Programme Support Unit | Cash for Work

وزارة العمل
MINISTRY OF LABOUR

Application Procedure of Work Permits (Short Term/ CFW) for Syrian Workers through PSU

التعاون الألماني
DEUTSCHE ZUSAMMENARBEIT

Implemented by
giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

KFW

ILO

Welcome to the Programme Support Unit where we provide you with help and support to apply for work permits within Cash for Work projects. In this brochure, a detailed description of the whole application process is provided. Your collaboration is highly appreciated.

First: Book an Appointment

To receive sufficient service, you are kindly requested to book an appointment to visit our office one week in advance via the following Email: psu-cfw.mol@giz.de using this Form:

Dear Sir/Madam,

I am Mr./Mrs.---------- from ---------- (organization/CBO/municipality/governmental entity).
I am working for (Project title) and I would like to request -------- (Number of WP needed) work permits. It is worth mentioning that the starting date of the contract is --/--/2022.
Kindly book me an appointment to visit your office on --/--/2022 (date), --------- (Day), --:-- a.m. (Time).

Thanks and Regards

After that, you will receive a confirmation email within the same day. Kindly be informed that you may reach out to PSU staff for more inquires on the **Landline Number: (06) 585 2376 – or the Mobile Number: 07964609866.**

Second: Visit the PSU and Checking Required Documents

To facilitate your application, you are kindly requested to bring the following documents:

- Checklist Form sent via Email (filled and signed) and a copy of appointment confirmation Email.
- Workers List including Workers Names, Phone Number, Personal Number included in the MOI card (in Arabic).
- Copy of MOI Card for all workers
- Biometric Photo for all workers
- Vaccination Status Checked for all workers
- Exemption letter / COVID-19 vaccine (If applicable)
- Medical Check-up for all workers (Medically Fit)
- MOPIC approval (To be submitted once a year with the first submission)
- Cover Letter to MOL including WP number, contact details in Arabic. (Template is attached)
- Valid Bank Authorization Letter in Arabic, focal person ID (Template is attached/Not required for Governmental Entities)
- Valid Professional License (To be submitted once a year with the first submission/ Not required for Governmental Entities)
- Social Security statements for all workers showing the previous employer (To be submitted every 3 months for review by the Syrian Refugees Department/International Cooperation Directorate).

Notes:

- Submitting agency should fill out and sign the Checklist Form sent via E-mail. It shall also verify and validate all documents so that PSU team could do the secondary verification before submission to MOL. In case the documents are not complete, the application will be rejected and submitting agency will need to schedule another appointment to submit the application.

- Workers' documents should be arranged according to the sequence of names as listed in the Workers List.

- Submitting agency to ensure that all workers don't have a valid regular work permits under other employer (exceptions to be given for workers with Freelance-WP), via the following link:

http://www.mol.gov.jo/AR/Pages/%D8%A7%D9%84%D8%A7%D8%B3%D8%AA%D8%B9%D9%84%D8%A7%D9%85_%D8%B9%D9%86_%D8%A8%D9%8A%D8%A7%D9%86%D8%A7%D8%AA_%D8%A7%D9%84%D8%B9%D9%85%D8%A7%D9%84%D8%A9_%D8%A7%D9%84%D9%88%D8%A7%D9%81%D8%AF%D8%A9

- Submitting agency to ensure that all workers have done a medical test 7 working days prior to the application date, and the results (Fit/Not Fit) are ready via the following link:

https://app2.moh.gov.jo:4443/chest/faces/query

- Submitting agency should check and verify Vaccination Certificates of the workers via the following link:

https://staysafe.gov.jo/vaccinecertificate/index.

نموذج صيغة التفويض البنكي:

رقم الكتاب: ---/ -----/ 2022
التاريخ: --/ --/ 2022
السادة: وزارة العمل المحترمين

الموضوع: كتاب تفويض

تحية طيبة وبعد،،،
أنا ---------- ممثل منظمة/جمعية ---------- أفوض السيد ---------- ويحمل الرقم الوطني ----------
----- بمتابعة جميع الإجراءات المتعلقة بالتصاريح مع وزارة العمل على أن تكون مدة سريان التفويض سنة من تاريخه.
وتفضلوا بقبول فائق الاحترام والتقدير،،،

المفوّض بالتوقيع (ختم وتوقيع)
ختم وتوقيع البنك (نصادق على صحة توقيع ----------)

نموذج صيغة كتاب موّجه لوزارة العمل:

رقم الكتاب: ---/ -----/ 2022
التاريخ: --/ --/ 2022

معالي وزير العمل المحترم

الموضوع: إصدار تصاريح عمل مؤقتة لمهنة (عامل مشاريع)

تحية طيبة وبعد،
نرجو منكم التكرم بإصدار تصاريح عمل للمرفقة اسمائهم عدد (--) مستفيد من منظمة/جمعية/ بلدية -------، حيث سيعملون في مشروع ---------- ولمدة --- شهور من تاريخ -------- إلى تاريخ ---------. علماً بأنه سيتم تفويض السيد ---------- ويحمل الرقم الوطني ---------- بمتابعة جميع الإجراءات المتعلقة بالتصاريح.

المرفقات

- صورة عن التفويض
- صورة عن هوية المفوض
- شهادة تسجيل الجمعية
- رخصة المهن
- موافقة وزارة التخطيط والتعاون الدولي
- كشف بأسماء العمال (تتضمن: أسم العامل، رقم الهاتف، الرقم الشخصي)

Third: Heading to MOL Office in Al Shmeisani

After receiving the PSU cover letter and getting all the documents checked by the team, you will go to MOL office at the Professional Associations Complex located in Al Shmeisani.

The PSU team will refer you to a focal point of contact to facilitate the process.

Forth: Receiving the Work Permits

After Submission, the MOL will send you a message with a payment order to be paid via eFAWATEERcom.

Kindly note that such order is to be paid within twenty-seven (72) hours, otherwise the system will cancel the application and the payment order after ninety-six (96) hours whereas the submitting agency will have to visit the PSU again and the MOL employee will re-submit all the documents to the system which would delay the process.

Once payment is made, the system will issue the permits and the MOL focal point will contact you to receive the issued permits.