



KING ABDULAZIZ MEDICAL CITIES (KAMC) (NATIONAL GUARD HOSPITALS)

These hospitals deliver high quality **primary, secondary, tertiary and quaternary health care services** to Saudi Arabian National Guard personnel and their dependents. It facilitates an excellent learning environment and offers **continuous professional development opportunities**. KAMC are located in **Riyadh (1500 beds), Jeddah (500+ beds), Al-Hassa (300+ beds), Dammam (100+ beds) and Madinah (100+ beds)**

DEPARTMENTS / UNITS

| Riyadh (1500 beds) | Jeddah (500+ beds) | Al-Hassa (300+ beds) |
|--|--|--|
| Cardiac, Trauma Center, Burn Unit, Critical care, Critical Care Stepdown, Endoscopy Unit, OR, PACU, Oncology, Med-Surg(VIP/Royal B.Centre) OPD, Day Care, Hemodialysis & others. | Med-Surg (VIP/Cardiac), Ob-Gyn (L&D, Gynae Oncology, Antenatal & Post Partum), Adm. Nursery, ICU, CCU, NICU, ER, OR, PACU, Oncology, OPD, Ophthalmology & others | ER, OR, PACU, Hemo-PD, NICU, ICN, ICU, CCU, L&D, Ob-Gyn, OPD, Day Surgery, Med/Surg, PICU, Peds Stepdown, Paeds Stepdown and Business Centre |
| Dammam (100+ beds) | Madinah (100+ beds) | |
| Med/Surg, Paeds, OR, ER, PACU, L&D, ICU, Nursery / ICN, OPD and CSSD only | Med/Surg, Paeds, OR, ER, L&D, PICU, OPD, NICU, ICN, Hemodialysis, ICU & Bus.Centre | |

CONTRACTUAL BENEFITS

| | | | | |
|----------------------|---|------------|------------|---------|
| Term of Contract | One year single status contract (renewable) available for nursing positions | | | |
| Working Hours | 44 hours per week | | | |
| Overtime Eligibility | Eligible for overtime as per hospital policies | | | |
| Annual Leave | 50 days per year | | | |
| Salary Package | SNI - SR 10,560 Staff Midwife - SR13, 807 | | | |
| Specialty Bonus | PCICU/NICU/PICU – SR 3,375 | | | |
| | Other Critical Care – SR 2,250 | | | |
| | Subspecialty | – SR 1,500 | | |
| | General I | – SR 1,000 | General II | – SR750 |



Employee's Benefits

1. Air Ticket

- ✓ Employees' are provided an air ticket from designated airport to onsite on initial mobilization.
- ✓ Nursing Staff will be entitled to both mid-year ticket and post leave of 10 consecutive calendar days in paid leave status.
- ✓ Allied Health Professionals will be entitled to choose either midyear air ticket OR post leave of 10 consecutive calendar days in paid leave status.
- ✓ Administrative and support staff and the remaining staff will be entitled to post leave of consecutive calendar days in paid leave status.
- ✓ Upon completion of the first contract year and upon re-contracting for a minimum of one additional year, a round trip ticket for the employee from onsite to designated airport will be provided.

2. Housing Accommodation

- ✓ Free housing accommodation is provided. Malaysians are entitled for single room accommodation.
- ✓ Housing accommodation is situated in a compound inside the hospital premises. It consists of duplex villas and building apartments with 2-4 bedrooms.
- ✓ Another accommodation provided to employees' and it is 30 – 45 minutes away from the main hospital.
- ✓ All units are fully furnished for the employees' convenience.
- ✓ Amenities found in the compound are recreation centre with various types of sports and game facilities, swimming pool, play fields and courts, a shopping centre which consists of a grocery store, gift shop and jewelry shop.
- ✓ The compound is fully secured with 24 hours security by the military personnel.
- ✓ Utilities such as electricity, water and gas cooking are free and paid-provided by NG for all employees.
- ✓ Cable TV is also provided.
- ✓ Taxi / Limousine services are provided at fixed rates.

3. Uniform

- ✓ Free uniforms will be provided.

4. Transportation Services

- ✓ Free 24 hours transportation services provided from housing accommodation to hospital and vice versa. Plus 7 days a week, twice a day transportation services provided for shopping trips.



5. Medical and Dental Care

- ✓ Basic medical and emergency dental care normally provided free to all staff based on availability and referral by employed physician, excluding over the counter medicines

6. End of Service Award

- ✓ End of Service Award consisting of ½ month's basic salary for each of the first five years of service and 1 month basic salary for each year of service thereafter. For nurses with specialty bonus, this End of Service Award shall only be computed from the basic salary excluding the specialty bonus

7. Overtime Pay

- ✓ Employees who are required to work overtime will be compensated for every hour of work at 150% of the regular hourly rate based on the employee's monthly salary.
- ✓ Eligibility for overtime pay shall be as per Benefit Group Entitlement.

8. Re-contracting Bonus for Staff Nurses and some Allied Health Clinical Staff

- ✓ Employees who have worked for a year with the hospital and re-contracts for another year will be granted a bonus equivalent to 1 month of basic salary prior to re-contracting date

9. Merit Increase

- ✓ Annual merit increase is computed as percentage / step upon re-contracting based on annual evaluation

10. Leaves and Holidays

- ✓ 30 calendar days of paid annual leave per contract year
- ✓ Mid-year of 10 consecutive calendar days paid leave
- ✓ 11 working days of paid Holidays inclusive of EID Al Fitr, HAJJ & Saudi National Day (23rd Sep)
- ✓ Paid compassionate leave of 7 calendar days without airline ticket, in the event of death of staff's parent, spouse or child
- ✓ Properly documented sick leave with full pay for up to 30 calendar days; and an additional 60 calendar days at 75% of salary during each year of service
- ✓ A Muslim staff who has completed a minimum of 5 years of service may request and be granted a Pilgrimage leave during HAJJ for a period of 10 days to enable the employee to make the Pilgrimage to the Holy City of Makkah. This is separate leave and apart from all other leave benefits and will be granted only once during the course of employment with the hospital. An employee who avails of this benefit will not be entitled to 5 days HAJJ holidays on the same year



11. Orientation

- ✓ Once the employee arrives in the Kingdom, there will be a representative from Meet & Greet who will meet the new employee at the airport and accompany them to NG Staff Housing.
- ✓ On the first day of employment, all new employees will report to the Orientation Coordinator of the Staff Support Department. All matters relating to employment and any personal documentation will be finalized including issues related to iqamas (National Identity ID); arrangements for a medical examination in the Employee Health Clinic.
- ✓ As part of the responsibilities of NG, employees' passport will be collected by NG, for the purpose of obtaining the iqama, easy annual renewal of the employee's iqama, issuance of entry and exit visa, renewal of passport and other government related issues that the employees may need in the future.

12. Iqama

- ✓ Issuance and / or renewal of iqama is free and paid by NG for employees

13. Promotion and Transfer

- ✓ It is the intention of NG to hire and promote individuals who demonstrate the greatest and most desirable level of skills, knowledge, abilities, adaptations, fitness and other qualifications appropriate to the position.
- ✓ Employee are allowed to be promoted and transferred to other departments after completion of at least 6 months of continuous employment in their current position (including the probationary period)

14. Method of Payment

- ✓ Salary is paid by the program on a monthly basis every first day of the Gregorian month
- ✓ Salary is TAX FREE

15. Staff Recreation and Employee Social Club

- ✓ Staff Recreation Services Department provides variety of appropriate services relative to the social needs, leisure and recreational programs.
- ✓ These programs and services includes trips to embassies, shopping trips, weekend getaways, sports and fitness activities and lessons in sports like volleyball, basketball, swimming, tennis, arts and craft classes
- ✓ Employees' have the option to be a member of the "Employee Social Club" to avail special discounts on hospital's services, recreation services and facilities.

