



Candidate Introduction Brochure

**Candidates wishing to
obtain more info before
applying to Ma'aden
should read this**

With Best Compliments from:

Ma'aden

Saudi Arabian Mining Company

Human Resources

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Candidate Introduction Brochure



Gold



Copper



Phosphate



Aluminum

Ma'aden

Established in 1997 Ma'aden was given the objective to facilitate the development of Saudi Arabia's mineral industry. Ma'aden is a dynamic and fast-growing mining company that is setting the pace for mining in Saudi Arabia. As Ma'aden continues to expand into different minerals and the processing of these minerals there are opportunities for motivated individuals to join the Ma'aden team.

We focus on results...

Ma'aden has built a solid reputation for delivering fully implemented, mining and mineral processing projects across a wide range of sectors. The primary focus of our efforts is the responsible and sustainable exploitation of the mineral resources in Saudi Arabia. This means that we value our human capital as one of our highest value levers as we believe that our people are capable of increasing production and revenue and improving cost efficiencies.

...across different mineral sectors

While Ma'aden is traditionally known for its gold mines we have also expanded our interests into the mining, extraction and processing of Phosphate, Bauxite/Aluminum, Magnesite and Kaolin. Ma'aden currently has four key business areas:

- Gold and Base Metals
- The Phosphate Project - with joint venture partner SABIC
- The Aluminum Project - with joint venture partner Alcoa
- Industrial Minerals - including magnesite, kaolin, low grade bauxite, garnet, chlor vinyl.

...operating in different geographies

Our mines and processing plants are located across the full extent of the Saudi Arabian landscape, from Arar in the North to Al-Hajar in the South and from Ras-az-Khair in the East to Jeddah and Medina in the West with the Headquarters in the central part of the Kingdom in Riyadh.



Ma'aden HQ



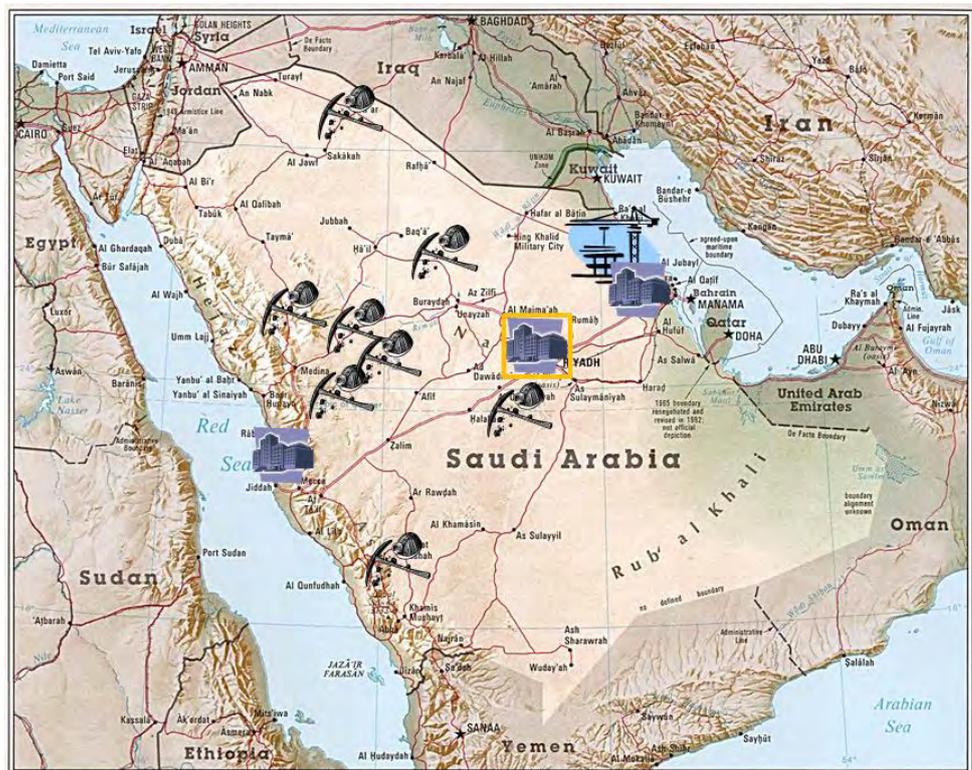
Affiliate HQ Office Locations



Location of Ma'aden Mines



Primary Processing Plant Location



Our approach

Ma'aden has located and proven a number of significant mineral deposits in the Kingdom. These deposits form the basis of the Ma'aden resources and reserves. We have and will continue to develop and build world class mines and mineral processing plants to utilize methodologies that are suitable to meet our unique challenges. We believe in focusing on achieving the identified key performance indicators (KPIs), thereby achieving our results. Our team-oriented approach is about production teams working hand-in-hand with maintenance and support teams to ensure that we continually improve our internal systems and processes to achieve better business results.



Care



Teamwork



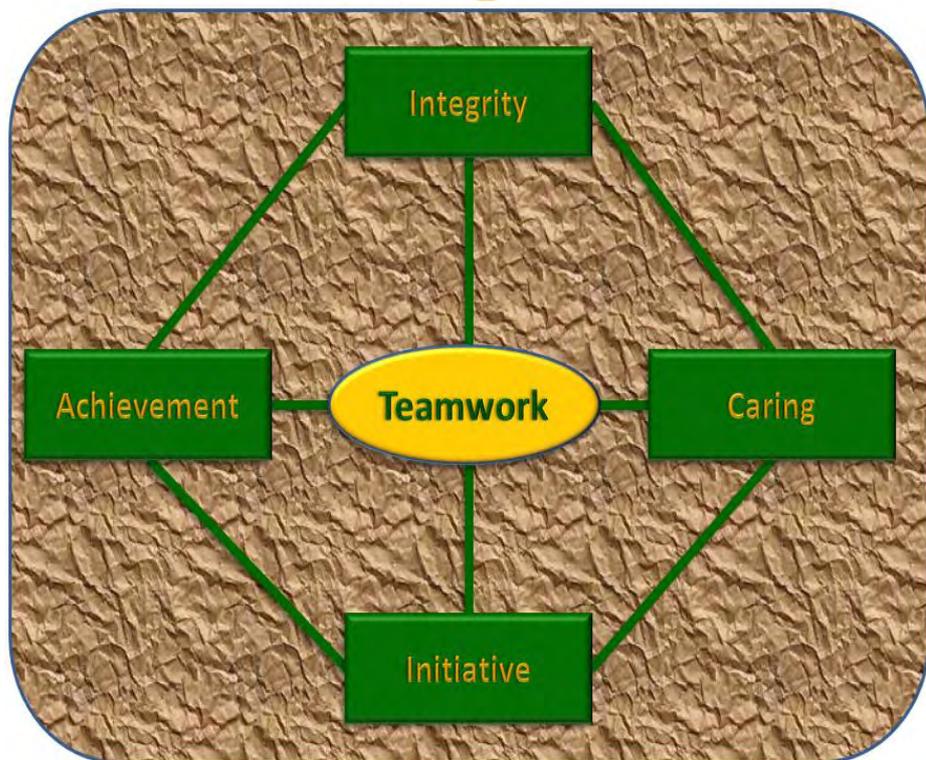
Initiative



Achievement

Our culture and values

We work hard to provide a challenging and rewarding work environment. We succeed by stretching our people to rapidly master new skills in order to continuously deliver exceptional results, within a team of exceptional, high-energy people. Ma'aden's values underlie our way of doing business, not just as words in a file.



Ma'aden's unique culture

Ma'aden is a dynamic and pleasant place to work at – and simultaneously provides a unique opportunity for personal and professional growth. You will work with exceptional people on challenging issues, lead and coach teams in a variety of projects and locations. We aspire to challenge, extend, support and grow our people.





What about training opportunities?

At Ma'aden we believe that we hire the top talent available in the market. Despite this we are aware of the rapid changes that are inevitable in most technologies. Mining and the associated processing industry is no exception. At Ma'aden we believe that our employees should stay at the forefront of development in their field.



Eligible staff members are provided with training opportunities to ensure that Ma'aden's competitive advantage can be maintained. We select the best available training and conference providers and encourage our staff to participate in a way that will favorably position them for the rest of their professional career with Ma'aden.



How will you be trained?

At Ma'aden you will have frequent professional development opportunities. We employ Saudi high school graduates and train them at the Saudi Mining Polytechnic, we have comprehensive professional development programs for our Saudi University graduates and we ensure that all our employees attend training in accordance with their Individual Development Plans (IDP).



Apart from our on the job training, in house training and job rotation programs, every year eligible Ma'aden employees attend on average 10 days formal offsite training at the expense of the company.



The Ma'aden personalized IDPs ensures that we build on the strengths of our people and correct any underperformance that can be linked to a skills gap. This is achieved by integrating the completion of the IDP with the annual performance assessment process.





Our people

At Ma'aden, you will have the opportunity to work with great people. We are proud of the richness and diversity of our people – in terms of their backgrounds, education, experience and personalities. Despite this diversity, Ma'aden employees share some universal traits such as being focused and results-oriented but also sensible and approachable. Our people are matured and culturally sensitive as a result of the experience of working with experts from Saudi Arabia and across the world.

What's in it for you?

There are numerous reasons to pursue a career at Ma'aden. The work is stimulating and varied, and from day 1, employees are encouraged to participate in the challenges of the work environment. As a performance-based company, the pace of career progression in Ma'aden is based on individual capacity and the ability to apply and demonstrate skills by achieving results.

Key benefits

➤ Unparalleled job security

- Work in a strong, stable, government backed business, with long term prospects.
- Work with one of the world leaders in mining and mineral processing.
- Become a part of the third pillar of the Saudi Economy.

➤ High level of job satisfaction

- See the impact of your work – coaching others and delivering results
- Be part of a high performing company
- Participate in management decisions that will shape the company.





No Tax



Excellent lifestyle



Shopping Malls

➤ Strong relationships and teamwork

- Work with exceptional people as part of high performing teams.
- Build deep relationships with your team and as part of cross functional teams from all levels in the organization.
- Welcoming and supportive work culture.

➤ Attractive remuneration and other benefits

- Competitive benefits.
- No tax.
- Excellent medical benefits for employees and their family.
- Generous leave entitlements.
- Substantial educational assistance to eligible children.

➤ Attractive lifestyle opportunities

- Great work / life balance.
- Excellent and safe lifestyle for individuals and families in high quality western style compounds with a variety of entertainment and leisure facilities on site:
 - Wave pools, heated pools, indoor pools, restaurants, squash courts, ten pin bowling lanes, gyms, safe kids play areas, barbeque areas, shops, libraries, hairdressers, beauty salons, entertainment halls, laundry outlets and an extensive range of local and international TV channels.
- Attractive multi cultural lifestyle and environment that includes meeting people from many different countries.

➤ World Class Infrastructure

- Excellent international schools with American, British or Australian curriculum.
- World class shopping malls with the Kingdom Mall having an area of more than 300,000 M² including leading retail brand outlets including Louis Vuitton, Calvin Klein and Burberry and also the Al Faisaliah Center that sports a lavish shopping mall and The Globe restaurant in the visually spectacular geodesic dome.
- The Saudi arm of French international hypermarket chain Carrefour operates no less than 19 stores across the Kingdom.



Supermarkets



Coffee Shops



Dirab Golf Club



Airlines

Other Supermarkets include Panda with 50 supermarkets and 6 hypermarkets, Giant with 11 outlets and Tamimi that is a favorite with some expats. Al Othaim has interests in malls and over 40 supermarkets in Riyadh, as well as other smaller stores and also has five super mega malls.

- Saudi Arabia has one of the top banking systems in the world. Some of the brand names include American Express, VISA, Mastercard and Diners club. Banking services are free and international transfers are easy and affordable. Local banks include the National Commercial Bank, Riyad Bank, Saudi American Bank, Al Rajhi Banking and Investment Corp., Saudi British Bank, Arab National Bank, Saudi Al Fransi Bank, Saudi Hollandi Bank and Al-Jazeera bank.
- Most international airlines have regular routes to Saudi Arabia. Some of these are:

Air Arabia, Air Canada, Air France, Air India, Ariana Afghan, Bahrain Air, Biman Bangladesh Airlines, BMI, British Airways, Cathay Pacific, Egypt Air, Emirates, Ethiopian Airlines, Etihad Airways, Garuda Indonesia, GMG Airlines, Gulf Air, Iberia, Jazeera Airways, Jubba Airways, KLM, Kuwait Airways, Lufthansa, Malaysia Airlines, MEA, Oman Air, PIA, Qatar Airways, RAK Airways, Saudi Arabian Airlines, Shaheen Air, SriLankan Airlines, Tunisair, Turkish Airlines.

Saudi Arabia

➤ Saudi facts and statistics

- The country is located in the Middle East, bordering Iraq, Jordan, Kuwait, Oman, Qatar, UAE and Yemen.
- The total population is around 26 million people including about 6 million expatriates. The Capital, Riyadh, is located in the centre of the Country.
- The climate warmer than what most expats are used to but all buildings and vehicles are very well air-conditioned making it pleasant to work.





Beautiful Desert



Mosque



Traditional Festivals



Public Library



Fashionable Abaja

➤ Saudi culture

- Islam is practiced by all Saudis and governs their personal, political, economic and legal lives.
- Islam has its origins in Saudi Arabia. Millions of Muslim pilgrims visit this country annually. The Prophet Muhammad (PBUH) is seen as the last of God's emissaries (following in the footsteps of Jesus, Moses, Abraham, etc). As Moses brought the Torah and Jesus the Bible, Muhammad brought the Quran.
- Among certain obligations for Muslims are to pray five times a day - at dawn, noon, afternoon, sunset, and early evening. The exact time is listed in the local newspaper each day. Friday is the Muslim holy day and everything is closed during prayer times.
- The weekend is officially on a Thursday and Friday.
- The Saudi Culture is conservative and the family unit and tribe form the basis of the social structure and cultural activities. Men and women that are not related do not mix.

➤ Saudi lifestyle

- As is seen in their naming conventions, Saudis are cognizant of their heritage, their clan, and their extended family, as well as their nuclear family. Saudis take their responsibilities to their family very seriously and families tend to be large and the extended family is close.

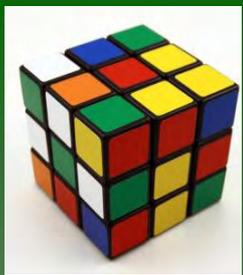
➤ Dress etiquette

- Most Saudis wear long white thobes. Western men would be expected to wear suitable western clothes as they would in any business in the west.
- All women are expected to wear an abaya to make sure that their clothes are not form-fitting. The abaya or "cloak" is a long back over garment that is essentially a robe-like dress, worn over their normal dresses. Inside the Western housing estates where our staff lives this is not a requirement.

Recruiting from broad range of backgrounds

Ma'aden is committed to the Government announced Saudization program to give preference to provide jobs for





Saudi Nationals. In the areas where no suitably qualified and experienced Saudi national can be located Ma'aden invites a select group of individuals from all over the globe to join the company at different levels, depending on their skills, qualifications and experience.

What we look for

Successful Ma'aden employees typically possess attributes such as resilience, flexibility, a passion for results, a 'can do' attitude and a cultural sensitivity. They are also role models for Ma'aden's values. We value strong problem solving skills and we look for people who can also communicate, build strong relationships and influence at all levels of an organization, including coaching and building teams.

➤ Problem solving and analytical skills:

- The ability to dissect complex problems and quickly identify the critical levers to effect positive change.

➤ People skills:

- Excellent communicators – establish rapport, listen, build trust, coach, mentor and have strong interpersonal skills.

➤ Energy:

- A high level of energy and an ability to motivate and inspire others while still being comfortable to work with.

➤ Leadership:

- Leading people and building a team.

➤ Passion for results:

- Relentless focus on delivering results, pragmatic bent – interested in having a real impact.

➤ Role models:

- Individuals who are a good match with Ma'aden's values.





Applying to Ma'aden

At Ma'aden, we search the world for the best and brightest people in their field. We only recruit those who can demonstrate the aptitude and ability to help the company achieve its goals.

We have a rigorous recruitment process at Ma'aden to assess capabilities, and applicants must also pass the test of 'someone who will fit into our culture'. Potential Ma'aden recruits undergo an introductory interview plus some separate phone or face-to-face recruitment interviews (each about 60 minutes duration). Ideally we would conduct all interviews in person, but as we are recruiting from around the world and our people are also in different geographical locations, this is not always possible. In most cases at least one interview will be face-to-face.

➤ **Introductory interview:**

Conducted by our Human Resources Team to provide information about Ma'aden, discuss working opportunities, what to expect, assess compatibility between your career objectives and experience and Ma'aden. This will also give you an opportunity to ask any questions about Ma'aden.

➤ **Recruitment interviews:**

The primary focus of the initial interview is twofold. Firstly, it is to identify recruits with the correct skill set needed for the specific position. In addition, it gives us the opportunity to assess you and to discuss your past experiences. We also look at other criteria such as communication skills, fit with Ma'aden values and relevant education and professional experience. The interview process also allows you to get to know Ma'aden better and gives you the opportunity to determine whether this is the right company for you.

Upload CV

If you think that you are the sort of person who would thrive in the Ma'aden environment then we would love to hear from you. The correct way is to upload your CV at <http://bit.ly/Maaden4life> and we will be in contact with you.

