Uploads

Upload authenticated company trade license *

File should be less than 10 MB, and of type pdf or doc or docx or

Trade license certificate.pdf

Upload File

Company logo *

File should be less than 3 MB, and of type png, jpg or jpeg

Company logo

Upload File

☐ I confirm that I have read and understood the [terms and conditions](#)

Cancel Proceed

FAQ Contact Us

NAFIS

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NAFIS is the private sector. Launched as part of Projects of the UAE, the program aims to

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7. Successful page will be displayed when the company is onboarded successfully.

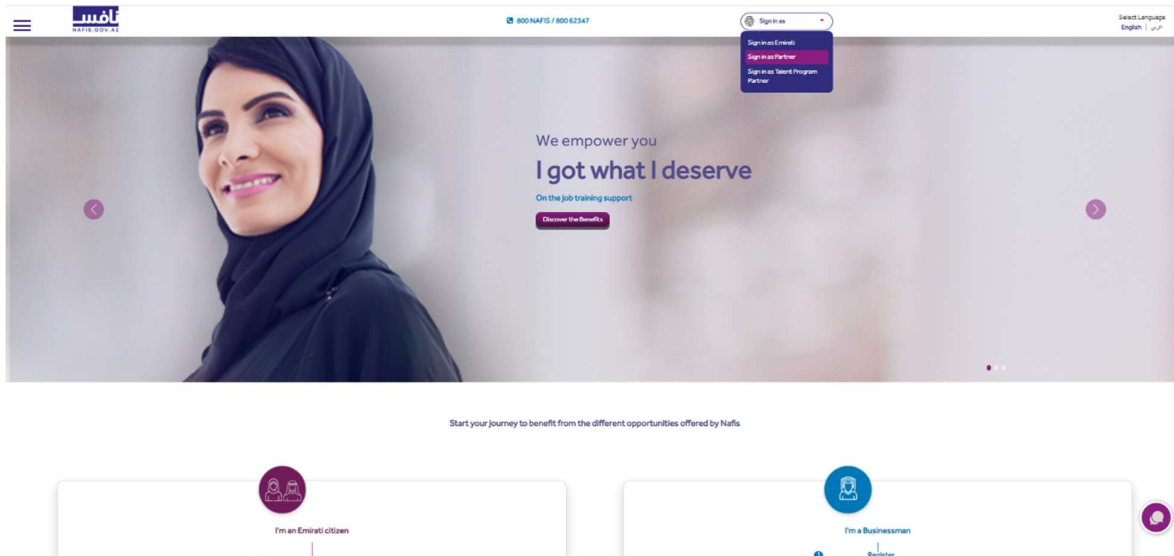
8. Once the company registration is approved by the Nafis approver manager, then user will receive an email and text message notifying the approval
9. User will also be able to see the additional pages on the menu based on the company type that have been registered

Company Type	Page					
	My Company	Manage Jobs	Manage OTJT	Manage Apprenticeships	Partner Benefits	Job Seeker
Private	X	X	X	X	X	X
Freezone	X	X	X	X	X	X
Public	X					X
Semi-public	X	X		X		X

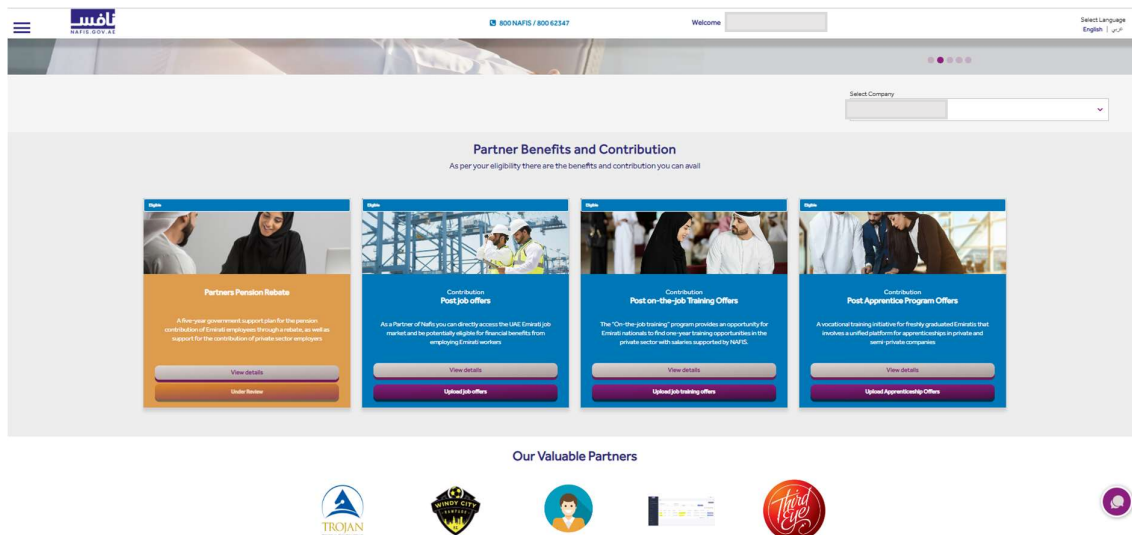
Manage company representatives

Add Company representatives

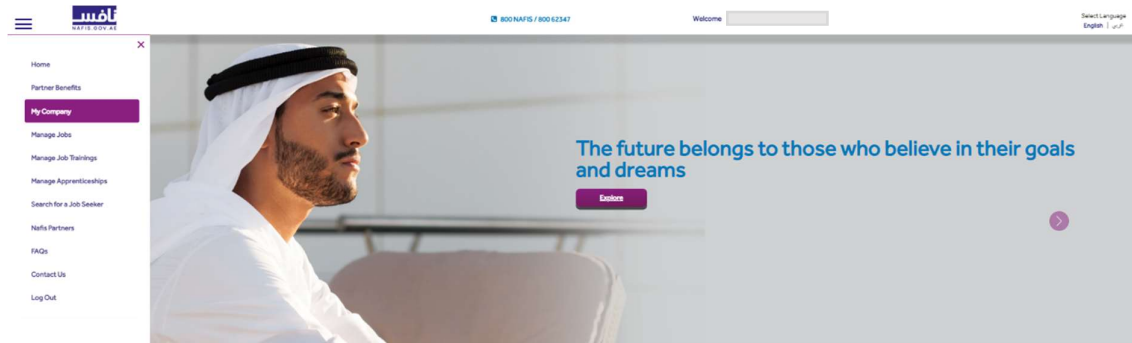
1. Access Nafis Portal [Nafis.gov.ae](https://nafis.gov.ae)
2. Sign in as **Partner**



User will be directed to the **Partner benefits** page



- Go to 'My Company' page from the menu



User will be directed to the 'My Company' page where the company details and payment details can be viewed.

My Company

Select Company

[+ Add new company](#)

Company details [Edit Company Details](#)

Company name <input type="text"/>	Company sector (SIC 4) <input type="text"/>	Business type <input type="text"/>	Company type <input type="text"/>
Company Establishment Year <input type="text"/>	Number of Employees <input type="text"/>	Name of Owner <input type="text"/>	Link to company website <input type="text"/>
Emirate <input type="text"/>	City <input type="text"/>	Address <input type="text"/>	Trade license number <input type="text"/>
MohRE establishment code <input type="text"/>	Central Bank Trade license number <input type="text"/>	Emirate Trade license number <input type="text"/>	Start date of Trade license <input type="text"/>
Expiry date of Trade license <input type="text"/>	Personal company Phone Number <input type="text"/>	Personal company Email-address <input type="text"/>	Is Financial Institution <input type="text"/>

Partners Pension Rebate

A five-year government support plan for the pension contribution of Emirati employees through a rebate, as well as support for the contribution of private sector employers

[View details](#)

[Under Review](#)

Payment Details [Edit Payment Details](#)

Payment status <input type="text"/>	Account name <input type="text"/>	Account number <input type="text"/>	Bank name <input type="text"/>
Branch <input type="text"/>	Currency <input type="text"/>	IBAN <input type="text"/>	SWIFT code <input type="text"/>

[View Payments](#)

- Scroll down to the 'Company representatives' section and click on 'Manage company representatives'

Company representatives Manage company representatives

Name	Email address	Emirates ID

Rows per page: 10 1-1 of 1

FAQ Contact Us

Nafis

NAFIS is a federal program to increase the competitiveness of Emirat human resources and empower them to occupy jobs in the private sector. Launched as part of Projects of the UO, the program aims to accelerate the UAE's development journey and boost the economy.

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5. Enter the **Emirates ID** of the representative that need to be added as the company representative and click '**Confirm**'

Trade license number

Company type
Private

Business type
Mainland

Company sector (SIC 4)

Company representatives Manage company representatives

Please ensure your HR representatives are signed up with the Nafis platform

Emirates ID

Cancel Confirm

Name	Email	Emirates ID

Rows per page: 10 1-1 of 1

FAQ Contact Us

Nafis

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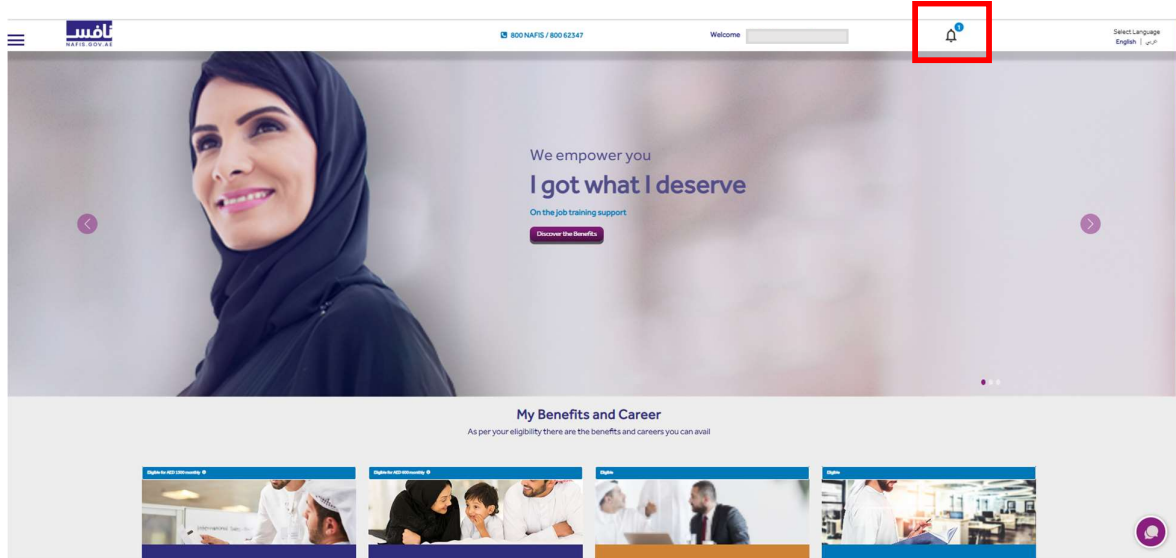
Follow us on

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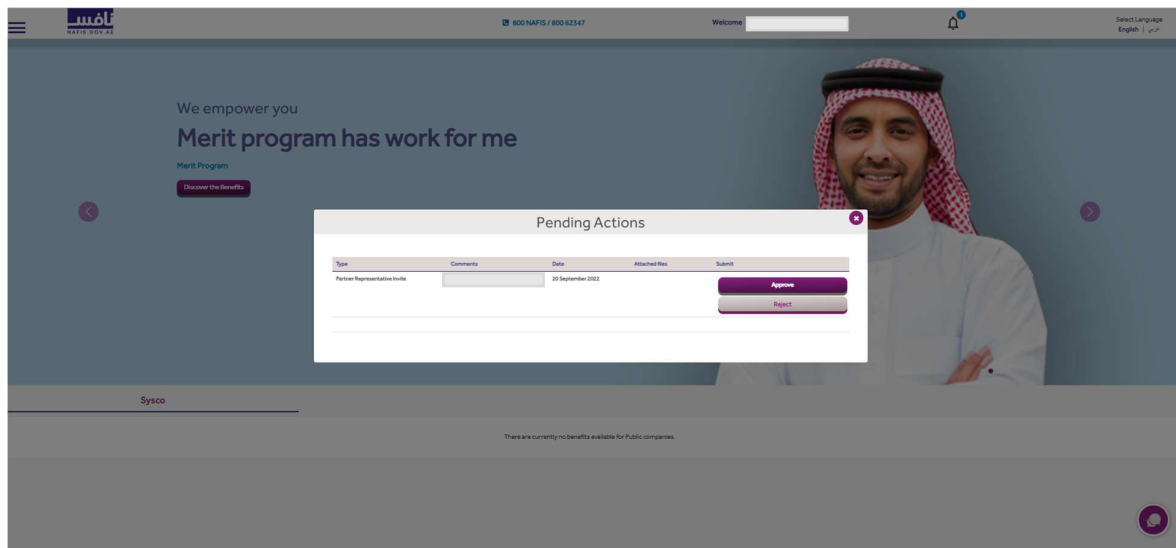
6. An email and SMS notification will be sent to the new representative to confirm this action.

Accept the Partner representative invitation

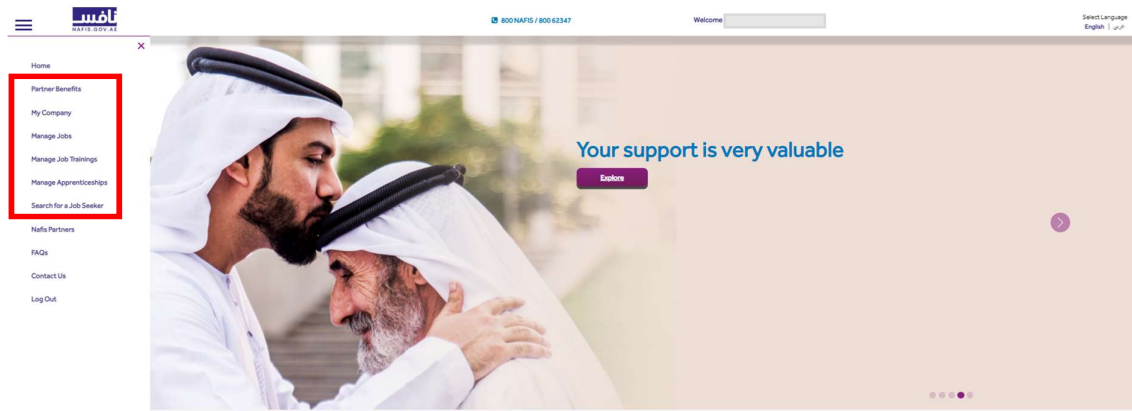
1. Access Nafis Portal [Nafis.gov.ae](https://nafis.gov.ae)
2. **Sign in as Partner** as the new company representative
3. Click the '**Pending action**' notification icon available on top of the page.



4. User will be able to see the '**Partner Representative Invite.**' Click '**Approve**' to accept the invitation or '**Reject**' to reject the invitation

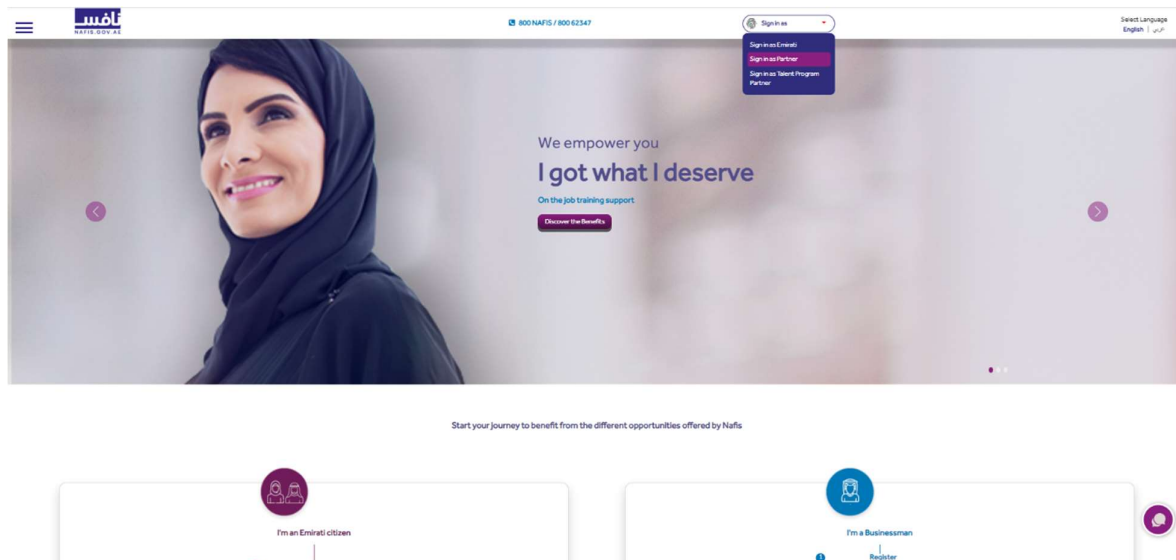


Once the user has accepted the invitation then user details will be added in the '**Company representatives**' section. User will be able to see the following additional pages on the menu

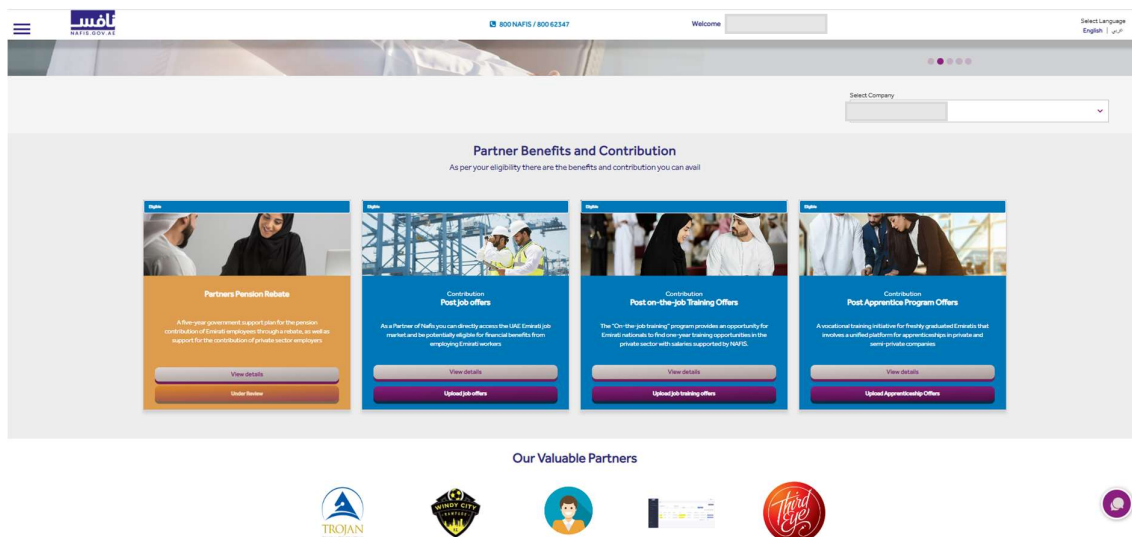


Delete Representatives

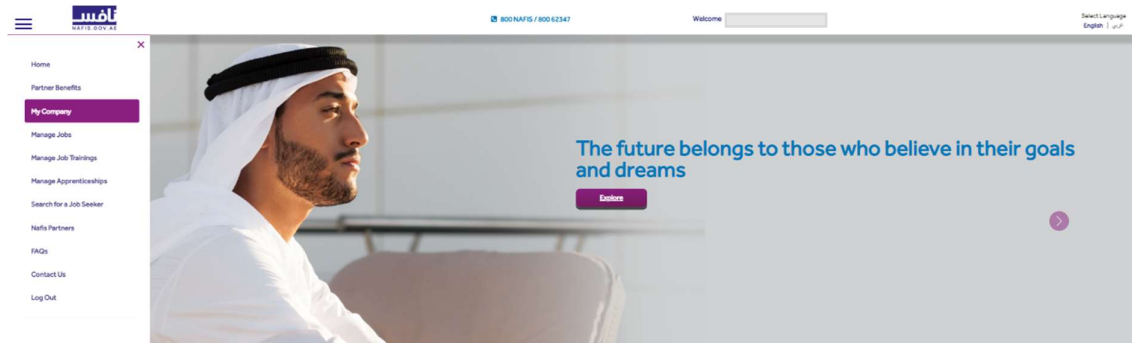
1. Access Nafis Portal [Nafis.gov.ae](https://nafis.gov.ae)
2. **Sign in as Partner** as the main company representative who have registered the company



User will be directed to the **Partner benefits** page.



3. Go to 'My Company' page from the menu



User will be directed to the 'My Company' page where the company details and payment details can be viewed.

My Company

Select Company

[+ Add new company](#)

Company details [Edit Company Details](#)

Company name <input type="text"/>	Company sector (SIC 4) <input type="text"/>	Business type <input type="text"/>	Company type <input type="text"/>
Company Establishment Year <input type="text"/>	Number of Employees <input type="text"/>	Name of Owner <input type="text"/>	Link to company website <input type="text"/>
Emirate <input type="text"/>	City <input type="text"/>	Address <input type="text"/>	Trade license number <input type="text"/>
MohRE establishment code <input type="text"/>	Central Bank Trade license number <input type="text"/>	Emirate Trade license number <input type="text"/>	Start date of Trade license <input type="text"/>
Expiry date of Trade license <input type="text"/>	Personal company Phone Number <input type="text"/>	Personal company Email-address <input type="text"/>	Is Financial Institution <input type="text"/>

Partners Pension Rebate

A five-year government support plan for the pension contribution of Emirati employees through a rebate, as well as support for the contribution of private sector employers

[View details](#)

[Under Review](#)

Payment Details [Edit Payment Details](#)

Payment status <input type="text"/>	Account name <input type="text"/>	Account number <input type="text"/>	Bank name <input type="text"/>
Branch <input type="text"/>	Currency <input type="text"/>	IBAN <input type="text"/>	SWIFT code <input type="text"/>

[View Payments](#)

4. Scroll down to the 'Company representatives' section
5. Click on the **delete** for the representative that needs to be removed

Company representatives

Manage company representatives

Name	Email address	Emirates ID	
Wipro User			
Asha Nair			

Rows per page: 10 1/2 of 2

FAQ
Contact Us

Nafta

Nafta is a federal program to increase the competitiveness of Emirati human resources and empower them to occupy jobs in the private sector. Launched as part of Projects of the 50, the program aims to accelerate the UAE's development journey and boost the economy.

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6. Confirm the delete action

Company representatives

Manage company representatives

Name	Email address	Emirates ID	

Rows per page: 10 1/2 of 2

FAQ
Contact Us

Nafta

Nafta is a federal program to increase the competitiveness of Emirati human resources and empower them to occupy jobs in the private sector. Launched as part of Projects of the 50, the program aims to accelerate the UAE's development journey and boost the economy.

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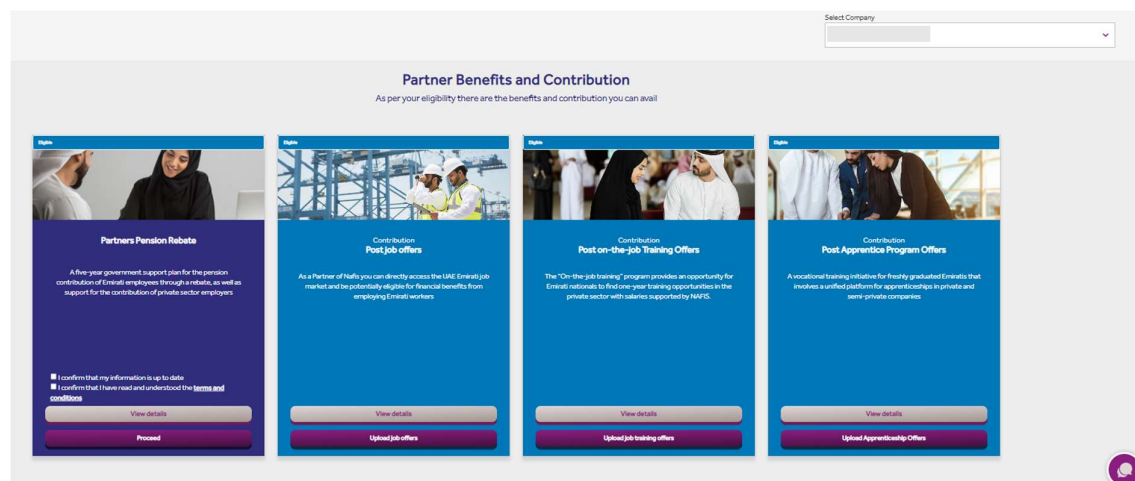
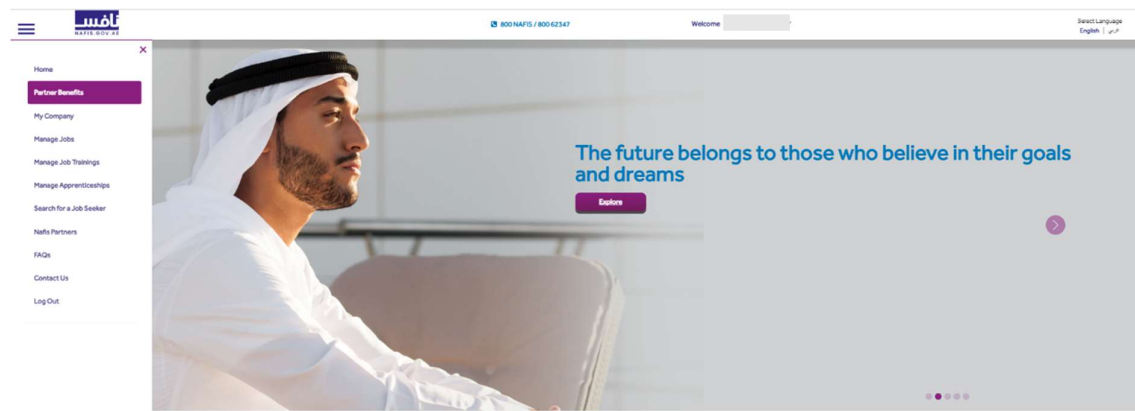
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Partner benefits

This functionality allows partners to apply for the Partner pension rebate benefit and enter the payment details of the company.

1. Go to '**Partner Benefits**' page from the menu.
2. User will be directed to the benefits page with the eligible benefits and career programs.



- When applying for the pension benefit, you will be prompted to enter the payment details of the company to which you will receive the benefit amount.

← Partner Benefits > Confirm Payment details

Confirm Payment Details

Payment Details

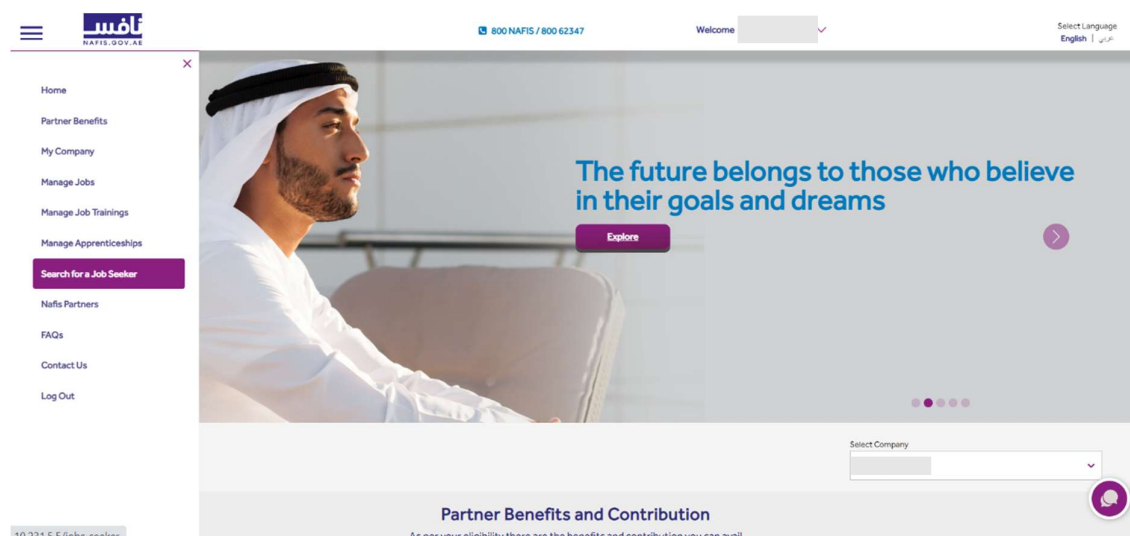
Please carefully add the company payment details below for the account that you would like to receive your pension rebate on.

Account name * 0/75 Account name comes here	IBAN * ⓘ 0/23 IBAN COMES HERE
Account number * 0/16 Account number comes here	SWIFT code * ⓘ 0/11 SWIFT code comes here
Bank name * Please select	Currency * AED
Branch * 0/30 Branch name comes here	Upload official IBAN letter * ⓘ Document issued by the bank which includes the company's company name, company account number, branch name, SWIFT code, IBAN number, currency and the bank's logo, stamp, and signature (from a bank representative) <input type="button" value="Upload"/>

Search for a Job seeker

This functionality grants partners the ability to search for job seeker using filters to find the best match for their opportunities. Search for a Job Seeker page will be displayed only when a partner has at least one approved company.

1. Open Menu and click on **Search for a Job Seeker**.



2. If Company is still **under review** and not approved yet, **Search for a Job Seeker** option will not be displayed under menu.

3. You should choose a **minimum of one search field** and click on **Search** to display results.

4. Search results will be displayed according to the criteria selected.

Home Search for a Job Seeker

Search for a Job Seeker

Gender: Age: Specialization: Please indicate your sub-specialisation(s) (up to 3): Education level:

Current interests: Preferred company sectors: Preferred Emirate to work: Preferred job type:

Preferred salary range: Work From: Expected Joining Date in the Job Market?: No work experience

Professional certificates:


As per your search found 10 Applicants for you

Sort By: Years Of Experience Sort Order: Descending

[Download list as XLS](#)

<input type="checkbox"/>	Name	Emirate of residence	Age	Total years of experience	Uploaded CV	Action
<input type="checkbox"/>		Dubai	32	No work experience	Download CV	View Job Seeker Profile Invite for a job
<input type="checkbox"/>		Dubai	32	No work experience	Download CV	View Job Seeker Profile Invite for a job
<input type="checkbox"/>		Dubai	32	1 - 2 Years	Download CV	View Job Seeker Profile Invite for a job

5. You can view the default CV uploaded by Job seeker and **View Job seeker profile**.


Unemployed

Profile Completion 100% complete
100%

Job Seeker Profile

Personal information

Emirates ID [Redacted]	Full name [Redacted]	Nationality United Arab Emirates	Gender Male
Age 32	Mobile number [Redacted]	Email address [Redacted]	Emirate of origin NA
Employment Status Unemployed	Are you retired ? No	Do you own a business ? Yes	Are you Person of determination ? Yes Determination : Attention Deficit/Hyperactive Disorder (ADD) Are you able to work ? : Yes file.pdf Download
Emirate of residence	City DUBAI		

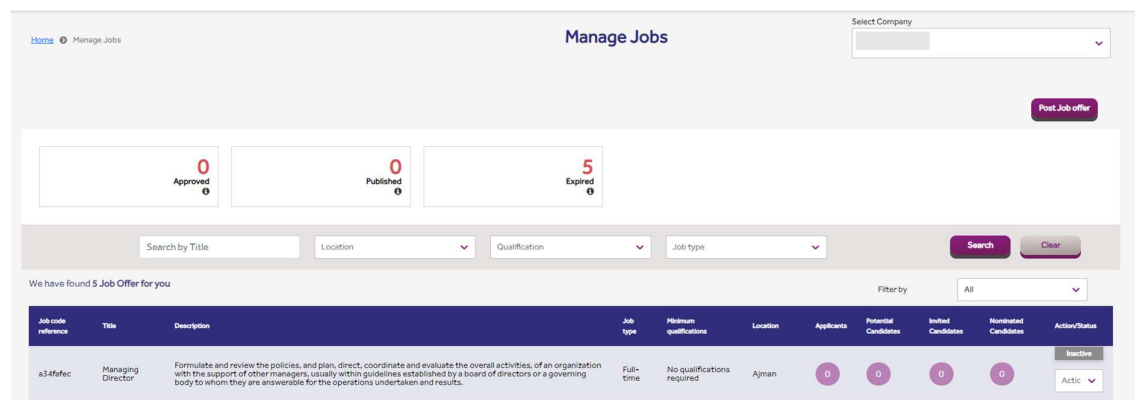
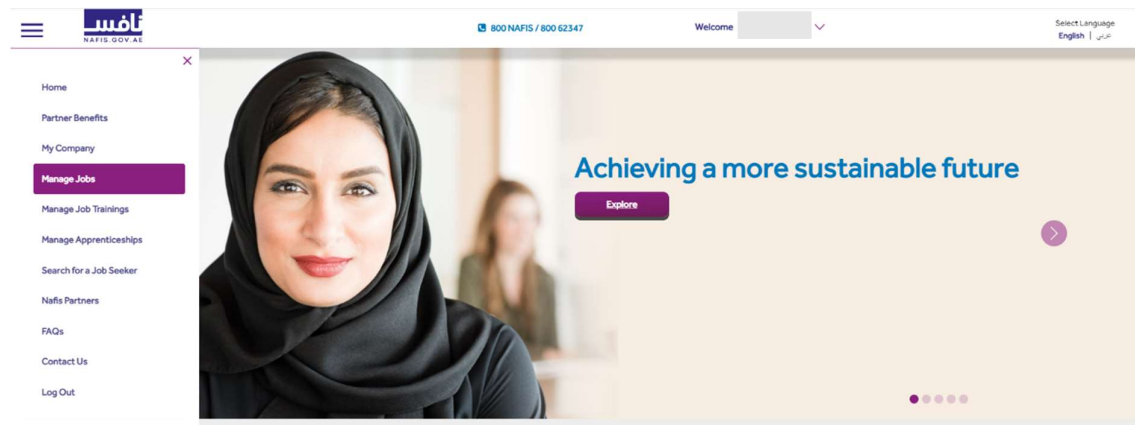
Job Preferences

Preferred company sectors Not decided	What is your current interest in joining Nafis? Other	Preferred Emirate to work Abu Dhabi	Preferred job type FullTime
--	--	--	--------------------------------

Manage Jobs

This functionality allows partners to post jobs and manage the applicants and the candidates of each job offer. Partner has the ability to perform the interview cycles through the system maintaining the different status and the history for each applicant throughout the process.

1. Open Menu and click on **Manage Jobs**.
2. On the '**Manage Jobs**', you can view all posted jobs with their respective status, post new jobs and manage the applicants and candidates for each job post.
3. If you have multiple companies, then by the '**Company DDL**' the required company can be selected first.



Post Job offer

1. You can select and fill in all the necessary details of the job offer and **post**.
2. Once the job post is **approved**, on the job offer active date as selected in the Job post, the job offer will be **Active** and visible for job seekers to apply.
3. If you are posting a job for a non-private company, then the job post will be sent for approval to the Job post approver managers
4. If you are posting a job for a private company, then the job post will be sent for approval to the Job post approver managers only if you have updated either of the following fields,
 - a. Job description EN
 - b. Job description AR
 - c. Applicant responsibilities EN
 - d. Applicant responsibilities AR or
 - e. Chose 'Other' option for the 'Benefits' field

[Manage Jobs](#)
Post Job offer

Post Job offer

Job Details

Occupation (ENSCO code) *

Please select

Job position (ISCO code) *

Please select

Job Title EN *

Job title in English

0/250

Job Title AR *

Job title in Arabic

0/250

Job type *

Please select

Job Category *

Please select

Emirates *

Please select

City *

Please select

Job offer active dates *

From

To

Link to more information ⓘ

Link to More Information comes here

0/250

Expected joining date *

Please select

Job starting date *

Date

Number of positions to be filled *

Number of positions to be filled

0/3

Salary range *

Please select

Benefits *

Please select

Job Description EN *

Enter Job Description

0/8000

Job description Arabic

Enter Job Description Arabic

0/8000

Applicant Responsibility EN
0/8000

Applicant Responsibility AR
0/8000

Invite Job

1. Job seekers can be searched in the 'Search for a Job Seeker' page and invited to be applied to active jobs posted by the Partner.

[Home](#) > [Search for a Job Seeker](#)

Search for a Job Seeker

Gender Age Specialization Please indicate your sub-specialisation(s) (up to 3) Education level

Current interests Preferred company sectors Preferred Emirate to work Preferred job type

Preferred salary range Work From Expected Joining Date in the Job Market? No work experience

Professional certificates

As per your search found 10 Applicants for you

Sort By Years OF Experience Sort Order Descending

[Download list as XLS](#)

<input type="checkbox"/>	Name	Emirate of residence	Age	Total years of experience	Uploaded CV	Action
<input type="checkbox"/>		Dubai	32	No work experience	Download CV	View Job Seeker Profile Invite for a job
<input type="checkbox"/>		Dubai	32	No work experience	Download CV	View Job Seeker Profile Invite for a job
<input type="checkbox"/>		Dubai	32	1 - 2 Years	Download CV	View Job Seeker Profile Invite for a job

2. You will be able to see all the active jobs to be **invited** to the selected job seekers.

[Home](#) > [Search for a Job Seeker](#) > [Invite for a job](#)

Invite for a job

Search by title Location Qualification Job type

You are about to invite to your vacancy

<input type="checkbox"/>	Company	Job title	Qualification	Work experience	Company Sector	Job location	Action
<input checked="" type="checkbox"/>		Plant Manager	No qualifications required	None		Dubai	View job details

Rows per page: 10 1-1 of 1 < >

Manage Applicants

1. Applicants can be managed from shortlisting, to scheduling interviews, to sending the Job offer letter and contract by the **'Actions'** for each applicant.
2. All history of each applicant can be viewed by **'Click for History'**.
3. Multiple applicants of status **'Under-review'** can be rejected at once by **'Bulk Reject'**.
4. Multiple applicants can be scheduled for interviews by **'Bulk Schedule'**.

5. Based on the different actions selected by either the Partner or by the applicant, the status of the applicant as well as the options available to action on by the partner is updated.
6. Also at each status change, the applicant will receive email notifications.
7. You can perform the following actions for each applicant,
 - a. Shortlist
 - i. You can shortlist applicants to proceed with their application.

- b. Schedule interview
 - i. Once shortlisted, you can schedule interviews for applicants for each job post.

- ii. Once the interview details are filled and clicked on **'Schedule'**, the applicant will receive an email as well as a pending notification with details of the interview and allowing the applicant to accept, reject or reschedule the interview request.

Schedule an Interview

Date & Time *

Interview Type *

Please select

Interviewer name and Email address *

Please select

Partner comment

Internal comment

Comments will be visible to Job seeker

Cancel

Schedule

c. Reschedule interview

- i. You can reschedule the interview if required, until the applicant has actioned on the previous request sent.

Applicant	Email Address	Date Of Application	Uploaded CV	Status	Action	Notes	History
		2023-03-28	Download CV	Interview Requested	<div> <div>Actions</div> <div> ReSchedule Interview Reject Applicant </div> </div>	Invite accepted	Click For History

d. Applicant did not attend

- i. If the applicant didn't attend the interview, this status can be marked in the system

Applicant	Email Address	Date Of Application	Uploaded CV	Status	Action	Notes	History
		2023-03-28	Download CV	Interview Accepted	<div> <div>Actions</div> </div>	Invite accepted	Click For History
		2023-04-04	Download CV	Interview Requested	<div> <div> Applicant did not attend Shortlist Reject Applicant </div> </div>		Click For History

e. Send job offer

- i. Once the Interview is completed you can attach the job offer letter and send it to the applicant
- ii. When job offer is sent, the applicant will receive a pending notification to accept or reject the offer

Applicant	Email Address	Date Of Application	Uploaded CV	Status	Action	Notes	History
		2023-03-28	Download CV	Shortlist	<div> <div>Actions</div> </div>	Invite accepted	Click For History
		2023-04-04	Download CV	Interview Requested	<div> <div> Schedule Interview Reject Applicant Job Offer </div> </div>		Click For History

f. Resend offer

- i. You can resend the job offer letter if required, until the applicant has actioned on the previous request sent

Applicant	Email Address	Date Of Application	Uploaded CV	Status	Action	Notes	History
		2023-03-28	Download CV	Job Offer Sent	Actions	Invite accepted	Click For History
		2023-04-04	Download CV	Interview Requested	Resend Offer Reject Applicant		Click For History

g. Hired

- i. Once the applicant has accepted the job offer and submitted the signed job offer letter, you can change the status to 'Hired'
- ii. The hired applicant will not be able to apply for jobs or accept other job invitations

Applicant	Email Address	Date Of Application	Uploaded CV	Status	Action	Notes	History
		2023-03-28	Download CV	Job Offer accepted	Actions	Invite accepted	Click For History
		2023-03-23	Download CV	Rejected	Hired Rejected	Applicant is hired	Click For History

h. Reject

- i. You can reject applicants at each level, providing rejection reasons
- ii. These rejection reasons will be sent to the applicant in an email notification along with the status update

Rejected Reason

Please select atleast one option

☐ The required qualification does not match
 ☒ Qualification is above the required level
 ☐ Candidate has not completed National Service

☐ The required experience does not match
 ☒ Candidate did not respond to call to schedule interview
 ☐ Gender

☐ Candidate did not attend the job interview
 ☐ Age
 ☒ Other

Please specify the Reason *

missing documents

17/500

Cancel
Submit

Manage Potential candidates

1. **Potential candidates** suggested by the system can be either invited to be applied or rejected for each active job offer.
2. Once invited, the job seeker will receive this invited job offer to apply.

Home Manage Jobs Manage Jobs Applicants

Manage Jobs Potential Candidates

Total Applicants **3**

Invited Applicants **0**

Rejected Applicants **0**

Accept Offer **0**

Rejected Offer **0**

We have found 3 applicant for this job post for you

[Bulk Reject](#) [Download list as Pdf](#)

Job Code Reference 3ccce87a	Title Chief Executive	Company	View Job Details
--------------------------------	--------------------------	---------	----------------------------------

Applicant	Email Address	Date Of Application	Uploaded CV	Status	Action	Notes
			Download CV		Actions	
			Download CV		Actions	
			Download CV		Actions	

Rows per page: 10 1-3 of 3

Manage Nominated candidates

1. All candidates nominated by the Job seeker manager can be seen in this page with the ability to either invite to apply or reject with reasons.
2. Once invited, the job seeker will receive this invited job offer to apply.

Home Manage Jobs Manage Jobs Applicants

Manage Jobs Nominated Candidates

Total Nominated Applicants **1**

We have found 1 applicant for this job post for you

[Bulk Reject](#) [Download list as Pdf](#)

Job Code Reference 3c7ecbb0	Title Plant Manager	Company	View Job Details
--------------------------------	------------------------	---------	----------------------------------

Applicant	Email Address	Date Of Application	Uploaded CV	Status	Action	Notes
			Download CV	Nominated	Actions	

Rows per page: 10 1-1 of 1

View Invited candidates

1. Details of all the invited candidates that are being invited to apply for the job either by the Partner or by the Job seeker manager can be viewed.

[Home](#) [Manage Jobs](#) [Manage Jobs Applicants](#)

Manage Jobs Invited Candidates

Total Invited Applicants

1

We have found 1 applicant for this job post for you

[Download list as Pdf](#)

Job Code Reference 3ccce87a	Title Chief Executive	Company	View Job Details
--------------------------------	--------------------------	---------	----------------------------------

Applicant	Email Address	Date Of Application	Uploaded CV	Status
			Download CV	Invited

Rows per page: 10 1-1 of 1 < >

Manage Job Trainings

This functionality allows partners to post on-the-job-trainings and manage the applicants for each job training.

1. Open Menu and click on **Manage Job Trainings**.
2. On the '**Manage Job Trainings**', you can view all posted job trainings with their respective status, post new job trainings, manage posted job trainings and manage the applicants for each job training post.
3. If you have multiple companies, then by the '**Company DDL**' the required company can be selected first.

Manage Job Trainings

Select Company:

[Post On the Job Trainings](#)

4 Job Trainings | 1 Active | 1 Under Review

We have found 4 Job trainings for you

ID	Title	Minimum qualifications	Location	Applicants	Action/Status
4a05d29d		University	Abu Dhabi	0	Action
07d5c0b8		High School		0	Action
4a05d29d		No qualifications required		0	Action
8ba132ad		No qualifications required	Dubai	4	Action

Rows per page: 10 | 1-4 of 4

Post On-the-job-training

1. You can select and fill in all the necessary details of the on-the-job training offer and **post**.
2. Once the job training post is **approved**, it will be **Active** and visible for job seekers to apply.

[Manage Job Trainings](#)
Post On-the-job Training

Post On-the-job Training

On-the-job training offer title * 0/250

Job Title comes here

On-the-job training offer title Arabic 0/250

Job Title Arabic comes here

Location *

Please select

Minimum qualifications *

Please select

Training starting date

03/21/2023

Total number of employees in the company * 0/6

Number of employees to be filled

Occupation (ENESCO code) *

Please select

Job position (ISCO code) *

Please select

Number of positions to be filled * 0/6

Number of positions to be filled

Description * 0/8000

Description comes here

Description Arabic 0/8000

Description Arabic comes here

Applicant responsibilities * 0/8000

Applicant Responsibilities comes here

Applicant responsibilities Arabic 0/8000

Applicant Responsibilities Arabic comes here

Learning goals * 0/8000

Please describe the learning goals of the on-the-job training throughout each stage of the program. The goals should be clearly linked to the trainee's responsibilities.

Skills to develop * 0/8000

Please describe the technical and soft skills that should be developed by the trainee throughout each stage of the program. The skills would ideally consist of cross-sectoral and specialised soft and technical skills that are aligned with the future demands of the labour market.

Manage Applicants

1. **Applicants** details can be viewed with the ability to either hire or reject by the 'Actions' for each applicant.
2. Once Hired, an approval request will be sent to the OTJT participant approver managers to approve or reject the hiring.
3. The status of the applicant will be set to 'Under Approval' until the OTJT participant approver manager has validated the request.

Manage on the job training offers
Manage Job Trainings Applicants

Manage on the job training offers Applicants

4 Applicants

1 Hired Applicants

0 Rejected Applicants

We have found 4 applicant for this job post for you

Job code reference: 8da182ad Title: Company: [View Job Training Details](#)

Applicant	Email	Uploaded CV	Status	Action	Notes
		Download CV	Under Approval		
		Download CV	Hired		hufeyvt
		Download CV	Under Review	<div> <div>Action</div> <div>Hire Applicant</div> <div>Reject Applicant</div> </div>	
		Download CV	Under Review		

Rows per page: 10 1-4 of 4

4. You can also reject applicants if needed providing rejection reasons.

Reject

Please select atleast one option

Working Hours [\[+\]](#)

Business hours more than 8 hours [\[x\]](#)

Ability to join Work [\[+\]](#)

☐ Job Seeker did not attend

General Look [\[+\]](#)

☐ Other

Rejected by Job Seeker [\[+\]](#)

High expectation for the salary [\[+\]](#)

Job Location [\[+\]](#)

Mismatch [\[+\]](#)

National Service [\[+\]](#)

National service conscript less than 6 months [\[x\]](#)

Shift System [\[+\]](#)

DayShift Only [\[x\]](#)

Lack of competencies and skills [\[+\]](#)

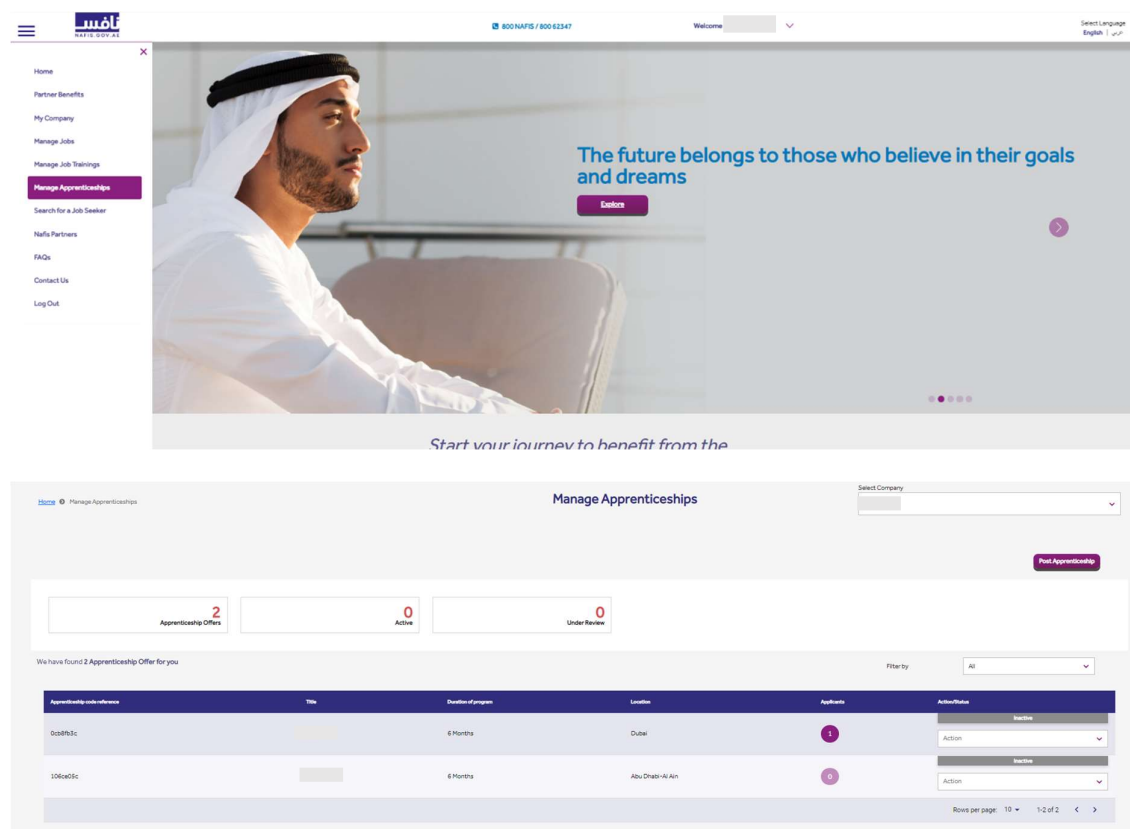
Workdays [\[+\]](#)

[Cancel](#) [Submit](#)

Manage Apprenticeships

This functionality allows partners to post apprenticeship programs and manage the applicants for each apprenticeship.

1. Open Menu and click on **Manage Apprenticeships**.
2. On the '**Manage Apprenticeships**', you can view all posted apprenticeship programs with their respective status, post new apprenticeships, manage posted apprenticeships and manage the applicants for each apprenticeship program.
3. If you have multiple companies, then by the '**Company DDL**' the required company can be selected first.



The screenshot shows the NAFIS portal interface. The sidebar menu on the left includes options like Home, Partner Benefits, My Company, Manage Jobs, Manage Job Trainings, **Manage Apprenticeships** (highlighted), Search for a Job Seeker, Nafis Partners, FAQs, Contact Us, and Log Out. The main content area features a banner with the text "The future belongs to those who believe in their goals and dreams" and a "Explore" button. Below the banner, there's a section titled "Manage Apprenticeships" with a "Post Apprenticeship" button. A summary bar shows 2 Apprenticeship Offers, 0 Active, and 0 Under Review. A table lists the apprenticeship offers with columns for Apprenticeship code/reference, Title, Duration of program, Location, Applicants, and Action/Status. The table contains two rows of data.

Apprenticeship code/reference	Title	Duration of program	Location	Applicants	Action/Status
00000000	00000000	6 Months	Dubai	1	Action
00000000	00000000	6 Months	Abu Dhabi-Al Ain	1	Action

Post an apprenticeship

1. You can select and fill in all the necessary details of the apprenticeship program and **post**.
2. Once the apprenticeship is **approved**, it will be **Active** and visible for job seekers to apply.

← [Manage Apprenticeships](#) Post an Apprenticeship **Post an Apprenticeship**

Apprenticeship Details

Apprenticeship offer title * Apprenticeship offer title Arabic Location *

Apprenticeship title comes here Job Title Arabic comes here Please select

Duration of program * Apprenticeship starting date Number of positions to be filled *

Please select 03/22/2023 Number of positions to be filled

Total number of employees in the company * Year that the company was established in the UAE *

Number of employees to be filled 2023

Description * 0/8000 Description Arabic 0/8000

Please provide a detailed description of the company and program (e.g., includes program objectives and structure, departments involved, etc).

Description comes here Description arabic comes here

Applicant responsibilities * 0/8000 Applicant responsibilities Arabic 0/8000

Please provide a description of the responsibilities of the apprentice and how they are expected to change throughout the duration of the program.

Applicant Responsibilities comes here Applicant responsibilities arabic comes here

Additional information for apprenticeship post approvers

Answers to the following fields will only be visible for apprenticeship post approvers and will not appear for users applying to the vacancy. Your answers will be used by the post approvers to review and assess the quality of the proposed apprenticeship.

Learning goals * 0/8000 Skills to develop * 0/8000

Please describe the learning goals of the apprenticeship throughout each stage of the program. The goals should be clearly linked to the apprentice's responsibilities.

Please describe the technical and soft skills that should be developed by the apprentice throughout each stage of the program. The skills would ideally consist of cross-sectoral and specialised soft and technical skills that are aligned with the future demands of the labour market.

Manage Applicants

1. Applicants can be hired or rejected by the 'Actions' for each applicant.

[Manage Apprenticeships](#) Manage Apprenticeships Applicants **Manage Apprenticeships Applicants**

1 Applicants 0 Rejected Applicants 0 Hired Applicants

We have found 1 applicant for this job post for you

Job code reference	Title	Company	View Apprenticeship Detail

Applicant	Email	Uploaded CV	Status	Action	Notes
		Download CV	Under Review	<div> Action <div> Hire Applicant Reject Applicant </div> </div>	

Rows per page: 10 1

2. When you 'Hire' an applicant, an approval request will be sent to the Apprenticeship participant approver managers to validate the hiring.
3. The status of the applicant will be set to 'Under Approval' until the Apprenticeship participant approver manager has validated the request.
4. Once hired, you can update the participant status to 'Completed' or 'Dropped out'.

- You can also reject applicants if needed providing rejection reasons.

Reject

Please select atleast one option

Working Hours **[+]**

Business hours more than 8 hours **[+]**

Ability to join Work **[+]**

☐ Job Seeker did not attend

General Look **[+]**

☐ Other

Rejected by Job Seeker **[+]**

High expectation for the salary **[+]**

Job Location **[+]**

Mismatch **[+]**

National Service **[+]**

National service conscript less than 6 months **[+]**

Shift System **[+]**

DayShift Only **[+]**

Lack of competencies and skills **[+]**

Workdays **[+]**

Cancel

Submit

Pending Actions

- You will receive pending notifications whenever Nafis team requests more information regarding approvals. You will be able to respond from pending action icon.

- You will be able to share more information and upload requested documents.

Pending Actions

Type	Comments	Date	Attached files	Submit
Provide More Information	Please provide more information	21 March 2023		<p>Submit new file</p>