

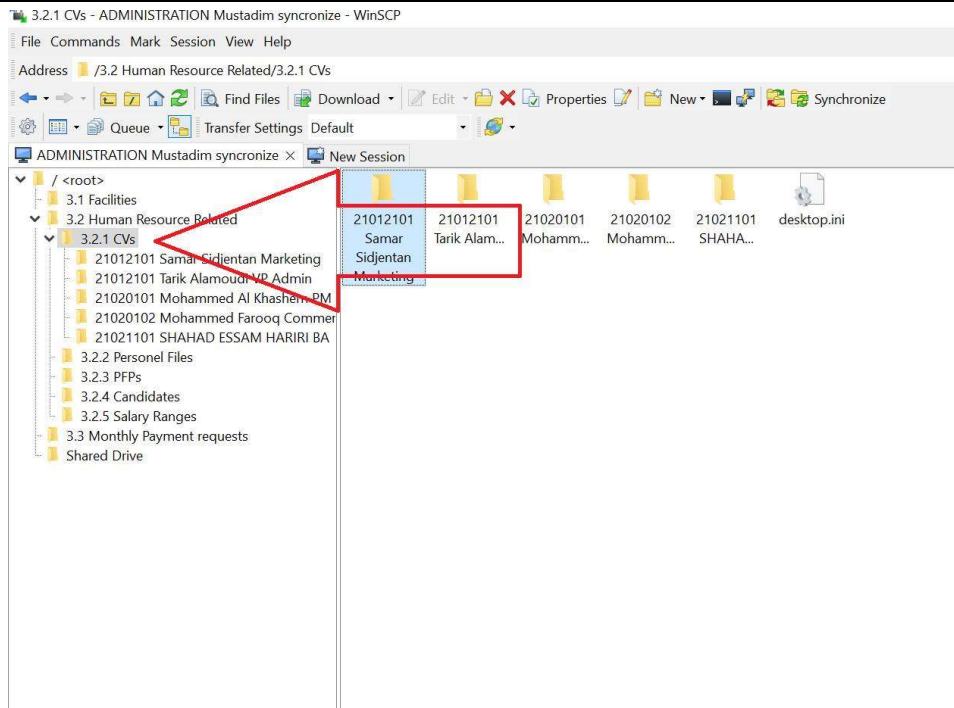
1) For every candidate where there is an approved position number the VP for Administration can start recruitment, after sending an email and getting an approval from the CEO for initiating the process for that specific position number.

Mustadeem LLC Payroll and Personnel			
Position Number	Department	Sub-Department	Job Description
2021/01	Directors	Chairman	Chairman
2021/02		Board Member	Board Member
2021/03	Executive	Chief Executive Officer (President)	President
2021/04		VP Administration	VP Administration
2021/05		VP Finance	VP Finance
2021/06	Finance	VP Sales & Operations	VP Sales & Operations
2021/07		Commercial Manager	Commercial Manager
2021/08		Accountant	Accountant
2021/09	Sales	Commercial Assistant	Commercial Assistant
2021/10		Snr. Sales Engineer	Snr. Sales Engineer
2021/12		Snr. Sales Engineer	Snr. Sales Engineer
2021/13	Business Development	Electrification	Snr. Sales Engineer
2021/14		Energy Storage	Snr. Sales Engineer
2021/15		Management	BD Manager
2021/16		Product Specification / Pre-Qualification /	Sales Engineer

The approved positions numbers are on the approved budget that CFO has signed. The original signed budget must be in the office files with the VP for Administration before any recruitment can start.

2) For every CV the VP for Administration receives, the VP for Administration has to create a new directory folder in the Shared Drive by clicking on 3.2.1 and creating one directory folder for every candidate:

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The name of the directory folder shall be: like this: “YYMMDD## Persons_Name Job_Description Department_Name” where YY is the year, MM the month, DD the day the folder is created, ## is a sequence number for that day starting with 01 and ending in 99. The Department and Job Description are like those mentioned on the signed budget.

In this directory folder the VP for Administration shall save the candidate’s documents: CV, picture, certificates, passport, iqama, etc.

3) Then the VP for Administration makes the first interview and follow the recruitment process: <http://amoudi.us/quality/pr00001.pdf> to verify that all the information saved in the candidate’s folder is accurate.

The VP for Administration shall have to fill the form : <http://amoudi.us/quality/f00023.pdf> for every candidate during a interview and save it also in the respective directory folder.

4) After that the VP for Administration sends an email to the direct manager of the respective department, or to the CEO if the candidate is a department manager, **for every candidate** and

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request shortlisting and approval. The **Subject** line of every email for recruitment is the name of the directory folder. Example: **Subject: "21012101 Tarik Alamoudi VP of Administration Executive"**

The department manager or CEO shall then review all the documents in the shared drive of that candidate, do another interview of all candidates, and then and make their own report <http://amoudi.us/quality/f00023.pdf> and save these reports in each respective directory folder. If other employees are involved in the recruitment process, every employee shall fill their own report <http://amoudi.us/quality/f00023.pdf> and save these reports in each respective directory folder.

A meeting is scheduled by the VP for Administration, with the direct department manager, and if relevant the CEO and CFO before recruitment proceeds to discuss and agree on the candidate.

After that the CEO receives an email from the VP for Administration that the interview and selection for the position has been completed and informs the CEO of the name of the selected person. The CEO approves the employment and sends an email to the VP for Administration and the direct manager to start recruitment of that person.

5) Then the CEO and VP of Administration shall communicate by email to recruit that named person as per the recruitment process <http://amoudi.us/quality/pr00001.pdf> "Offer and contracting".

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