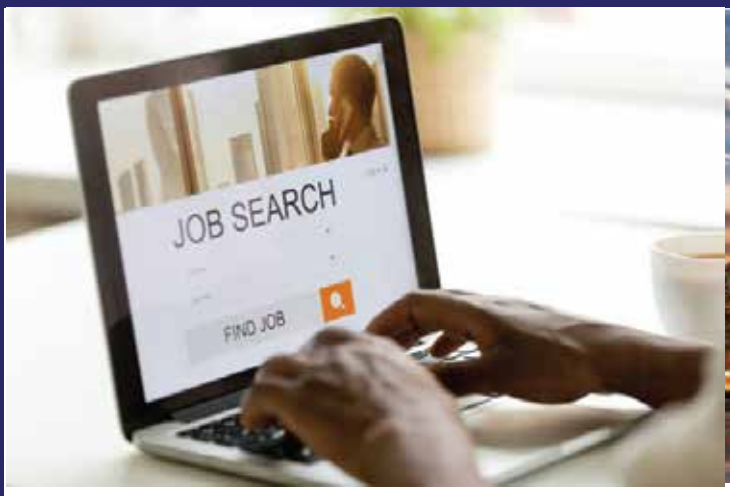
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Important information for Job Seekers seekig job in the Gulf Cooperation Council States





There are six Gulf Co-operation Council states: Bahrain, Kuwait, Oman, Qatar, Saudi Arabia and the United Arab Emirates (UAE), and Kenya workers heading for the Middle East typically end up in one of these. Across the Gulf States, Kenyan people are finding work in education, domestic households, security, construction and engineering, tourism, agriculture, finance and the medical professions

four of the six, non-citizens also make up more than half the population. Emirati citizens make up just 20 per cent of the population across the UAE – the rest have come from Africa, India, Pakistan, Europe or America.

How to get a job in the Gulf

For you to work in the Gulf there are different requirements depending on the type of job. However, the following are mandatory minimum requirements for all jobs: –

- Passport that is valid for minimum two years
- Job contract
- Work permit
- Medical certificates
- Employee contract
- Professional and educational certificates

The Process of getting a job in the Gulf

1. Look out for Advertisement

Job opportunities are advertised by Registered Private Employment Agencies (PEA) through www.neaims.go.ke. You can access contact information of PEAs who have been registered and accredited by National Employment Authority (NEA) here. https://neaims.go.ke/EmploymentAgencyList.aspx

2. Job and Skills are matched

Job seekers are required to register on NEAIMS through www.neaims.go.ke. Interested applicants then monitor the portal to identify jobs posted by Employers and recruitment agencies for application. Profiles are vetted to match job requirements and presented skills and qualified applicants are short listed.

3. Acess of CVs by Employers

The recruitment agencies screen through the applications and forward the short-listed CVs to the prospective employer for further processing. Employers select the qualified applications and communicate the list to the accredited recruitment agencies.

4. Candidates are contacted

The short-listed applicants are contacted by accredited recruitment agencies through e-mail, telephone e.t.c. Beware of fake notifications and always verify if Agent is accredited from NEA visit www.nea.go.ke

5. Pre-Interview Training

Short listed applicants are invited for pre-interview training to enhance their interview skills. Youth Development Enterprises Fund and some Employment agencies usually undertake this role

6. Interviews are conducted



Prospective employer communicates the interview date, venue and time to the recruitment agencies who then inform the candidates. Interviews are conducted by the prospective employer personally or through their agent in the presence of recruiting agencies.

7. Candidates are selected

Successful candidates are notified promptly through appropriate means. They then start the pre-departure activities, medical tests and attestation. The candidate should also be attested by Ministry of Labour.

8. Pre-Departure Training



Successful candidates are notified of the venue, time and date of the pre-departure training by Youth Fund officers and recruitment agencies.

What to do before Depature



Before you leave for Gulf, its important to learn key things like what to pack, process, pre-departure training, airport and flight procedures . In this section we provide key information on those things you need to do before departing for gulf.

After passing the interview

1. Medical Examination

A medical examination is conducted as per the employers requirements in accredited medical institutions. The Kenyan recruitment agent then sends this medical report to the Gulf employment agent who verifies it.

2. Offer letter is sent

If Gulf employment agent and employer are satisfied with the medical report they then issue an offer letter. The offer letter is sent to the Kenyan recruitment agent who shares it with the candidate.

3. Acceptance of the offer

The candidate should read and understand the offer letter before signing it. One should seek help and clarifications from the agent or even Ministry of Labour and Social Protection should they need any before signing to accept

.4. Contract is sent

The accepted offer letter is then sent to the Gulf agent who then prepares a job contract. The contract is then sent to the agent to pass on to the candidate.



5. Contract signing

The candidate should read and understand the contract before signing it. One should seek help and clarifications from the agent or even Ministry of Labour should they need any before signing to accept.

6. Attestation

After this the employment contract should then be attested by Ministry of Labour in Kenya. One requires the signed contract, security bond, medical report. The candidates may required to appear in person before the attesting labour officer.

7. Visa & Air Ticket sent

The Gulf agent then sends the Air Ticket to the Kenyan recruitment agent. This is then shared with the candidate.

8. Pre-departure training

One should then attend pre-departure training. There are training procedures accredited by the National Industrial Training Authority(NITA) to offer pre-departure training.

WHAT TO DO WHEN YOU ARRIVE

Once you arrive in the gulf, its important to .

1. Identify the host receiving you.

Before departing for Gulf its important you carry the contacts of the agent or representative receiving you in the Gulf. You should also know the physical description and what they are wearing e.g. branded clothing.

2.Contact home

Once you have identified the person receiving you, they will either take you to agents office or proceed to your employer. You should contact home and your home agent to notify them you arrived safely and where you are staying.

3. Know your Gulf agent's office

Visit the agent office "maktab" in the country of destination before taking up the job. This is the place in case you have an issue with your employment you can seek help first.

4. Verify contract

The Gulf agent should give you the actual contract from the employer so you compare with the one you have. Sometimes they may differ. If they differ contact your home agent for help.

5. If in distress

In case you are in distress at any point when you arrive contact home agent, your family, Gulf agent(Maktab) or the Kenyan Embassy

6. Register at Kenya Embassy

When you settle at your employer, make time to go register with the Kenyan embassy within one month of arrival.

OUR VISION

"Employment opportunities for all

OUR MISSION

"To formulate and implement employment policies and programmes for creation of sustainable employment for all Kenyans

TO REGISTER AS..

1. A job seeker/Intern
2. Private Recruitment Agency

OR

3. Employer

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