**Request for Supplemental Manpower**

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| **General Information** | | | | | | | | |
| Department Name | | |  | | | | | |
| Requester Name & Title | | |  | | | | | |
| Type of Request | | | **Planned  Unplanned** | | | | | |
| Current Total Head Count | | | **Saudi:  Non-Saudi:** | | | | | |
| Department’s Saudization Rate | | |  | | | | | |
| **Slot Availability** | | | | | | | | |
| Slot to be Utilized | | |  | | | | | |
| Number of Slot Allotted | | |  | | | Available slot | |  |
| **Position Details** | | | | | | | | |
| Nature of Position |  | | | | Target Education/Degree | | |  |
| IF not listed, please specify |  | | | | Target Years of Experience | | |  |
| Job Function |  | | | | Gender Preference | | |  |
| Urgency |  | | | | Target Nationality | | |  |
| **Nature of Request** | | | | | **Reporting Line** | | | |
| Vacant Position | | | |  | Reporting to | |  | |
| Replacement Due to Resignation | | | |  | Next Reporting Line | |  | |
| Replacement Due to Termination | | | |  |  | | | |
| Replacement Due to Transfer | | | |  |  | | | |
| Other (please specify) | | | |  | | | | |
| **Main Job Functions/Tasks** | | | | | | | | |
| ***\*Please attached Job Description*** | | | | |  | | | |
| **Reviewed and Recommended by** | | | | | | | | |
| **Department Manager/Director** | |  | | | | | | |
| **Signature** | | | | | | | | |
| **Date** | | | | | | | | |