

WORKING IN THE MIDDLE EAST



Cavendishstaffing

Interested in work in the Middle East?

Cavendish Staffing International is a highly experienced Medical Recruitment company assisting staff move to the Middle East. We have been working with candidates and clients effectively for up to 40 years to ensure our both receive an impeccable service.

We recognise that the transition of moving to another country, possibly a great distances can initially appear daunting. Our services will help you through this process and provide assistance every step of the way. We hope that strong partnerships and friendships can be developed between candidate, client and agent. It is important to us, that candidates are given the best opportunities available, therefore we are careful and considerate when canvassing jobs for our candidates.

We actively recruit for a number of different professions throughout the Middle East:

- Registered Nurses (Staff Nurse/ Charge Nurse/ Head Nurse)
- Midwives
- Doctor/ Consultant
- Physiotherapists
- Speech Therapists
- Respiratory Therapist
- Podiatrists
- Audiologists
- Radiographers
- Sonographers
- Anaesthesia Technicians
- Pharmacists
- Medical Technologist
- Laboratory Technologist
- Senior/ HR Management



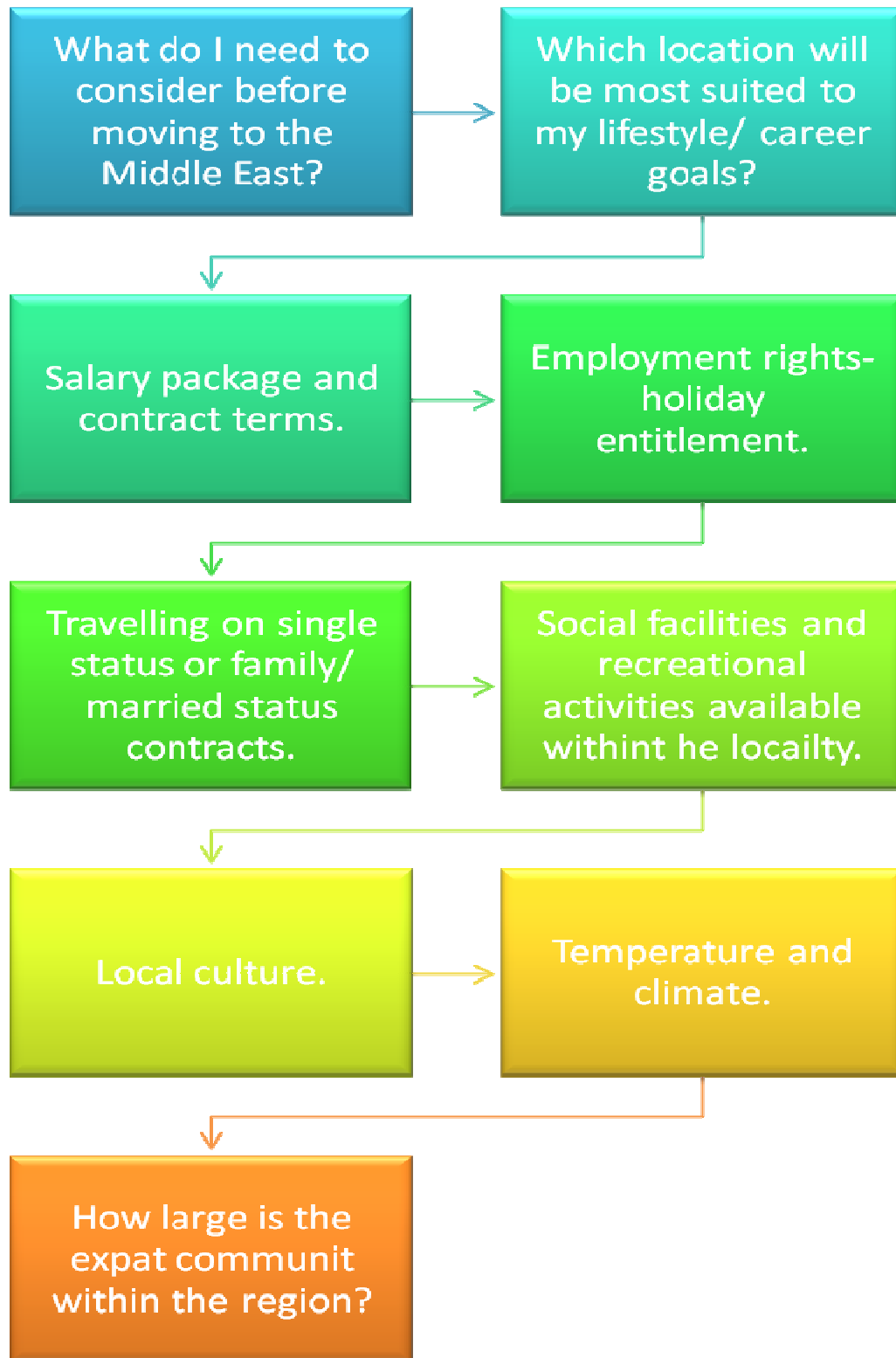
All other areas of specialities are updates regularly!

This brochure is designed to provide you with as much information as possible regarding the move to the Middle East. Including advice on culture/ living/ contracts/ services available.

We advise all our candidates to use this tool as a supplement to their own research as well as advice given from their Consultant.

Cavendish Staffing International look forward to working closely with you as you embark on the next step in your career.

What factors to consider?



UNITED ARAB EMIRATES

The UAE is a highly cosmopolitan part of the world, which combines fabulous weather and a renewed standard of living.

Even though the UAE is an Arabic-Islamic country, it is regarded as liberal and embraces people from all over the world, especially to join their growing healthcare workforce.



The UAE is made up of the seven Emirate: Abu Dhabi, Dubai, Sharjah, Ajman, Umm Al Quwain, Ras Al Khaima and Fujairah.

Religion- Islam is the official religion of the United Arab Emirates. However other religions are tolerated and freedom of the individuals religion is respected, while being practised privately.

Location & Geography- The UAE is 77,700 square kilometres. It is bordering the Gulf of Oman and the Persian Gulf, between Oman and Saudi Arabia.

Culture & Lifestyle- The UAE have become familiar to the way of life traditionally adopted by Westerners. There are entertainment facilities including night-clubs, bars, restaurants and shops.

Living Options- Hospitals traditionally offer employees 'live in' or 'live out' options. If you choose to 'live in', the hospital provide compound style villages. These compounds include: apartment blocks, shops, restaurants, sports facilities, banks and many other immediate facilities. Alternatively, if you choose to 'live out' your employer provides an allowance for rent. Privately rented accommodation needs to be arranged separately and independently.

Dress- When living in the UAE, you are allowed to wear your normal clothes, as you would in your own country. However you must cover your legs and shoulders if entering a Mosque.

UNITED ARAB EMIRATES

EMPLOYMENT PACKAGES

The employment packages do vary from hospital to hospital with the UAE. However, please find a listing of some of the incentives and package options offered to prospective employees:

- Tax free salary
- Free flights at the beginning & end of contract
- Free annual flight to country of origin
- Free medical care
- Free accommodation (within hospital compounds) or allowance toward private rental
- Free utilities/ utilities allowance (including furniture)
- Free insurance
- Internal transportation provision
- 6 weeks paid annual leave per year/ 2 weeks paid public holidays per year
- Allowance for family, including education (dependent on hospital and position of candidate)
- End of year bonus

Salaries– Depending on hospital and location, the salaries offered differ. They are dependent on the years of post graduate experience. When you make an enquiry about available positions, we will endeavour to provide you with an approximate figure. However, in the event that the hospital have not specified the approximate salary, we will provide a sample of the typical salary range for your desired position.

SELECTION CRITERIA

- It is desirable that candidates hold Western qualifications. This is reflected through the clients necessity to recruit staff with an exceptional educational background.
- Candidates must have at least 2 years post graduate experience within the public sector.
- Candidates applying for Senior positions, must have relevant senior experience within their field .
- If contracts are offered on single status, candidates must arrange independently for family if also travelling.

KINGDOM OF SAUDI ARABIA

Saudi Arabia is a vast and beautiful country within the Middle East. Many professionals relocate to Saudi Arabia every year, as they welcome all cultures, which is represented through the diverse and multi-cultural workforce. Our clients in Saudi Arabia are known to offer attractive salary packages to prospective employees, whilst offering extensive facilities and amenities' in line with lifestyle options in your country of origins.



Religion– Islam is the official religion in Saudi Arabia. The country is governed by a legal system, commonly referred to as Sharia Law. Also there are traditions and customs which must be adhered to by those who travelling to Saudi Arabia for employment.

Location & Geography- It is the largest country in the region as it is 2,149,690 square kilometres, and is bordered by the following countries: Jordan, Iraq, Kuwait, Qatar, Bahrain, UAE, Oman and Yemen.

Culture & Lifestyle– It is important to note that the strict legal and religious foundations of the country do result in a quieter way of life. This does not detract from your employment or the move, it is just necessary to be mindful of the traditions and customs in place. This would be typical practice for any new environment you choose to move to. However, there is still social life available, such as organised events: sporting, musical and so forth.

Living Options– The accommodation provided is in the form of compound villages. These are typically located in the grounds of the hospital. The compounds are extensive in terms of provisions. Compounds include the following: shops, restaurants, supermarkets, banks, and a range of sporting facilities. The compounds are private and have security.

Dress– Within the compound villages western clothing is acceptable. Outside of the compounds and when travelling women must wear an 'Abayya' (black cloak) over clothes as well as a scarf to cover hair. Also, men must ensure to wear long trousers in public places.

KINGDOM OF SAUDI ARABIA

EMPLOYMENT PACKAGES

Employment packages offered in Saudi Arabia are attractive, and therefore attract a high number of candidates each year. Please find a list of some of the benefits that feature in the packages offered to prospective employees:

- Tax free salary
- Free flights at the beginning & end of contract
- Free annual flight to country of origin
- Free medical care
- Free accommodation (within hospital compounds)
- Internal transportation provision
- 6 weeks paid annual leave per year/ 2 weeks paid public holidays per year
- Allowance for family, including education (dependent on hospital and position of candidate)

SELECTION CRITERIA

- It is desirable that candidates hold Western qualifications. This is reflected through the clients necessity to recruit staff with an exceptional educational background.
- Candidates must have at least 2 years post graduate experience within the public sector.
- Candidates applying for Senior positions, must have relevant senior experience within their field .
- If contracts are offered on single status, candidates must arrange independently for family if also travelling.

THE STATE OF QATAR

The State of Qatar was once known as one of the poorest States in the Gulf region, however it has accumulated massive wealth since the 1940s. The State of Qatar is predicted to lead the way in the region as a business and commerce hub.



The State of Qatar is a leader in regards to political and economic transparency. Similarly, as the founders of the TV station 'Al Jazeera' The State of Qatar is at the forefront of media and publishing.

Religion– Islam is the official religion in the State of Qatar. As there is a large ex-pat community there is equally a range of different religious beliefs. The current Emir advocates freedom of worship and has donated land whereby a Church has been constructed.

Location & Geography– The State of Qatar is 11,437 square kilometres. It is located on the border of Saudi Arabia in the Persian Gulf.

Culture & Lifestyle– As The State of Qatar is developing rapidly, the culture and lifestyle offered has also developed. There are vast shops, bars and clubs, also alcohol is legal to buy. However, it must not be consumed in public places.

Living Options- Free accommodation is provided within the hospital compounds. The compounds include a range of immediate facilities and recreational choices.

Dress- There are no stipulations regarding dress, it is acceptable to dress in Western attire. However, like in many countries it is encouraged to remain modest and respectful.

THE STATE OF QATAR

EMPLOYMENT PACKAGES

Employment packages offered in The State of Qatar are attractive, and therefore attract a high number of candidates each year. Please find a list of some of the benefits that feature in the packages offered to prospective employees:

- Tax free salary
- Free flights at the beginning & end of contract
- Free annual flight to country of origin
- Free medical care
- Free accommodation (within hospital compounds)
- Internal transportation provision
- Extensive Annual Leave
- Allowance for family, including education (dependent on hospital and position of candidate)

SELECTION CRITERIA

- It is desirable that candidates hold Western qualifications. This is reflected through the clients necessity to recruit staff with an exceptional educational background.
- Candidates must have at least 2 years post graduate experience within the public sector.
- Candidates applying for Senior positions, must have relevant senior experience within their field .
- If contracts are offered on single status, candidates must arrange independently for family if also travelling.

UAE/ KSA/ QATAR

GENERAL INFORMATION

Please find below the procedures taken to secure a position:

- You will either apply directly to a specific vacancy or make a general enquiry about the positions currently available. You can do this either by making an enquiry via our website, email: info@cavendishstaffing.co.uk or call us directly on **0203 008 5210**.
- Having reviewed your enquiry, we may request you to further some more information or forward an updated CV. At that point our consultants will assess whether or not you are suitable for a vacancy. In all cases we will endeavour to be entirely upfront with you and provide up to date information.
- At this stage, it is important for us to discuss with you what localities you would prefer to work in, lifestyle choices, career history. This all contributes to us assessing whether or not you are suitable. We are open to our candidates to applying to more than one hospital and varying localities. We do agree that candidates must keep their options open and field the market regarding what positions would be most suitable. As we will endeavour to offer you maximum opportunities available, we appreciate when our candidates are open with us and work with us as their sole agent. This ultimately provides you with a greater service, whilst also ensuring the client receives a transparent service.
- Following your approval, we will submit your CV to the hospital (excluding personal details). The HR department will review your CV and pass onto the Director of Nursing or Head of Department accordingly. We will keep you informed of any feedback we receive in the mean time, but it is important to note that this part of the process can feel lengthy at time.
- If you have been successful, the hospital will offer you an interview and a convenient time for both parties– telephonic.
- If you have been offered a position, we will begin organising the paperwork in regards to your Visa, Medical, Attestation of documents and all pre-employment requirements. It is important to move quickly at this stage to ensure your position remains secured.
- Once all your documents have been verified, your Visa and flight are arranged in line with a start date.

UAE/ KSA/ QATAR

EMPLOYMENT DOCUMENTATION

DONT PANIC! At this stage the major hurdle is the paper trail. There is no need to worry, many of the documents that are required you will be in possession of. Similarly we will assist as much as possible, collecting your documents and organising them prior to submission.



To confirm your employment, there are documents which are required by the Department of Health, Embassy and the hospital. Please find a list of the typical documents required (*some requirements relate specifically for a hospital/ location*):

- An updated CV
- Your Certificate/ Diploma/ Degree which needs to be signed by a notary figure, attested and authenticated.
- Nursing transcripts which clearly indicate your Nursing degree of 3 years. If unclear to the DOH, further clarification may be required.
- Certificates relating to High School education and professional development/ educational updates.
- Referee's who will be contacted directly by the hospital.
- Confirmation of employment letters. Your consultant will endeavour to request this for you. An example of this letter can be provided upon request.

Please Note: A full medical is requested, as it has to be approved by the DOH and hospital. Further information can be provided. The Medical required is at your own expense. However, some hospitals will reimburse prospective employees for the cost relating to the attestation of documents and/ if courier service is required. **However, the medical will be at your own expense, and the cost will be dependent on the requirements of the hospital.**

Do not hesitate to contact us today, if you would like further information:

T. 0203 008 5210

E. info@cavendishstaffing.co.uk

FURTHER POINTS OF CONTACT

United Kingdom-

Foreign and Commonwealth Office: www.fco.gov.uk/en/

United Arab Embassy London: www.uaeembassyuk.net

Royal Embassy of Saudi Arabia– London:
www.mofa.gov.sa/detail



Embassy Of Qatar, London: www.qatarembassy.info/

United States of America-

US Department of State, Authentication Office: www.state.gov/

UAE Embassy , Authentication Office: www.uae-embassy.org/

Royal Embassy of Saudi Arabia, Washington DC: www.saudiembassy.net/

Embassy of the State of Qatar, Washington DC: www.qatarembassy.net/

Canada-

Foreign Affairs and International Trade Canada: www.international.gc.ca/

Republic of Ireland-

Department of Foreign Affairs: www.dfa.ie/home

Australia & New Zealand-

Australian Government, Department of Foreign Affairs and Trade:
www.dfat.gov.au/

The Department of Internal Affairs, New Zealand: www.gia.govt.nz/

Embassy of the United Arab Emirates, Australia & New Zealand:
www.uaeembassy.org.au/

Royal Embassy of Saudi Arabia– Canberra: www.mofa.gov.sa



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