Year : 2016 Number of Articles: 8 Effective Date: 15/12/2016	System No. 174 of 2016 (Administrative Organization System of the Ministry of Labor for the year 2016) and its amendments	Official Gazette Number: Page : 7097 Date: 15/12/2016

We, Abdullah II Ibn Al-Hussein, King of the Hashemite Kingdom of Jordan,
In accordance with Article 120 of the Constitution,
And based on the decision of the Council of Ministers dated 17/11/2016,
We hereby order the issuance of the following System:

Article (1)

This System shall be called (The Administrative Organization System of the Ministry of Labor for the year 2016) and shall be effective from the date of its publication in the Official Gazette.

Article (2)

The following words and phrases, wherever they appear in this System, shall have the meanings assigned to them below, unless the context indicates otherwise:

- **The Ministry**: The Ministry of Labor.
- **The Minister**: The Minister of Labor.
- **The Secretary-General**: The Secretary-General of the Ministry.
- **The Committee**: The Planning, Coordination, and Follow-up Committee established under the provisions of this system.

The organizational structure of the Ministry shall consist of:

A. The Minister.

B. The Secretary-General.

C. Assistant Secretary-General for Operations.

D. Assistant Secretary-General for Administration and Logistics Support.

E. The following directorates at the Ministry's headquarters:

1. Central Directorate of Employment.
2. Central Directorate of Inspection.
3. Directorate of Occupational Safety and Health.
4. Directorate of Foreign Labor.

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5. Directorate of Domestic Workers.
6. Directorate of Women and Gender Affairs.
7. Directorate of Labor Relations and Collective Bargaining.
8. Directorate of Policies and Studies.
9. Directorate of International Cooperation.
10. Directorate of Public Relations and Media.
11. Directorate of Information Technology and Electronic Transformation.
12. Directorate of Human Resources and Institutional Development.
13. Directorate of Financial Affairs.
14. Directorate of Administrative Affairs.
15. Directorate of Legal Affairs.

F. Directorate of Labor, Inspection, and Employment in the governorates:

16. Central Amman Directorate of Labor.
17. North Amman Directorate of Labor.
18. East Amman Directorate of Labor.
19. South Amman Directorate of Labor.
20. Irbid Directorate of Labor.
21. Balqa Directorate of Labor.
22. Karak Directorate of Labor.
23. Ma'an Directorate of Labor.
24. Zarqa Directorate of Labor.
25. Mafraq Directorate of Labor.
26. Tafileh Directorate of Labor.
27. Madaba Directorate of Labor.
28. Jerash Directorate of Labor.
29. Ajloun Directorate of Labor.
30. Aqaba Directorate of Labor.
31. Central Amman Directorate of Inspection.
32. East Amman Directorate of Inspection.
33. Central Amman Directorate of Employment.
34. East Amman Directorate of Employment.

G. The following units:

1. Internal Control Unit.
2. Wage Authority Unit.
3. Government Performance and Achievement Follow-up Unit.

H. The offices of the Minister

I. The Office of the Secretary-General.

A. The following are directly accountable to the Minister:

1. The Secretary-General.
2. The Directorate of Policies and Studies.

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3. The Internal Control Unit.
4. The Government Performance and Achievement Follow-up Unit.
5. The Office of the Minister.

B. The following are directly accountable to the Secretary-General:

6. The Assistant Secretary-General for Operations.
7. The Assistant Secretary-General for Administration and Logistics Support.
8. The Directorate of International Cooperation.
9. The Directorate of Labor Relations and Collective Bargaining.
10. The Directorate of Legal Affairs.
11. The Directorate of Public Relations and Media.
12. The Wage Authority Unit.
13. The Office of the Secretary-General.

C. The following are directly accountable to the Assistant Secretary-General for Operations:

14. The Central Directorate of Employment.
15. The Central Directorate of Inspection.
16. The Directorate of Occupational Safety and Health.
17. The Directorate of Foreign Labor.
18. The Directorate of Domestic Workers.
19. The Directorate of Women and Gender Affairs.
20. The Directorates of Labor, Inspection, and Employment in the governorates.

D. The following are directly accountable to the Assistant Secretary-General for Administration and Logistics Support:

21. The Directorate of Human Resources and Institutional Development.
22. The Directorate of Administrative Affairs.
23. The Directorate of Financial Affairs.
24. The Directorate of Information Technology and Electronic Transformation.

Article (5)

A committee called (Planning, Coordination, and Follow-up Committee) shall be established in the Ministry, chaired by the Minister and with the following members:

1. The Secretary-General as Deputy Chairperson.
2. The Assistants of the Secretary-General.
3. Ten directors of directorates and units at the Ministry's headquarters, appointed by the Minister.
4. Three directors from the governorate directorates, appointed by the Minister.

B. The Committee shall be responsible for studying the following matters and submitting its recommendations to the Minister for appropriate action:

1. The Ministry’s plans, programs, activities, and their evaluation.
2. Proposed laws, regulations, and instructions related to the Ministry's work.
3. The Ministry’s annual budget proposal.
4. Any other matters referred to it by the Minister.

C. The Committee shall meet at the invitation of its Chairperson or Deputy in their absence whenever necessary, and the meeting shall be legally valid with the attendance of at least the majority of its members, provided that the Chairperson or Deputy is among those present. Decisions shall be made by a majority of the votes of the members present.

D. The Chairperson of the Committee may invite anyone from inside or outside the Ministry to attend its meeting to provide input on the matters discussed, without the right to vote.
E. The Minister shall appoint one of the Ministry's employees as the Committee's Secretary, responsible for organizing its agenda, recording meeting minutes, maintaining its records, and following up on the implementation of its recommendations.

Article (6)

The Minister may establish any permanent or temporary committee to enable the Ministry to carry out its tasks. The Minister shall define the committee's tasks, duties, and the manner of its meetings and decision-making in the establishment decision.

Article (7)

The Minister, based on the recommendation of the Secretary-General, shall issue the necessary instructions to implement the provisions of this System, including the following:
A. Defining the tasks, responsibilities, and duties of the directorates, units, offices, and departments in the Ministry.
B. Work procedures and methods of communication and coordination between the Ministry's organizational units.

Article (8)

The Administrative Organization System of the Ministry of Labor No. (38) of 1994 is hereby repealed, and the instructions and decisions issued pursuant to it shall remain in effect until they are repealed, amended, or replaced with others in accordance with the provisions of this System.

Dated: 17/11/2016

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