



# 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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**🌐 <http://www.maaden.com.sa>**







## 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 Jeddah and Medina 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



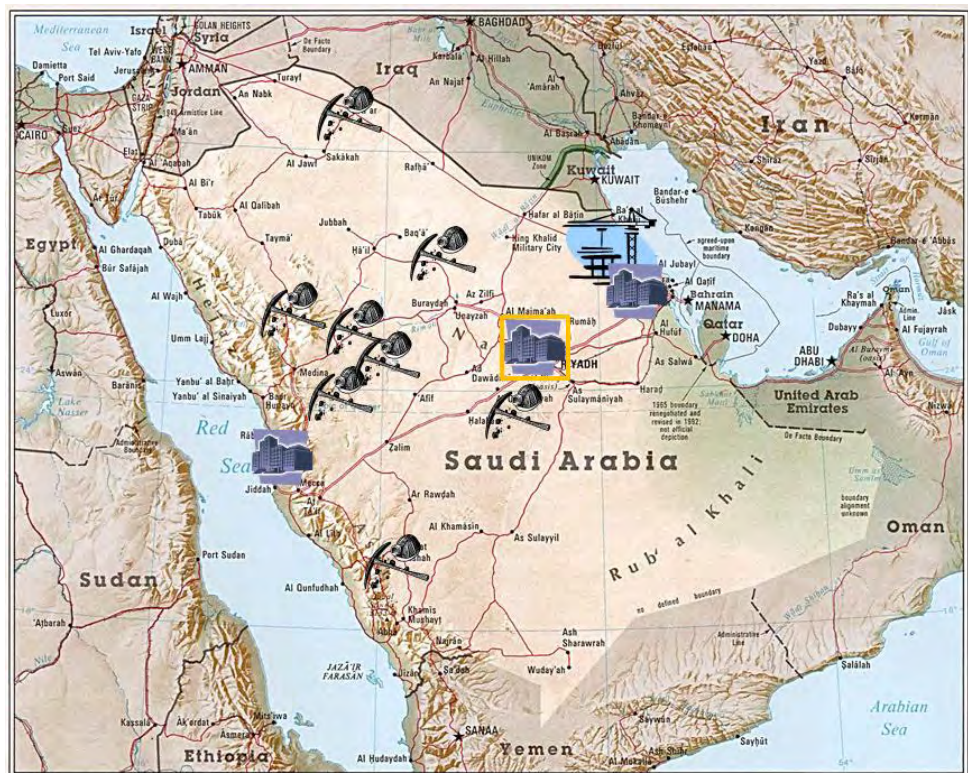
Affiliate HQ Office Locations



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 our strategy 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.





# Overall we:

- ◀ Focus on what really counts.

Quickly identify the key strategic and operational improvement drivers that make or break our business and focus on them without losing sight of the important part that our people play

- ◀ Deliver fully implemented results.

Our strong and pragmatic approach ensures a robust and disciplined approach to identifying, implementing, delivering and achieving the KPIs that result in sustainable improvements.

- ◀ Coach and build ownership.

We believe in supporting and coaching line managers to deliver measurable results. Positive results turn mediocre people into champions who take ownership for resolving problems and turning challenges into opportunities.

# How is it different from other companies?

Unlike other mining companies and what truly sets us apart, is that we focus on maximizing our competitive advantage by utilizing the skills and experience of our people. Our managers understand that their management role remains focused on achieving the best from their teams as a part of their daily jobs and coaching their teams on how to deliver improved results as part of their daily routine.

This requires our managers to roll up their sleeves and provide significant assistance to their teams to ensure that work output is sustained. Their teams do more than do their job for them; this is a subtle but critical distinction in the way our managers deliver results. This unique approach ensures constant skills transfer of the **how** required to generate and sustain the production from our mines and processing plants



Low cost of Production



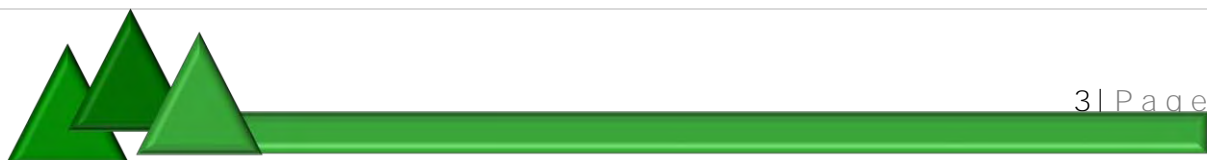
Projects on Time



Teamwork



Coaching





## 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, highly people. Our values underlie our way of doing business, not just as words in a file.



Care



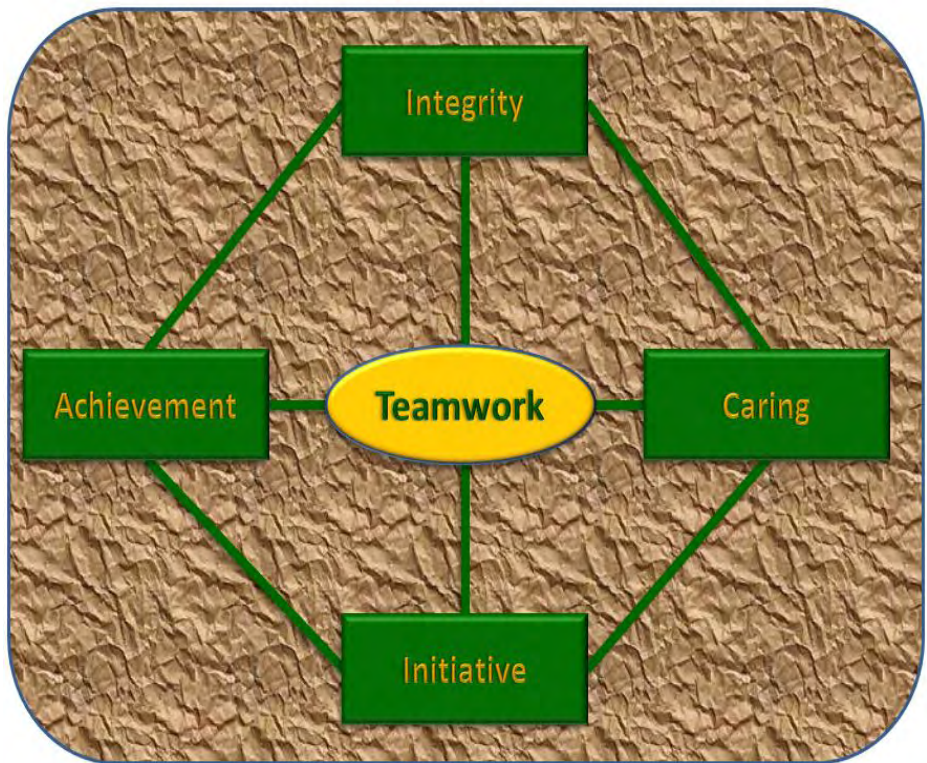
Teamwork



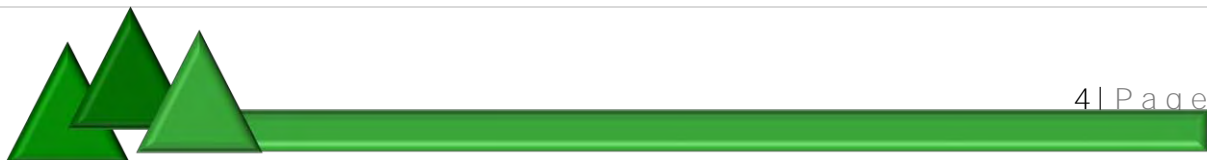
Initiative



Achievement



Our culture and values underlie our way of doing business, not just as words in a file. 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, highly people. Our values underlie our way of doing business, not just as words in a file. 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, highly people. Our values underlie our way of doing business, not just as words in a file.





## What about training opportunities?

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 development in their field.

Eligible staff members are provided with training opportunities to 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.

## How will you be trained?

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 employees receive 10 days formal offsite training at the expense of the company.

Our IDPs ensure 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 ! š š, Ğpuª 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, š š Ğ jª 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.

Wª š ° - · ¥ª · ¥ ° · ¢ « ® · µ « ± · There are numerous reasons to pursue a career at ! š š. 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 at ! š š Ğ jª is based on individual capacity and the ability to apply and demonstrate skills by achieving results.

## Key benefits

### Ø 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.

### Ø High level of job satisfaction

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





No Tax



Excellent lifestyle



Shopping Malls

### Ø Strong relationships and teamwork

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

### Ø Attractive remuneration and other benefits

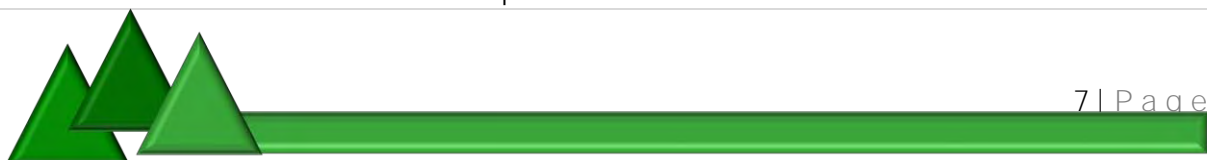
- ◁ Competitive benefits.
- ◁ No tax.
- ◁ Excellent medical benefits for employees and their family.
- ◁ Generous leave entitlements
- ◁ Substantial educational assistance to eligible children.

### Ø 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 outlet and an extensive range of local and international TV channels.
- ◁ Attractive multi cultural lifestyle and environment that includes meeting people from many different countries

### Ø World Class Infrastructure

- ◁ Excellent international schools with American, British or Australian curriculum
- ◁ World class shopping mall with the Kingdom Mall having an area of more than 300,000 sqm 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 usually spectacular geodesic dome.
- ◁ The Saudi arm of French international hypermarket chain Carrefour operates no less than 19 stores across the Kingdom.







Supermarkets

Coffee Shops

Airlines

Other Supermarkets include Panda with 50 supermarkets and 6 hypermarkets, Giant with 11 outlets and Tama is a favorite with some expats. Othaim has interests in malls and over 40 supermarkets in Riyadh, 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, Riyadh Bank, Saudi American Bank, Al Rajhi Banking and Investment Company, Saudi British Bank, Arab National Bank, Saudi Al Frans Bank, Saudi Hollandi Bank and AlJazeera 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, ubba 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

## Ø 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 conditioned making it pleasant to work





### Ø Saudiculture

- ◁ 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.). 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 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 weekends are officially on Thursday and Friday.
- ◁ The Saudi Culture is conservative and the family and tribe form the basis of the social structure and cultural activities. Men and women that are not related do not mix.

### Ø Saudi lifestyle

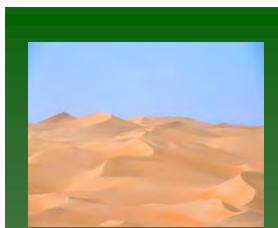
- ◁ As is seen in their naming conventions, Saudis are cognizant of their heritage, their clan, and their extended family, as well as their nuclear family. Saudis take their responsibilities to their family very seriously and families tend to be large and the extended family is close.

### Ø 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 revealing. The abaya or "cloak" is a long back-over garment that is essentially a robe-like dress, worn over their normal dresses. In the Western housing estates where our staff lives this is not a requirement.

## Recruiting from broad range of backgrounds

Saudization program to give preference to provide jobs for



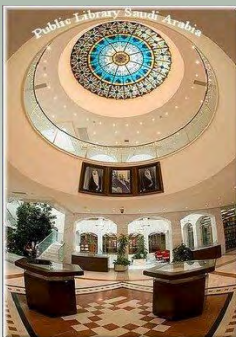
Beautiful Desert



Mosque



Traditional Festivals

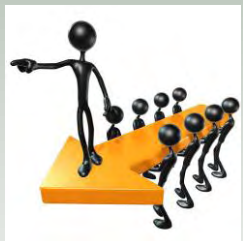


Public Library



Fashionable Abaya





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

## What we look for

Attributes such as resilience, flexibility, a passion for problem solving skills and work for people who can also communicate, build strong relationships and influence at all levels of an organization, including coaching and building teams.

### Ø Problem solving and analytical skills:

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

### Ø People skills:

- ◁ Excellent communicator establish rapport, listen, build trust, coachmentor and have strong interpersonal skills.

### Ø Energy:

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

### Ø Leadership:

- ◁ Leading people and building a team.

### Ø Passion for results:

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

### Ø Role models:

- ◁





# Applying to!

At! 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 to assess capabilities, and we recruit those who have the potential to succeed. You will 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.

## Ø Introductory interview:

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

## Ø 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 values and relevant education and professional experience. The interview process also allows you to get to know us better and give 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 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

