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

**Goal**

JOB REGISTRATION 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. A letter from the Ministry of Finance containing a statement of the updated functions of the university (the beneficiary of the service).

2. Registration of posts by administrative composition in the university's job program

(The beneficiary of the service).

3. Encoding the vacancies and vacancies of the university (the beneficiary of the service).