جامعة الخليج الطبية
GULF MEDICAL UNIVERSITY
ACADEMIC HEALTH CENTER

GMU-POL-S05-016 - Emiratization

Standard 05: Faculty and Professional Staff

Process Owner	HR department
Prepared by	HR department
Reviewed by	Vice Chancellor Academics, Task Force appointed for review of GMU Policies and Procedures Manual
BOT Approval	Approved
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Modification History

Policy / Version Number	Date	Revision Summary
1.1	21.06.2020	1st Revision- Format changed with inclusion of document control information and revised Template

Relevant to	Chancellor, Vice Chancellors, Deans and Department Heads.
Used with	Manpower Planning and Recruitment, Employment Policy, Onboarding and Orientation Policy, Professional Development Policy for Faculty and Staff.

Purpose and Scope

This document refers to the policy by which Gulf Medical University carries out the Emiratization plans and practices. The purpose of this policy is to document and set forth the nationalization strategy of GMU and the process of attracting, recruiting, training and development and retention of UAE nationals.

Abbreviations and Definitions

HR: Human Resources Department

MOHRE: Ministry of Human Resources & Emiratization

Tawteen: In English, the word 'Tawteen' means Emiratization. The

MHRE has created a new recruitment portal called Tawteen Gate which allows UAE nationals to register on the portal as a job seeker and be eligible to apply for vacancies in the private sector as they are advertised.

Policy

To recruit qualified nationals for managerial as well as non-managerial positions and equip them with the state-of-the-art development, mentoring, coaching and training interventions to make an appropriate contribution to the performance of the individual and the achievement of the government and organizational requirements. As per MHRE, GMU being a Private university needs to have a 2% quota reserved for UAE nationals' employment.

GMU supports the community by offering work placement opportunities for a specified term to UAE nationals from colleges and universities, as part of their graduation/employment requirement.

GMU will provide summer learning opportunities each year to UAE nationals studying in other universities. These summer training opportunities will provide participants with knowledge of the industry and widen their academic horizons and give GMU the opportunity to assess the candidate's future employment possibility.

Procedures

Advertisement of Vacancy

1. GMU uses a combination of methods to attract UAE nationals for employment i.e., work placement programs, summer training programs, campus site visits, attractive incentives and flexible work timings.
2. Using Tawteen Gate for Advertising Vacancy: Registration Requirements for UAE nationals to qualify are available on Tawteen portal.
3. Any new vacancy/ role in GMU is initially advertised through the Tawteen Gate portal by providing specific information on the role using the MHRE's standard template before initiating to recruit externally.
4. Once advertised, the role will remain open for up to 5 days, at which point any potential candidates will be highlighted to GMU through an automated system. At that stage, GMU is obliged to either accept or reject each applicant.
5. Any rejections by GMU or the candidate will have to be accompanied with a reason by choosing one of the pre-determined reasons from a drop-down menu.

Professional Development

1. After the recruitment phase, GMU shall conduct a special

development and retention program for UAE Nationals. GMU will assign each UAE National employee with a mentor who is a senior experienced employee responsible for training and development.

2. Based on annual appraisal, UAE National shall be given an opportunity to attend different training courses/workshops to develop competencies and address areas of potential needs.