

PROCEDURES FOR 40% REFUND OF SALARIES

- Each month, your employer will pay you 100% of your salary through the same process as it is for other workers in its employment.
- Your employer shall after that submit a refund claim to the Ministry of Labour and Human Resource Development for refund of 40% of salaries paid to you.

MONITORING

To prevent abuse close monitoring will be done by the Ministry.

The Ministry shall be granted access to the relevant documents as per the requirements of the Employment Act 1995, and sites in relation to the employment of the graduates.

WHAT ARE MY RESPONSIBILITIES?

- Your responsibilities are the same as that of other workers within the organization.
- Ensure that you remain in employment for your continued development and advancement.

For more information contact:

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MINISTRY OF LABOUR AND HUMAN RESOURCE DEVELOPMENT

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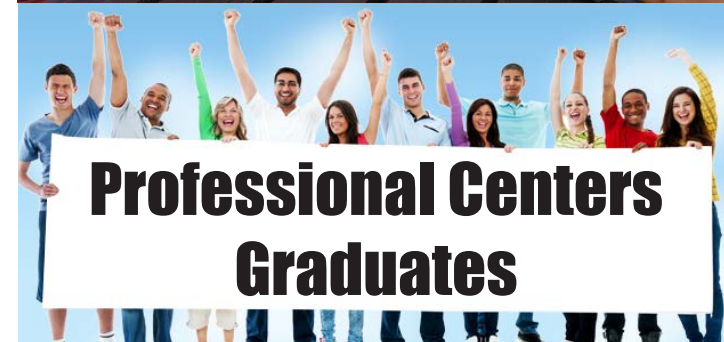


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MINISTRY OF LABOUR AND HUMAN RESOURCE DEVELOPMENT

“My First Job” Scheme



INTRODUCTION

As part of the Government’s plan for decent jobs and growth, “My First Job” Scheme is to get more young people working — either through employment or by starting their own businesses.

In the process, the Government is:

- helping young people gain important career skills, experience and guidance
- sparking new interest in entrepreneurship
- partnering with employers, educators, industry and not-for-profits to support young workers



WHAT IS “MY FIRST JOB” SCHEME?

The scheme is under the Ministry of Labour and Human Resource Development.

Under the programme, employer will pay the graduates the salary of the post that the graduate is employed to occupy.

The Government will refund 40% of salary paid to each young graduates who are employed by private companies for a period of one year, the refund to be capped at **SR 7000** a month.

For example;

Gross Salary SR 8000
 Government contributes:
 40% of SR 7000 (Capped Salary)= SR 2800
 SR 8000-SR 2800=SR 5200
 Employers contribute SR 5200

The graduate from day one is a normal worker employed by the organisation. The only difference is that part of the salary is contributed by the government for a period of one year.

After the one year the employer will cover the full salary of the graduate.

WHAT ARE THE BENEFITS OF THE PROGRAMME?

The benefits of the programme are:

- To build on existing efforts to resolve youth unemployment among graduates from Professional Centers.
- To help the youth take advantages of economic opportunities.
- To improve public/private sector partnership in youth development.
- To help businesses to develop and strengthen their business financially.
- To create a larger pool of skilled and certified workers to address growing labour demands.
- To make business less dependent on foreign labour.
- To reduce the length of time a graduate has to wait before securing employment.

AM I ELIGIBLE?

To be eligible for the Programme, you must

- (a) Have completed your studies at a Professional Center.
- (b) Be aged between 15 and 25 years
- (c) Register on the Ministry’s Professional Centers Graduate database.

Your Employer shall

- Ensure that the graduate works under supervision;
- Ensure the availability of relevant tools and equipment
- Provide the same working conditions as that of other workers in the business.

ENROLLMENT PROCEDURE

All potential Professional Centers Graduate will be registered within two months before completing their respective studies by the Private Employment Agencies or officers from the Ministry of Labour and Human Resource Development

Step 1:

The Professional Centers will inform the graduates of the date for Registration by the Agencies

Step 2:

Registration process will be done at the Centers.

Step 3:

Graduates information will be entered in the database for job matching.

The graduates will be involved at each stage of the recruitment process.