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| **Edited by** | **I'm counting on.** |
| **Ali Sawy al, Qahtani** | **Fahd Abdullah Al,Haqbani** |

**Goal**

JOB MODIFICATION PROCEDURE

**Beneficiary**

functionary

**Reference**

 Regulations and regulations of the Ministry of Education - University Council Law - Regulations and Regulations of the Ministry of Human Resources and Social Development

Regulations and regulations of the Ministry of Health (employees of the Ministry of Health Sector at the University) - regulations and regulations of the Ministry of Finance.

**Definitions and shortcuts**

APA:Personnel Management

P:Procedure

**Attached documents**

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**Completion time 3 days**

**The degree of confidentiality of the procedure is normal.**

**Explain the steps**

1. The request for modification is received with the consent of the holder of the authority (the beneficiary of the service).

2. Offer to the modification committee to make the decision (the beneficiary of the service).

3. Addressing the Ministry of Human Resources by modifying the job and filling out the modification model

(The beneficiary of the service).

4- If the Ministry of Civil Service agrees, it will be referred to the competent employee (the beneficiary of the service).

5- Issuing a modification decision (beneficiary of the service)

6- Registration of the job according to the new name in the records (beneficiary of the service).

Providing the relevant department with a form of modification (beneficiary of the service).