



JobCentre Brunei

Kementerian Tenaga (Tenaga dan Tenaga Manusia) dan Perindustrian



Strategic Goal



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

Roles



Objectives

Objectives of the establishment of JobCentre Brunei



- 'One-Stop Career Centre' for local jobseekers and employers in the private sector
- Provides various employment services and relevant training for jobseekers, local workers as well as businesses.



- To provide a platform for local jobseekers to apply to vacancies available
- To access services available to increase employability and marketability.



- Act as a facilitator to assist employers in meeting their manpower needs.

Background

History of JobCentre Brunei

2006

Bahagian Pekerjaan
Anak Tempatan,
Jabatan Buruh



2010

Agensi Pekerjaan
Tempatan dan
Pembangunan
Tenaga Kerja
(APTK), Kementerian
Hal Ehwal Dalam
Negeri



2017

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Kementerian Tenaga
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Perindustrian



SERVICES

JobCentre Brunei Services for Businesses & Jobseekers

1



VACANCIES ADVERTISEMENT

- Companies can advertise vacancies on www.jobcentrebrunei.gov.bn for free

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.

4



JOB MATCHING

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

5



TRAINING

- Short courses and basic skills training are conducted at JCB and open to all local jobseekers

6



CAREER GUIDANCE

- An in house service conducted by JCB to help local jobseekers prepare their CV and interview prior to job application or interview

ADDITIONAL SERVICE

JobCentre Brunei Services for Businesses

7



CLEARANCE LETTER

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

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

Requirement:

- 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

Initiatives

Initiatives	Objective	Action Plan
Quality Job Matching	<ul style="list-style-type: none"> Increase the success rate of job matching between jobseekers and employers. 	<ul style="list-style-type: none"> JCB system enhancement Career advisory services Job Directory Development of Online Career Toolkit HR consultancy to businesses
Increase employability and marketability of jobseekers	<ul style="list-style-type: none"> Increase jobseekers registered with JobCentre Brunei possessing total readiness and competence of local workforce. 	<ul style="list-style-type: none"> iReady apprenticeship program Job Readiness Framework Identifying competency requirement of businesses Enhance trainings at JobCentre Brunei
Outreach Program	<ul style="list-style-type: none"> Jobseekers Registered to reflect majority of the unemployed reported on Labour Force Survey (LFS). In depth understanding the reasons of unemployment. 	<ul style="list-style-type: none"> Outreach to all 38 Mukim Participate in national and educational fair Partnership with business associations and NGO
Fostering relationships between public and private sector	<ul style="list-style-type: none"> Minimizing the gap further between the public and private sector Promoting a healthier and interconnected camaraderie between businesses and the people in order to understand and achieve a common and bigger goal. 	<ul style="list-style-type: none"> Recognition for exemplary employer in the private sector (best HR practices or high localization) Recognition for exemplary employee in the private sector Annual sports activities and competition for private sector



For any inquiries please
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