



HIBA

International Recruitment
& Manpower Supply Co . Ltd.



ABOUT HIBA INTERNATIONAL

Introduction

Hiba International Recruitment & Manpower Supply Company Ltd.

www.hibainternational.com is a consummate company in the contemporary human capital and staffing arena with (35) employee to lead the way endowing with the comprehensive solutions in the HR domain for growing organizations.

We, at Hiba seek to venture a trust worthy drive providing the most reliable professional custom key in the HR mainstay such as recruitment, staffing, back ground check, payroll administration and other HRO solutions.

Hiba solely focuses on the enhancement of client organizations by providing quality services on various aspects of their human resources and by letting the organization focus on its core issues.

Our Mission

“To gratify our clients, providing a proficient and certainly a reliable solution in the human resource domain within the least time”

Our Vision

“With a close-knit organized team that consists of drive, dynamic and talented professional, our vision is to be one of the premier HR service provider”.

Our Values

We believe, “Excellence is not a skill but rather it is an attitude”
We crave to be known for our attitude of not merely meeting deadline, but beating deadline while providing services to our esteemed client organizations. Our employees are our biggest strength who has built good relationship with our clients and have come up to their expectations.
Team effort is our key to deliver quality in services.

ABOUT HIBA INTERNATIONAL

Our Approach

Hiba offers the employers a potential competitive advantage in the market place as it provides organizations with the ability to rapidly acquire the best people, reduce operational costs and risks and gain access to our expertise to develop the HR strategies.

ROP provides our clients with the power to rapidly acquire high performing staff, optimize their workforce, and reduce operational costs and risks, whilst accessing excellent technology and recruitment expertise. With global competition increasing, it is essential for high performing businesses to build a competitive organizational capability. Competition for the best talent and knowledge is increasing, not declining. For that reason, ROP is a vital component within the HR strategies of today's leading companies.

Our approach to ROP combines a comprehensive transformation of the recruitment function of an organization with a collaborative approach for delivering the service in order to ensure our clients to get the hassle free recruitment. We evaluate and modify the recruitment process to deliver quality outcome based on industry type and not just follow the traditional superannuated recruitment method.

We are committed to transfer skills and share best practices with our client organizations. Through a blend of customer tailored service offerings and a market leading staff, we bring value to our clients by improving ROP rate performance, increasing flexibility and achieving significant cost savings.

Benefits of Recruitment & Outsourcing Process (ROP) to Hiba' External & Internal Employment & Foreign Recruitment Office

Human resource is a vital component of any businesses success. Unfortunately, too many businesses get caught up in the processes. Searching for suitable talent, sifting through CVs, responding to candidates, arranging interviews and checking references are all very necessary but time-consuming and costly exercises.

Our ROP solutions reduce employers' recruitment costs with a flexible-pay-for-performance model that deploys recruitment more efficiently when undertaking volume recruitment projects. We provide customers with a dedicated on-site or off-site professional.

The Benefits of using our ROP :

- Quick access to most qualified and skilled manpower
- Reduced time to recruit staff
- Reduced recruitment costs
- Removal of administrative burdens of recruitment
- Improved retention of staffs
- Mitigation of operational risks
- Accessing the best available technology
- Greater management buy-in to the recruitment process

In delivering a ROP, Hiba takes ownership for all or a discrete part of your recruitment process.

We take full responsibility for enhancing the output. ROP is however more than simply changing who is operating the recruitment function and it delivers significant benefit when compared to a traditional managed service, master vendor, or preferred or sole supplier relationships offered by many recruitment companies. Hiba ROP involves a comprehensive re-engineering of recruitment and resourcing within an organization.

If Recruitment Outsourcing is not required For your Organization You may consider to think again...

Recruitment is the main HR function that almost all companies are outsourcing to agencies. Though human resource is considered as an important aspect of an organization and said to be the greatest asset but

“Greatest asset is the greatest expense”

On the one hand it involves a great number of low value administrative activities. On the other, it is an increasingly complex function that requires specialist knowledge and expertise to capitalize on the vastly expanded sources of candidates. In order to cope with the current scenario most of the companies prefer to outsource their recruitment process to access their expertise and network and to get best talent without any hassle.

You may consider

- With an ROP agency, Companies need not have to plan their future manpower requirements much in advance.
- Companies will be free from salary negotiations, weeding the unsuitable resumes/ candidates.
- Companies can save lot of their resources and time.

We reduce your stress

We reduce,

- Cold calls by up to 70%
- Time spent on CV vetting by up to 40%
- Time spent on interviews by up to 30%
- Reduce administration by up to 90%

Our Methodology

When any organization needs recruitment support, may it be for a selected element of recruitment function or requires a complete enterprise ROP, a strategic recruitment capabilities is what we offer to our clients which is needed to achieve business impact, applying a best practice engagement methodology that spans key areas of activity. We adopt recruitment methodology to suit the need of our clients. Our candidates are presented on the basis of a match against Pre-determined competencies. We do not believe in a perfect candidate.

As such, our candidates are presented realistically and truthfully against the competency model. The decision to hire or not by our client, is ultimately based on whether any deficiencies against The required competencies represents an “area for development” or a “deal breaker”.

RECRUITMENT PHASES

PHASE-1: (Briefing)

Context & Role Detail

- Client profile and value proposition
- Cultural fit
- Team Structure
- Skills, Experience and qualifications

Benefits:

- Minimize interviewing time
- Maximize attraction and retention of quality people

PHASE-2: (Producing the short list)

Sourcing

- Targeted search
- Candidate referrals
- On-line & print advertising campaigns
- Extensive candidate network

Benefits :

- Engage both active and passive candidates
- Generate a short list of quality people

PHASE-3: (Interviewing)

Methodology

- Preparation & planning
- Ongoing communication & feed back
- Candidate & client briefing
- First round interviewing
- Candidate & client re-briefing

Benefits-

- Effective candidate assessment
- Bench marking against role criteria
- Clarity in decision making

**PHASE-4:
(Quality
checking &
Verifications)****Checks**

- Educational & professional qualifications
- Verbal references
- Back ground checks
- Psychometric & English testing

Benefits

- Confidence in hiring decision
- Providing useful information for management of candidates

**PHASE-5:
(Managing
the offer)****The Offer**

- Open communication with the candidate
- Open submission of the remuneration & requirements

Benefits

- Removes emotions from negotiations
- Ensure mutually beneficial outcomes

Quality Assurance Process:

- We require details of client's commitment to Quality and make the arrangements to fulfil quality assurance.
- Identifying the customers requirements
- Listing the project deliverables to be produced
- Setting quality criteria for these deliverables
- Defining quality standards for the deliverables
- Gaining your customers agreement with the targets set

OUR FIELD OF EXPERTISE

- Fleet Management
- Logistic Services
- Automobile & Auto Components
- Banking & Finance
- Construction
- Sales & Marketing
- Operation & Admin
- Information Technology
- Outsourcing
- Salary Survey Analysis
- Insurance
- Telecom
- Mining
- Human Resources Consultancies
- FMCG
- Pharmaceutical & Healthcare
- Power & Energy
- Retailing & Hospitality
- Security Services
- Recruitment
- Maintenance & Operation

“We add value to the recruitment function of our clients through our work process. In the event that either the prospective client or we believe that outsourcing all or an element of the recruitment function will not add value, there is no cost implication to the client. Further, we sign a confidentiality clause in which we undertake not to utilize any information to our client’s detriment.”

MILESTONE

About more than 20,000 (Twenty Thousand) people has been recruited and place with different categories of employers.... from small to well known companies in Sudan and other Countries especially in the MENA region And GCC Countries. ? ?Currently Employees under Outsource services in different industry of approximately 2,000 Sudanese and a number of expats? ?Has been granted to provide services with United Nation Agencies such as WFP, UNICEF, UNOPS which is considered to be with the tedious requirements for accreditation.

OUR PARTNERS (RECRUITMENT & OUTSOURCING COMPANIES)



Olive Group - A Constellis Company, UK
Constellis is our partner in UK with Branch in Dubai for Outsource with Olive Group/UNOPS Project . Handles Tops Post for Seniors Engineers for UNOPS Project in West Of Sudan. WFP Project For Outsourcing Fleet Management For National & International Staffs'



Mission Way Manpower Services, Inc. - Philippines

Mission Way is our partner in Philippines for Filipino talents



Tanget International, UK

One of partner in UK for last several years



MERCANS, UAE

- Our Partner in UAE & KSA for All Sudanese Nationals for the last (1) year
- With ongoing recruitment for clients in UAE & KSA



Studio 22 Agencies (Abela)Limited, Nairobi, Kenya

Our partners in Kenya for the last 3 years



International Recruitment
& Manpower Supply Co. Ltd.



**Precision Recruitment
International – South Africa**
Precision Recruitment International
– South Africa



Mawarid Manpower Solutions Company, KSA
One of partner KSA for the last few years



ClarusApex Human Capital Ltd.
– Eastern European
Our partner in Eastern Europe candidates



Kwadder Alwatan Group, KSA
One of partner KSA for the last few years

OUR VALUED CLIENTS..



بنك الخرطوم
Bank of Khartoum

BANK OF KHARTOUM



EUROSTAR COMMUNICATIONS, L.L.C.

البنك العربي السوداني
ARAB SUDANESE BANK



ARAB SUDANESE BANK



EAGLE GRIP FOR SECURITY AND SERVICES

JUBA - REPUBLIC OF SOUTH SUDAN

EAGLE GRIP FOR SECURITY
AND SERVICES



Alliance for Mining Co.Ltd

ALLIANCE FOR MINING &
PRODUCTION CO. LTD.



UNOPS

UNITED NATIONS OFFICE FOR
PROJECT SERVICES

بنك فيصل الإسلامي السوداني
FAISAL ISLAMIC BANK (SUDAN)



FAISAL ISLAMIC BANK SUDAN



International Recruitment
& Manpower Supply Co . Ltd.



HUAWEI

HUAWEI TECHNOLOGIES CO. LTD.

SAMSUNG

SAMSUNG



بنك النيل
Al Nile Bank

AL NILE BANK



DAL GROUP
مجموعة دال

DAL GROUP



TARGET FOR HUMAN RESOURCES



CHIEF TECHNOLOGY OFFICER
(AG) CANAR



**World Food
Programme**

WORLD FOOD PRORAM (WFP)



International Recruitment
& Manpower Supply Co. Ltd.

SIEMENS

Ingenuity for life

SIEMENS



BOLLORE AFRICA LOGISTICS
(SUDAN) CO. LTD.



الراجحي الدولية للاستثمار
Al Rajhi International for Investment

ALRAJHI AGRICULTURE &
INFRASTRUCTURE CO.



COMMERCIAL BANK OF QATAR (CBQ)



**BRITISH AMERICAN
TOBACCO**

BRITISH AMERICAN
TOBACCO - SUDAN



هيئة الطرق والمواصلات
ROADS & TRANSPORT AUTHORITY

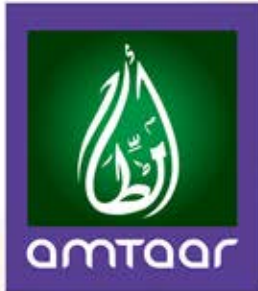
ROAD & TRANSPORT AUTHORITY
(RTA)



International Recruitment
& Manpower Supply Co . Ltd.



UNITED INTERNATIONAL
GROUP LLC.



AMTAAR INVESTMENT COMPANY



KUSH FOR EXPLORATION &
PRODUCTION CO. LTD

Kush for Exploration & Production Company Ltd.
Khartoum alamarat, 17th st block and building no. 10 85/9 d, Khartoum, Sudan.



QATAR MINING CO. LTD.

قطر للتعدين
QATAR MINING



SAED - KSA



DIAVERUM ARABIA

DIAVERUM



International Recruitment
& Manpower Supply Co. , Ltd.



GOLDEN ARROW COMPANY LTD.



ALFANAR COMPANY



CARREFOUR SAUDI



KING FAHAD MILITARY
MEDICAL COMPLEX



SUR INTERNATIONAL
INVESTMENT CO.



ALMARAI COMPANY



International Recruitment
& Manpower Supply Co . Ltd.



مجموعة شركات الزاهد

ZAHID GROUP

ZAHID GROUP



مركز الأمير سلطان لقلب وجراحة القلب بالقصيم
Prince Sultan Cardiac Center-Qassim

PRINCE SULTAN CARDIAC CENTRE



NATIONAL GUARD HEALTH AFFAIRS



unicef

**UNITED NATIONS
CHILDREN'S FUND**



**ROYAL COMMISSION FOR
JUBAIL & YANBU**

ONGOING PROJECTS



HUAWEI

HUAWEI TECHNOLOGIES CO. LTD.

HUAWEI - Number of Employees





International Recruitment
& Manpower Supply Co . Ltd.



World Food
Programme

WORLD FOOD PROGRAM (WFP)



Alliance for Mining Co.Ltd

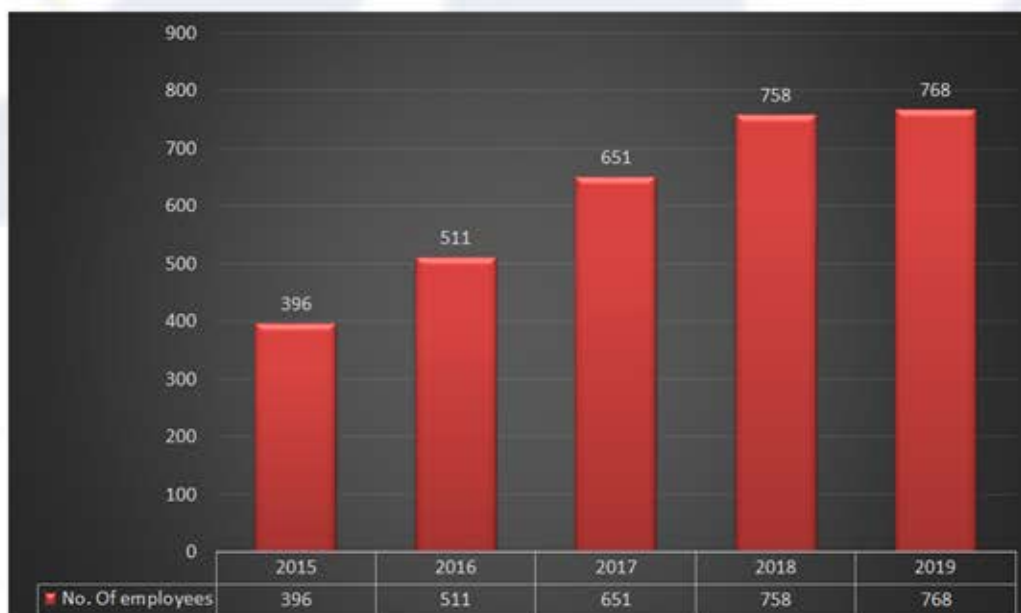
ALLIANCE FOR MINING & PRODUCTION CO. LTD.



Kush for Exploration & Production Company Ltd.

Khartoum alamarat, 17th st block and building no. 10 85/9 d, Khartoum, Sudan.

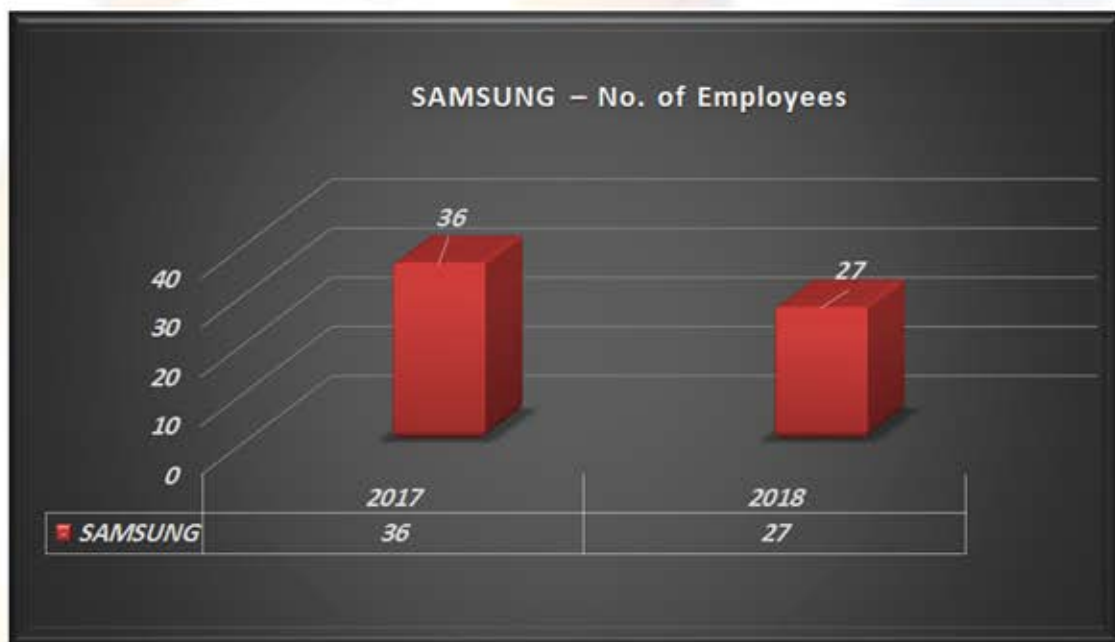
KUSH FOR EXPLORATION & PRODUCTION CO. LTD



ONGOING PROJECTS



SAMSUNG



UNITED NATIONS OFFICE FOR PROJECT SERVICES



OLIVE GROUP - A CONSTELLIS
COMPANY, UK



ONGOING PROJECTS

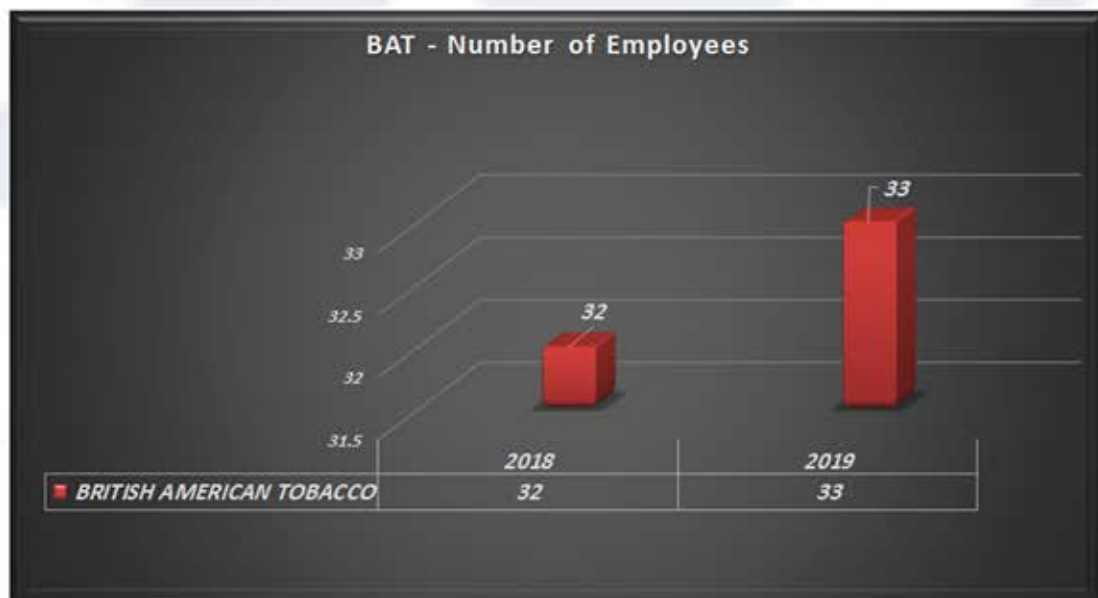
SIEMENS
Ingenuity for life

SIEMENS




**BRITISH AMERICAN
TOBACCO**

**BRITISH AMERICAN
TOBACCO - SUDAN**



Our Add-on Services

In addition, we are able to recommend psychometric profiling tools that measure the specific competencies or behaviors being sought.

Where necessary, we will also undertake qualification checks with tertiary institutions, credit and criminal record checks. The entire process is relevant Labor Legislation compliant.

The production of a short-list is only part of the process for our team. They will facilitate the interview process to its conclusion.

To this end they provide guidance and support to your line managers during the hiring process. Reference checking is an integral part of our process.

Our belief is that a candidates historic behavior patterns are likely to be repeated. To this, we will undertake comprehensive reference checks to validate our interview findings.

The thoroughness of the process reduces, significantly, the likelihood of any surprises once a candidate commences duties and therefore reduces the risk inherent in every new hire.



International Recruitment
& Manpower Supply Co . Ltd.

Our Long Term Relationship Approach

Each and every client is special to us. And we seek a long term relationship with our valued clients instead of considering them just another client. A Recruitment Process Outsourcing Agreement governs the entire arrangement between our clients and Hiba

The contract details the responsibilities of both parties, the processes and procedures to be implemented, define the benchmarks on how the services will be measured, quality standards that will be achieved, reporting standards and timing, the fee structures and payment terms, remedies in the event of non-performance and any other issues that are relevant to the agreement. Whilst our objective will always be to exceed our client's expectations, it is critical to the long-term success of the arrangement that a joint culture is created and the parties behave in a manner that ensures the spirit of partnership is maintained.

HIBA International – Mobile App

HIBA International – The First and Only Recruitment Company
using Mobile App In Sudan



أحصل على أفضل الوظائف
داخل و خارج السودان

Browse Jobs
Find Job Employment & Career Opportunities

قم بتحميل التطبيق الآن

Download on the
App Store

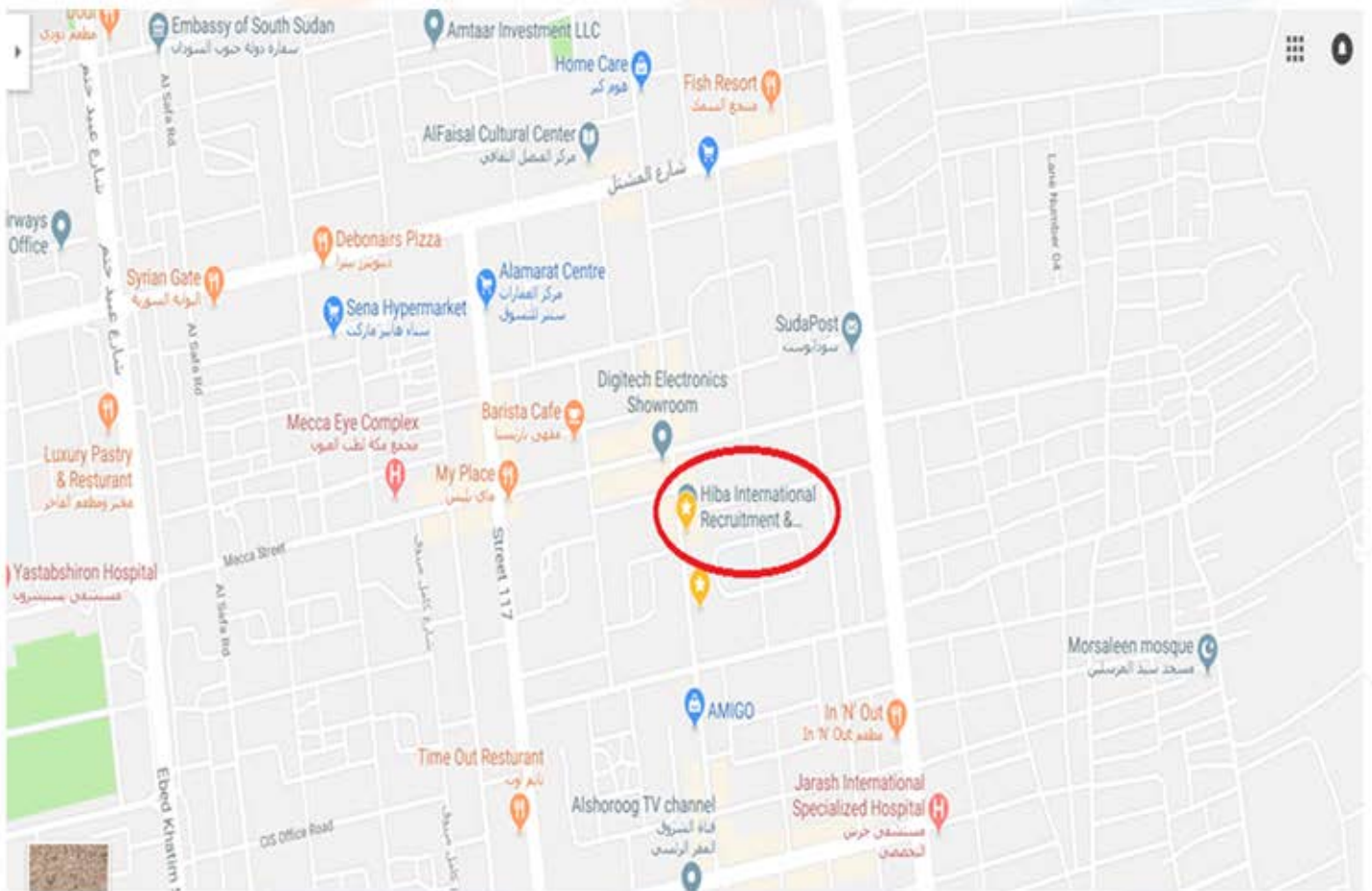
ANDROID APP ON
Google play

www.hibainternational.com

COMPANY LOCATION & PHOTO GALARY



COMPANY MAP LOCATION



Contact Us!

Hiba International Recruitment & Manpower Supply Co Ltd.

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Fax. +249183524300
Call Center. 1934 (24/7)
E-Mail: info@hibainternational.com
Website: www.hibainternational.com



Annex 2 : Hiba Recruitment Licenses For External . 2018



Annex 3 : Hiba Licenses For Local Recruitment . 2018


 جمهورية السودان
 Republic of Sudan
وزارة العمل والإصلاح الإداري
 Ministry of Labour & Administrative Reform
 الإدارة العامة للاستخدام والهجرة
 GENERAL DEP OF EMPLOYMENT & IMMIGRATION

00695

☐ استخدام
☒ رخصة تسجيل مكتب

تشهد وزارة العمل والإصلاح الإداري بأن السيد / **محمد يوسف الميرغني**
 هو المالك المسجل للإسم **هبة للاستخدام الداخلي**
 تحت الرقم: ٦ / أ ع س هـ

قد سجل قانونياً طبقاً لنصوص المادة (٩) من قانون العمل لسنة ١٩٩٧م
 أحكام عامة:

لا يجوز التنازل عن هذه الرخصة إلا بعد موافقة الوزارة.
 توضع هذه الرخصة في مكان بارز.
 تسري هذه الرخصة حتى: ٢٠١٩ / ٢ / ١
 صدرت هذه الرخصة في اليوم: السادس من شهر: مارس سنة ٢٠١٨م

مدير الإدارة: 
 وكيل الوزارة: 
 الوزير: 

أي كسح أو تغيير يلغي هذه الشهادة

Annex 4 : Hiba Licenses For Expat Candidate. 2018


 جمهورية السودان
 Republic of Sudan
وزارة العمل والإصلاح الإداري
 Ministry of Labour & Administrative Reform
 الإدارة العامة للاستخدام والهجرة
 GENERAL DEP OF EMPLOYMENT & IMMIGRATION

00517

☐ استخدام
☒ رخصة تسجيل مكتب

تشهد وزارة العمل والإصلاح الإداري بأن السيد / **محمد يوسف الميرغني**
 هو المالك المسجل للإسم **هبة للاستخدام الخارجي**
 تحت الرقم: ١٩ / أ ع س هـ

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 توضع هذه الرخصة في مكان بارز.
 تسري هذه الرخصة حتى: ٢٠١٨ / ٢ / ١
 صدرت هذه الرخصة في اليوم: التاسع عشر من شهر: فبراير سنة ٢٠١٨م

مدير الإدارة: 
 وكيل الوزارة: 
 الوزير: 

أي كسح أو تغيير يلغي هذه الشهادة

Annex 5 : Hiba Office Certificate Of Incorporation (ENGLISH)

In The Name of Allah The Most Gracious The Most Merciful

The Republic of The Sudan
Ministry of Justice
Commercial Registrations Department

The Registration of Business Names Ordinance, 1931
Certificate of Registration

No. of Certificate : 81415

It is hereby Certified that :
-HIBA EXTERNAL & INTERIOR EMPLOYMENT & FOREIGN RECRUITMENT OFFICE -

Being the Property of :-
MOHAMED AWAD ALKARIM IBN AOF SULIMAN -SUDANESE-

has been duly registered pursuant to and in accordance with the provision of the Registration of Business Names Ordinance, 1931 and the Regulation there under.

Given under my hand at Khartoum
this SEVENTH day of JANUARY Two thousands and THIRTEEN

BATOUL HAMMAD AHMED HAMAD
Registrar of Business Names
Acting

Annex 6 : Hiba International Co. Certificate Of Incorporation (ENGLISH)

باسم الرحمن الرحيم
جمهورية السودان
وزارة العدل
المسجل التجاري العام

THE COMPANIES ORDINANCE, 1925
Certificate of Incorporation
(Private Company)

No. of Certificate : 35502

I hereby certify that the
HIBA INTERNATIONAL RECRUITMENT & MANPOWER
SUPPLY CO., LTD

on this day incorporated under the Companies Ordinance , 1925 and that the Company is limited.

Given under my hand at Khartoum
this FOURTH day of OCTOBER Two Thousands and NINE

Fees paid : 10 SDG
Duty on capital : 125 SDG

ETIDAL A. GADIR MOHAMMED
Registrar of Companies
ACTING

Annex 7 : Hiba Certificate with Chambers of Commerce



Annex 8: Reference Letters





19 May 2016

Reference no. LT-ADM-035/16

To Whom It May Concern:

This is to certify **HIBA INTERNATIONAL RECRUITMENT & MANPOWER SUPPLY COMPANY LTD.** with registration number no. 35502, has been partnered with our company in providing qualified personnel for our manpower requirement.

Our manpower requirements from Managers down to General labors are being provided by Hiba Recruitment, whether they are locally sourced or international and since the year 2011 until now our requirements are being fulfilled without any delay and problems.

This certificate is being issued on the request of Hiba Recruitment for whatever legal purpose it may serve.

Issued this 19th day of May 2016 in Khartoum, Sudan.

Faris Alghananim

HR Manager

Contact Persons:

Faris Alghananim - +249 920433333; email: faris.a@amtaar.com

Alvin Jimenez - +249 900900136; email: alvin.jimenez@amtaar.com




Huawei Technologies Sudanese Co.ltd

Date: 19th.May.2016

To Whom It May Concern

We would like to recommend that **Hiba International Recruitment & Manpower Supply Company Ltd.** We confirm that they are providing us services of Recruitment & HR Business Outsourcing Services for our employees in the Field Of telecommunications. in Sudan since year 2014 Up To Date.

We also confirm that they are providing us a good service and it's a one of a portfolio of trusted service providers, bringing comprehensive solutions for our outsourcing requirements, emphasizing the true definition of customer satisfaction.


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Email. aymanzohair@huawei.com

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Mobile No: +249123451111