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Global Immigration alert

April 2026

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Saudi Arabia

Saudi Arabia announces 100% Saudization for certain administrative support professions

Executive summary

On 5 April 2026, the Ministry of Human Resources and Social Development (MHRSD) issued a [Ministerial Decision](#) approving an update to the [Procedural Guide for the Saudization of Administrative Support Professions](#). Under this decision, targeted administrative support roles are subject to a mandatory 100% Saudization requirement, limiting these positions exclusively to Saudi nationals in the private sector.

Background

Saudization (known as Nitaqat) is a national policy aimed at increasing the employment of Saudi nationals in the private sector in line with "Vision 2030." The updated policy reflects current labor market conditions, particularly for administrative and support roles where qualified Saudi talent is available.

Key developments

The MHRSD announcement includes the following:

- A 100% Saudization rate is mandatory for all targeted administrative support professions listed in the updated guide.
- Private sector establishments are prohibited from employing non-Saudi nationals in these roles, whether directly or indirectly.
- The decision applies to all private sector entities operating in Saudi Arabia, regardless of their size or Nitaqat classification, where the targeted professions exist.

Targeted administrative support professions include the following:

- *Examples of roles with no grace period:* Secretary, executive secretary; data entry clerk; patient receptionist; security guard; bodyguard; HR clerk; labor affairs manager; translator; interpreter; and customs broker

These roles became restricted to Saudi nationals effective 5 April 2026.

- *Examples of roles with a six-month grace period ending on 4 October 2026:* Administrative assistant, HR operations manager, recruitment manager, HR specialist, recruitment specialist, workforce planning specialist, compensation specialist, public relations manager, internal communications specialist and employee relations manager

Impact on employers

Employers should review their workforce and job classifications to identify roles covered under the decision, noting that some professions are subject to immediate 100% Saudization, while others benefit from a six-month grace period ending on 4 October 2026.

Employers should ensure timely compliance based on the applicable requirements table, validate that job titles and actual duties align with the Saudi Unified Occupational Classification, and update employment records, Qiwa contracts and internal HR systems accordingly. Early assessment and proactive workforce planning will be critical to mitigate compliance risk, enforcement exposure and operational disruption.

Key steps

EY will continue to monitor these developments. Should you have any questions, we encourage you to contact one of our immigration professionals.

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