

## Article (1)

These instructions shall be called "Instructions for the Conditions and Procedures for the Employment of Non-Jordanian Workers of Syrian Nationality for the year 2020" (hereinafter referred to as "Instructions") and shall be effective from the date of their publication in the Official Gazette.

## Article (2)

The following words and phrases shall have the meaning ascribed in the Instructions hereunder unless the otherwise indicated by context:

<b>Ministry:</b>	Ministry of Labor
<b>Minister:</b>	Minister of Labour
<b>Directorate:</b>	The Directorate of Labor or the Labor Office in the various governorates of Jordan
<b>Worker:</b>	Every non-Jordanian male or female of Syrian nationality who holds the service document of the Syrian community issued by the Ministry of Interior.
<b>Professional group:</b>	A specific major category of occupations, comprising multiple occupational families, within which specific occupations are classified according to the International Standard Classification of Occupations - 2008 (ISCO-08).
<b>Professions allowed for non- Jordanians:</b>	Professions for which non-Jordanian workers are allowed to work include those classified as permitted occupations, as well as those permitted under specific conditions, which are designated by the Ministry for non-Jordanian workers to practice within a particular sector, economic activity, or occupational group.
<b>Work permit:</b>	An official document issued by the Ministry to the worker, in accordance with these Instructions, which allows the worker to work for a specific employer within a profession permitted for non-Jordanians. The permit is valid for a period of one year, and is subject to renewal. The permit term is calculated from the date of expiry of the last work permit obtained by the worker.
<b>Temporary work permit:</b>	An official document issued by the Ministry to the worker that allows the worker to work for any employer or any entity that implements a wage-for-work project, intensive

Labour projects, or other projects within a profession that is permitted for non-Jordanians.

**Flexible work permit:** An official document issued by the Ministry to the worker that allows the worker to work for any employer in the professions permitted for non-Jordanians within the professional group and without being restricted to a specific geographical area. It is issued under the umbrella of any of the cooperative societies approved by the Ministry, the General Federation of Jordanian Trade Unions, or any other entity specified by the Minister.

**Camp:** The place designated to accommodate Syrian refugees on the territory of the Hashemite Kingdom of Jordan.

### Article (3)

- a) These Instructions shall apply to the work provided that:
  - 1- The worker has the service document of the Syrian community issued by the Ministry of Interior.
  - 2- The profession for which a work permit is required is among the professions permitted for non-Jordanian workers.
- b) The Ministry shall issue work permits of the following types:
  - 1- Work permit
  - 2- Temporary work permit:
  - 3- Flexible work permit:

### Article (4)

The start date of the work permit for a worker who obtains a work permit for the first time within the types stipulated in Paragraph (B) of Article (3) of these Instructions shall be approved as of any of the following dates:

- a) The date of the worker's entry into Jordan, which is confirmed on the service document of the Syrian community.
- b) The date of the Directorate's approval to grant the work permit to the worker in the event that the date of the worker's entry into Jordan is not specified according to a proof of residence and borders.

### Article (5)

The Ministry shall issue the work permit in accordance with the following provisions:

- a) A worker who holds a valid work permit may transfer from one employer to another within the same sector, economic activity, or profession permitted for non-Jordanians, without the need for a clearance application, provided that the current permit is due to expire or has been cancelled by the previous employer or their authorized representative.
- b) The work permit shall be for a period of one year, subject to renewal for a similar period. Its term shall be calculated from the date of expiry of the last work permit obtained by the worker in accordance with the instructions, principles, and decisions in force in the ministry.

#### **Article (6)**

The Ministry shall issue the work permit in accordance with the following provisions:

- a) A worker who holds a temporary work permit may transfer to another employer within any other sector or economic activity without a clearance application, provided that the temporary permit expires and the profession is within the permitted professions for non-Jordanians.
- b) The temporary work permit shall be for a period not exceeding six months, subject to renewal. Its term shall be calculated from the date of expiry of the last work permit obtained by the worker in accordance with the instructions, principles, and decisions in force in the Ministry.
- c) Considering the prescribed percentages for non-Jordanian workers in various sectors or economic activities, the employer or entity shall be exempt from these percentages for the purpose of obtaining a temporary work permit for implementing projects such as the wage-for-work project, intensive Labour project, or other projects designated by the Minister. In such cases, the employer or entity shall provide the Ministry with a social security statement to demonstrate their commitment to employing Jordanians at rates consistent with the project's objectives.
- d) The temporary work permit card shall include the following phrases:
  - 1- At the phrase "employer", insert the name of the employer/ name of the entity.
  - 2- At the phrase "Profession", list the profession that the worker is authorized to work in.
  - 3- At the phrase "notes", insert the phrase "temporary work permit".
  - 4- At the phrase "governorate", insert the phrase "All governorates except Aqaba Special Economic Zone".

#### **Article (7)**

The Ministry shall issue the work permit in accordance with the following provisions:

وزارة العمل

- a) A worker who holds a flexible work permit may work for any employer in the professions permitted for non-Jordanians within the professional group and without being restricted to a specific geographical area.
- b) The flexible work permit shall be issued under the auspices of any of the approved cooperative societies, the General Federation of Jordanian Trade Unions, or any other entity designated by the Minister.
- c) The work permit shall be for a period of one year, subject to renewal for a similar period. Its term shall be calculated from the date of expiry of the last work permit obtained by the worker in accordance with the instructions, principles, and decisions in force in the Ministry.
- d) The temporary work permit card shall include the following phrases:
  - 1- At the phrase "employer", insert the name of the entity under whose umbrella the work permit is issued.
  - 2- At the phrase "profession", insert the phrase "worker/occupational group".
  - 3- At the phrase "notes", insert the phrase "flexible work permit".
  - 4- At the phrase "governorate", insert the phrase "All governorates except Aqaba Special Economic Zone".

#### **Article (8)**

Upon the expiry or cancellation of the previous work permit, the worker may obtain any of the work permits stipulated in Paragraph (B) of Article (3) of these Instructions. Its term shall be calculated from the date of expiry of the last work permit obtained by the worker or from the date of its cancellation.

#### **Article (9)**

The employer or the entity may review the Directorate for the purposes of renewing the worker's work permit at least one month before the expiry date.

#### **Article (10)**

The employer or entity shall benefit from exemptions relating to workers issued by a decision of the Council of Ministers.

#### **Article (11)**

The Minister may determine the percentages of workers and professions authorized to work in the various economic sectors and activities in accordance with the data of the Labour market and its needs, by virtue of a decision issued for this purpose.

## **Article (12)**

The application for a work permit shall be submitted within the types stipulated in these instructions (paper or electronic) by the employer or the entity in whose name it is issued and on the form approved by the Ministry, provided that the worker's own documents are attached to it, including:

- a) A copy of the service document of the Syrian community issued by the Ministry of Interior in lieu of the passport.
- b) Personal photos.

## **Article (13)**

Subject to what is stated in paragraph (D) of Article (6) and paragraph (D) of Article (7) of these Instructions, the Ministry shall issue a work permit within the types stipulated in these Instructions to the worker after the approval of the Minister or his delegate and in the form approved by the Ministry, including the following data:

- a) Personal data of the worker: (Name of the worker as stated in the service document/permit number/ nationality/personal number).
- b) Profession data.
- c) Work permit expiry date.
- d) The Directorate that issued the work permit and the signature of the Director of the Directorate
- e) Employer name

## **Article (14)**

The provisions of the applicable Labor Law and the regulations, instructions, and decisions relating to the organization of non-Jordanian workers, including the Instructions on the Conditions and Procedures for the Employment and Recruitment of Non-Jordanian Workers issued thereunder, shall apply to all that is not provided for in these Instructions.

## **Article (15)**

The Minister may issue the necessary decisions to implement the provisions of these Instructions, including specifying the forms and data of the work permit card for the types issued under these Instructions.

## **Article (16)**

The Comprehensive Instructions for the Conditions and Procedures for the Employment of Non-Jordanian Workers of Syrian Nationality for the year 2018 and the decisions issued thereunder shall be repealed.