

Comprehensive instructions on conditions and procedures of employment of non-Jordanian labour from Syrian nationality issued according to Article 12 Paragraph (a) of the Labour Law and its amendments No. 8 of 1996

Article (1):

These instructions are called (Comprehensive instructions on the conditions and procedures of employment of non-Jordanian of Syrian nationality workers for the year 2018) and are effective from the date of publishing in the official gazette.

Article (2):

The following words and expressions mentioned in these instructions shall have the meanings assigned thereto unless the context indicates otherwise:

The Ministry: Ministry of Labour

The Minister: Minister of Labour

Directorate: the relevant labour directorate

The employee: the non-Jordanian worker from Syrian nationality who are present in the Kingdom

The permit: the work permit issued for the Syrian refugee permitting him to work in the Jordanian labour market

Flexible work permits: a work permit that is issued under the umbrella of cooperative societies and the General Federation of Jordanian Trade Unions and is granted to the non-Jordanian employee of Syrian nationality in agriculture and construction Sectors; targeting employing them in the Said sectors with flexibility and without having an employer as a requirement.

The camp: the place located for Syrian refugees on the Jordanian Territories.

Directorate of Refugees Affairs: the directorate that is concerned with management and supervision of Syrian refugees' affairs at the Ministry of Interior.

Article (3):

- a- The Minister may form one committee or more consisting of the Ministry's employees to look into the conditions and procedures of issuing work permits for non-Jordanian labour of Syrian nationality who exist inside and/or outside refugee camps.
- b- The committee, its tasks, and authorities, shall be formed based on a decision from the Minister. Moreover, he may involve representatives from relevant parties to seek their opinion and guidance.

Article (4):

- a- The date of having the directorate's approval on the work permit submission, shall be considered as the date of issue of any work permit.
- b- Temporary work permits valid for no more than 6 months shall be issued for employers wishing to employ non-Jordanian Syrian nationality employees who do not have previous work permits.
- c- A Social Security statement shall be required once every three months from parties, organizations and associations wishing to issue temporary work permits for cash-for-work projects.
- d- The non-Jordanian Syrian nationality employee shall be allowed to obtain flexible work permits in the agricultural sector under the umbrella of cooperative societies through relevant directorates.

Article (5):

The Syrian nationality employee may transfer from one employer to another-if his/her work permit has expired or cancelled without the clearance of the first employer.

Article (6)

- a- The Syrian refugees residing inside the Camp may obtain work permits enabling them to work outside the camps.
- b- The security service card issued by the Ministry of Interior/ the Syrian Refugees Affairs Directorate is the accredited document to issue the permits.

Article (7):

The Syrian labour shall be allowed to move among all sectors.

Article (8):

The decision of the Prime Ministry which exempts the Syrian labour from the fees of work permit issuance, explains the duration of the grace period, its start and closing dates, and the categories included in this decision shall remain valid and applicable.

Article (9):

The Minister shall determine the percentage of non-Jordanian Syrian nationality labour permitted to work in the different economic sectors according to the input and needs of the labour market as per the recommendations of the employment committee provided that the recommendations include:

- a- Name of area
- b- Name of sector and professions permitted to work in.
- c- Number of Jordanian workers at the sector and profession levels
- d- Number of non-Jordanian labour at the sector and profession levels
- e- The allowed percentage

Article (10):

The Minister may open some closed professions and technical professions for non-Jordanian Syrian nationality employees who are permitted to work in the different economic sectors according to the labour market input/ and the recommendations of relevant parties in a way that would not affect job opportunities for Jordanians, as per the recommendations of the employment committee and every case shall be considered separately through the relevant committee in the Ministry.

Article (11):

The documents requested to issue a work permit for non-Jordanian Syrian nationality employee:

- Filling the form adopted in the Directorate
- Copy of the MOI card
- Security approval from the Syrian Refugees Affairs Directorate for employees from inside the camp
- Personal photos

Article (12):

The work permit shall be issued upon the Minister's approval or his authorized delegate according to a special form that includes the following:

- 1- The date of entry into force and expiry of the permit
- 2- Name of the employee/cooperative society/farm
- 3- Number and date of the fees receipt
- 4- The stamp and signature of the Directorate's Director

Article (13):

These instructions shall be applied to non-Jordanian workers of Syrian nationality in Jordan

Article (14):

In the absence of any article within these instructions related to organizing/regulating non-Jordanian labour of Syrian nationality; the instructions of employing and recruiting non-Jordanian labour of the year 2012 shall be applied.

Article (15):

The Minister may issue circulations, decisions and necessary principles to implement the provisions of these instructions and/or issue any exceptions he deems suitable from any article of these instructions.

Minister of Labour
Samir Saeed Murad