



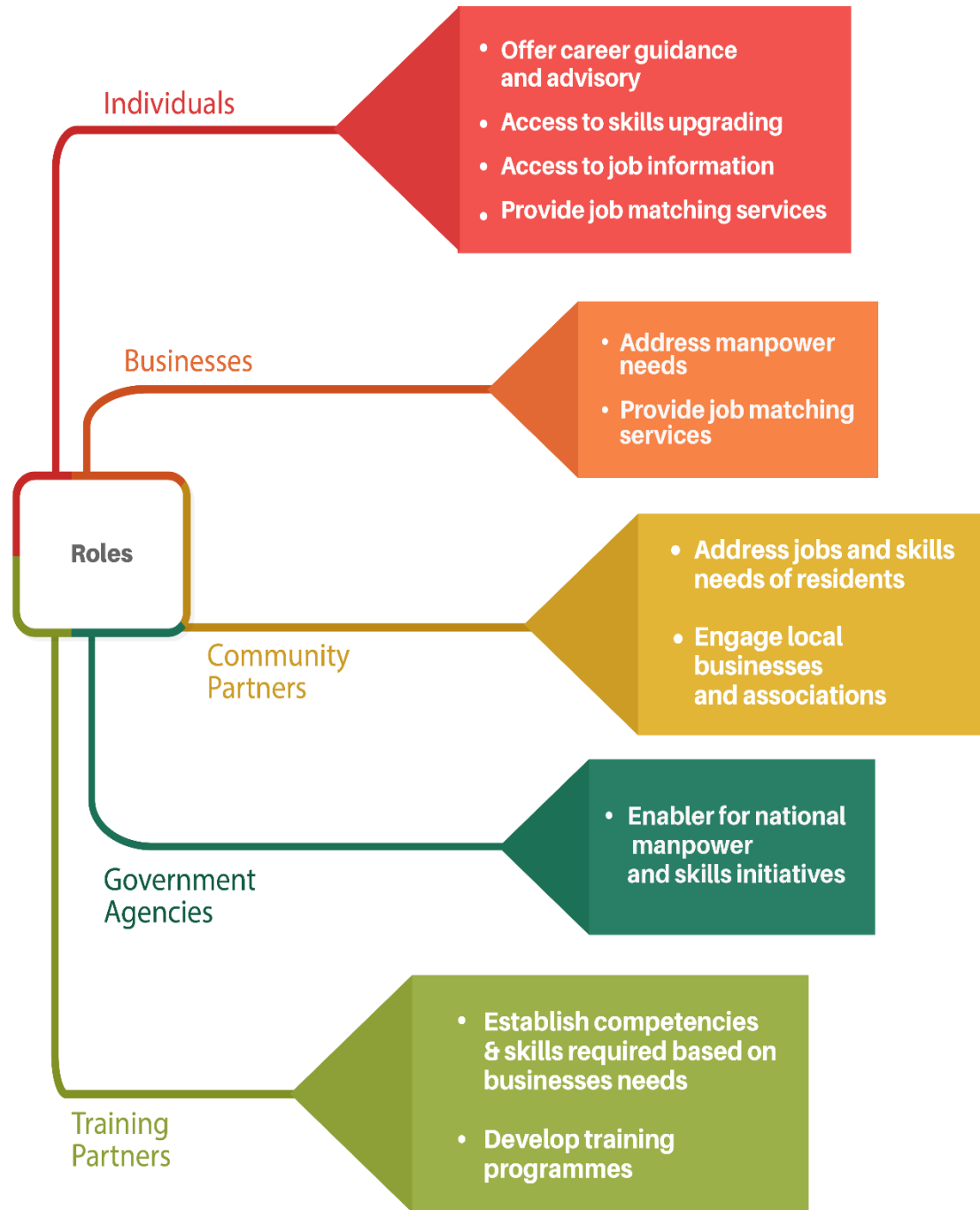
Jo**bCentre Brunei**

Ministry of Energy, Manpower and Industry (MEMI)

JobCentre Brunei Goal



One-Stop Job Centre where local jobseekers and employers may utilize available services to enhance the employability and marketability in the job market

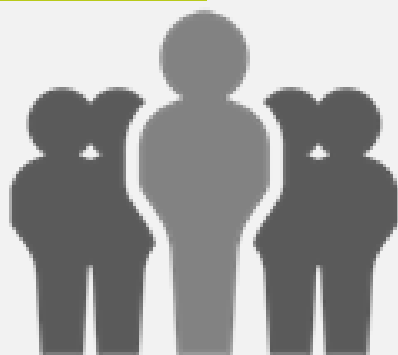


STATISTICS

Statistics of Jobseekers Registered with JobCentre Brunei as of 02/03/19

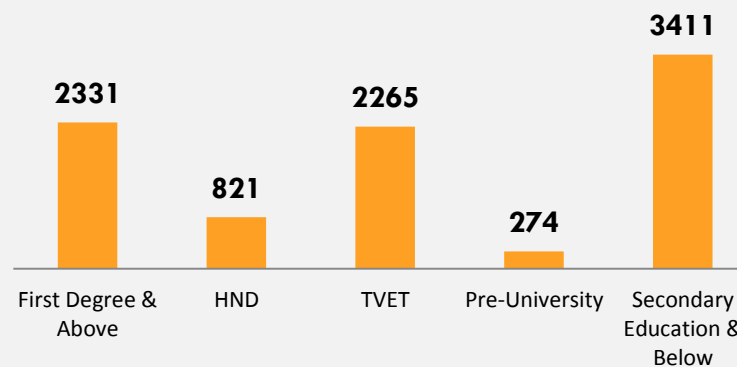
Jobseekers currently unemployed

1. Total



9,102

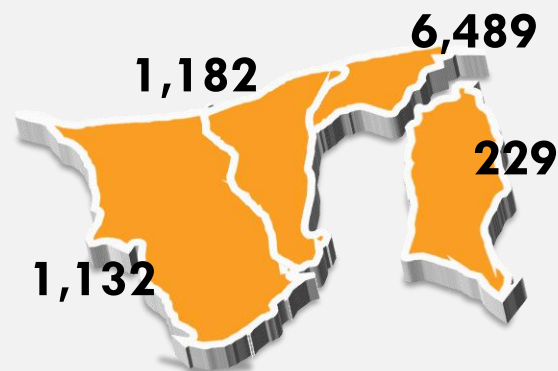
2. Education Background



3. Gender



4. District



Are You Facing These Issues?



How Can We Help You?

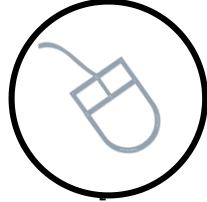
www.jobcentrebrunei.gov.bn

- 1 An Online Recruitment System, accessed anywhere and anytime
- 2 Access thousands of local jobseekers' profile
- 3 Post vacancies for free
- 4 Smart filtering mechanism
- 5 Automatic Job Matching
- 6 View interested applicants' profile
- 7 Schedule interview with push SMS via online

Simple Steps



Log in to
www.jobcentrebrunei.gov.bn



Register as Company using ROC
number as log in ID.
Password will be emailed



Build Company profile and post
Vacancy.



Click "Job Matching" and view
suitable candidates according to
requirement or manually search for
candidates.



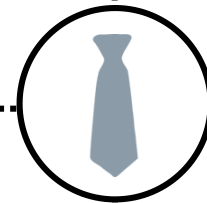
Receive notifications on vacancy
applications.



View profile and shortlist
candidates.



Update status of vacancy
(interviewed, hired or
rejected)



Arrange interview
appointments via portal
and candidates will
receive SMS.

Checklist of items required:

- Company Email
- ROC Scan

SERVICES

JobCentre Brunei Services for Businesses



1



JOB MATCHING

- Companies can request for list of candidates with specific requirement based on vacancy

2



WALK IN INTERVIEW

- Companies can use interview rooms at JCB for free
- JCB can facilitate in inviting the candidates for interview sessions

3



i-Ready PROGRAM

- An apprenticeship program for graduates with no or little experience to increase their “marketability” and “employability” through mentorship and guidance at host organization.

WHAT IS I-READY?

Apprenticeship programme

Platform to expose unemployed graduates to various industries in both the public and private sector.

The host organization has the option to permanently employ the apprentice at any time.

Continuous coaching and mentoring

To be done by respective host organization to ensure their development meets industry needs. The capability development will also be monitored regularly.

Monthly allowance funded by Government

The Government will provide a monthly allowance of \$800, for a maximum period of 3 years.

Apprentices are required to join the TAP and SCP scheme, in which the apprentices will make contributions in accordance to the TAP Act and SCP Order.

CLEARANCE LETTER AT JOB CENTRE BRUNEI

What is a “Clearance Letter?”

A clearance letter is required for companies to obtain before proceeding to Labour Department to apply for foreign workers.

Clearance Letter indicates that the company have already made efforts in hiring local jobseekers but unsuccessful, therefore is cleared to employ foreign workers.

What is the objective of Clearance Letter?

- Ensuring equal job opportunities are offered to locals
- Encourages companies to give locals opportunities first before employing foreign workers
- Capture manpower projection in all companies to work towards a comprehensive manpower forecast data
- Helping companies in reaching optimal localization

HOW TO APPLY FOR CLEARANCE LETTER?



1

Complete “Clearance Letter Form” and “Attachment 1 & 2”
*Forms can be downloaded on www.jobcentrebrunei.gov.bn
Information Tab > Download > Document Titles*

2

Submit completed documents to JobCentre Brunei counter or
via email jobcentrebrunei@memi.gov.bn

3

Clearance Letter will be issued in 5 working days
(*Companies to complete their full recruitment diligence)

BEFORE SUBMITTING CLEARANCE LETTER



Checklist for companies:

- Register as an employer at www.jobcentrebrunei.gov.bn
- Advertise the position on the JCB Portal
- Review applicants
- Conduct relevant recruitment process
- Have demonstrated efforts in recruiting locals first



THANK YOU

Emel: jobcentrebrunei@memi.gov.bn

Hotline: +673 8239933

