

Employment Contract for Indefinite Period

First Party (The Employer):

Address:

Second Party (The Employee):

Number of Passport/ MOI card for Syrians:

Address:

Whereas the First Party wishes to appoint the Second Party in the position described below in this contract in accordance with Labor Law and the relevant legislations; and whereas the Second Party has agreed to work for the First Party in this position in accordance with the conditions agreed upon below, both parties have agreed on the following:

Terms of the contract:

1. The Second Party agrees to work for and under the supervision and the management of the First Party, in accordance with the following:

Type of work	:	
Place of work	:	
Salary	:	Paid (Monthly/weekly)
Duration of contract	:	Indefinite period.
Working hours	:	8 hours daily, provided that normal working hours shall not exceed 48 hours weekly.

2. The Second Party shall abide by the work-related instructions issued by the First Party, and shall faithfully and diligently perform and carry out his/her duties by him/herself. The Second Party shall also maintain the workplace and all tools, equipment and materials subject to legal accountability in accordance with the provisions of Labor Law and relevant legislations.
3. The first three months of the contract duration shall be considered as a probation period in accordance with Labor Law.
4. The First Party shall fulfill the legal duties related to work permit issuance for the employee, including but not limited to providing the related documents for work permits, and submitting the application to the competent labor department.
5. The weekly day off for the employee is of every week.
6. Whereas the Second Party is a person of concern to UNHCR, and whereas there are certain dates on which the Second Party shall approach UNHCR offices, the First Party agrees to give the Second Party leaves provided that such leaves shall be deducted from the annual leaves.
7. Taking into consideration the aforementioned terms and conditions, the following additional terms are binding to both parties:
 - a.
 - b.
 - c.
 - d.

8. The provisions of the Jordanian Labor Law, the related effective legislations and any amendments thereto shall be applied to both parties.

This contract is made and entered into by and between both parties in..... on.....

First Party

Second Party

Witness

Witness