

**Ministry of Labor and Skills of the Federal Democratic Republic of
Ethiopia**

**Directive No. 1126/2018 Issued to Regulate the Implementation of
Ethiopian Overseas Employment**

March 2026

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Directive No. 1126/2018 Issued to Regulate the Implementation of Ethiopian Overseas Employment

Whereas, it has become necessary to issue a detailed implementation directive regarding overseas employment services provided based on the Ethiopian Labor Market Information System;

Whereas, it has become necessary to indicate detailed implementation conditions to solve recurring problems in the sector related to licensing and renewal, organization, and commission determination;

Whereas, it has become necessary to clearly stipulate the conditions for the deployment of skilled human power, semi-skilled, and citizens with experience-based skills for overseas employment;

Whereas, it has become necessary to clearly define the conditions for the overall provision of overseas employment services;

The Ministry of Labor and Skills has issued this implementation directive in accordance with Article 84 (2) of the Ethiopian Overseas Employment Proclamation No. 1389/2017.

PART ONE

GENERAL PROVISIONS

1. Short Title

This directive may be cited as the "Ethiopian Overseas Employment Implementation Directive No. 1126/2018."

2. Definitions

Unless the context requires otherwise, in this directive:

1. "Proclamation" means the Ethiopian Overseas Employment Proclamation No. 1389/2017; 2) "Ministry and Minister" means the Ministry or Minister of Labor and Skills, respectively; 3) "Minimum Wage" means the minimum base salary determined based on bilateral employment agreements, Memoranda of Understanding (MoU) with receiving countries, or periodic market studies conducted on employment contracts;
2. Definitions provided under Article (2) of the Proclamation and Labor Proclamation No. 1156/2011 shall apply to this directive as appropriate;
- 5) Any expression in the masculine gender includes the feminine.

PART TWO

PROVISION OF OVERSEAS EMPLOYMENT SERVICES

3. About Salary

When skilled human power is deployed for overseas employment through private effort or agencies, the salary amount shall be proportional to the payment for similar professional positions in receiving countries and shall not be less than the minimum wage set by receiving countries for similar levels.

4. About Health Examination

- 1/ The Ministry, in collaboration with the Ministry of Health, shall consider the following conditions when selecting health institutions capable of performing health examinations for workers traveling abroad for work:
 - a) Whether the health institution has a valid license and recognition from the Ministry of Health of the Federal Democratic Republic of Ethiopia;
 - b) Whether it has organized and sufficient medical equipment and professionals to perform the necessary examinations for workers;
 - c) Accessibility of the medical service to workers prepared for overseas employment;
 - d) Whether the fee charged for the service considers the worker's capacity and whether the institution has a good reputation;
 - e) Being free from criminal activity in terms of protecting the health, safety, and rights of citizens;
 - f) Willingness of the institution to enter into a Memorandum of Understanding to work jointly with the Ministry on the matter.
- 2/ The medical institution selected according to sub-article (1) of this article shall observe the following when performing examinations for workers:
 - a) Receiving and handling the worker with the ethics required by the profession;
 - b) Protecting and respecting the health, safety, and rights of the worker; c) Maintaining the confidentiality of any information discovered or obtained during the examination;
 - c) Sending the examination results in writing to the Ministry, while respecting the worker's right to receive their own results as necessary.

- 3/ The Ministry, in collaboration with the Ministry of Health, shall ensure that the health institutions selected under sub-article (1) are performing their duties properly.
- 4/ If a worker, after the initial health examination, disagrees with the results for their own reasons and wishes to be re-examined, they shall cover the cost themselves, and the Ministry is responsible for verifying the invalidation of the initial result.
- 5/ The price of health examinations shall be determined jointly by the Ministry and the Ministry of Health based on studies.

5. Conditions for the Deployment of Skilled Human Power

- 1/ The Ministry shall prepare a model Memorandum of Understanding or base agreement for employment agreements between an agency and an employer company recognized by the government of the receiving country for the deployment of skilled human power.
- 2/ In accordance with Article 8(3) of the Proclamation, the Ministry may permit an agency to enter into an employment agreement with an employer company recognized by the government of the receiving country to deploy skilled human power when:
 - a) It is confirmed that the agency has a license to send skilled human power;
 - b) The legal status of the employer organization in the receiving country is verified, or if it is a recruitment agency, it is licensed to hire or facilitate the hiring of skilled human power;
 - c) The draft employment agreement between the agency and the recognized employer company is deemed equal to or better than the model bilateral agreement or MoU prepared by the Ministry and is verified by the mission in the receiving country;

- d) A document verified by the Ministry of Foreign Affairs, Labor Attaché, or Ethiopian Mission in the destination country regarding the commission agreement between the agency and the employer or recruitment company is submitted;
- e) It is confirmed that the employer company recognized by the government of the receiving country has a valid renewed license for its sector and has a good performance record or ethics according to the laws of that country; and
- f) At the time of deployment, it is believed that the diplomatic relations with the receiving country and the overall conditions of the country are suitable for protecting the rights, safety, and dignity of citizens.

6. Conditions for the Deployment of Seafarers

- 1/ An agency may send seafarers for overseas employment only when it is confirmed to have the necessary license for deployment.
- 2/ Notwithstanding sub-article (1), the agreement between the agency and the recruiter for the employment of seafarers must be verified by the Ethiopian Maritime Authority based on Maritime Convention standards.
- 3/ An agency submitting an agreement for the license to employ Ethiopian seafarers may only enter into agreements with an agency or employer in a destination country that has signed the Maritime Labour Convention 2006 (as amended) or has an equivalent legal framework.

7. Documents to be Submitted for Deployment through Private Effort

- 1/ An individual wishing to be deployed for work through private effort must fulfill and submit the following documents to the Ministry:
 - a) Employment contract;
 - b) Work visa and, as appropriate, residence visa;
 - c) Renewed Kebele ID and unique worker identification number;

- d) Professional competency certification if required by the employer;
- e) Educational evidence verified by the relevant body;
- f) Overseas travel health examination;
- g) Fingerprint clearance (police clearance);
- h) Evidence showing life and disability insurance coverage as per Article 69(1) of the Proclamation;
- i) Evidence of payment of service fees and the Employers' Guarantee Fund.

2/ The Ministry shall give a licensing decision within three working days upon verifying that the requirements under Article 8 sub-article (5) of the Proclamation and the documents listed in sub-article (1) of this article are fulfilled.

3/ If the evidence submitted under sub-article (1) of this article is insufficient to permit the work found through private effort, the Ministry must provide a written explanation of the reason for denial to the concerned party within three working days.

8. Duties and Responsibilities of Labor Attaché

- 1) Monitoring the working conditions of employees;
- 2) Mediating, investigating, and resolving conflicts, grievances, and disagreements;
- 3) Investigating and providing necessary solutions or mediating disputes and conflicts arising between workers, receiving country agencies, employers, and the government;
- 4) Providing counseling and support services regarding issues citizens face in the destination country;
- 5) Taking necessary action on insurance claims, medical issues, and death or disability compensation claims raised by citizens;

- 6) Facilitating the return of citizens who cannot continue their work for various reasons;
- 7) Examining necessary documents and granting/renewing licenses for agencies and employer organizations in the destination country, and approving job orders;
- 8) Examining documents and approving job orders for recruitment agencies and employer organizations in the destination country;
- 9) Examining, approving, renewing, or deciding on contracts entered between employers and skilled human power to ensure compatibility with Ethiopian and destination country laws;
- 10) Conducting surprise and tip-based inspections and monitoring based on bilateral agreements, national laws, and international conventions signed by the countries, to grant or renew workplace licenses for agencies and employers taking human power from Ethiopia;
- 11) Directing and coordinating the Overseas Employment Support Office in countries where there is no nearby embassy or consulate at the time the Ministry grants permission;
- 12) Studying labor demand in various countries, working closely with relevant bodies, and facilitating the approval of agreements;
- 13) Submitting monthly reports to the Ministry, which shall include illegal labor and employment conditions, factual situations regarding employment, opportunities, and challenges;
- 14) Monitoring the overall overseas employment and the implementation of bilateral agreements with destination countries;
- 15) Working jointly by creating necessary relations with relevant government bodies, trade associations, agency associations, and other institutions directly related to the work, as well as diaspora associations in the destination country;
- 16) Taking capacity-building training on new operating systems, digital system usage, and national and international labor issues when the Ministry deems it necessary;

17) Performing other duties and responsibilities assigned by the Ministry.

9. Regular Workplace and Term of Labor Attaché

- 1/ The regular workplace of the Labor Attaché shall be in the destination country assigned by the Ministry, and the Ministry may transfer them to another country, return them home, or assign them to another responsibility at any time as necessary.
- 2/ The term of a Labor Attaché shall be 4 years, though the Ministry may extend or shorten the duration as appropriate.

10. Number and Assignment Conditions of Labor Attaché

- 1/ The number of Labor Attachés to be assigned in a destination country shall be one, though the Ministry may increase or decrease the number as appropriate.

The translation of pages 11 through 20 of the Ethiopian Overseas Employment Implementation Directive No. 1126/2018 is provided below, maintaining the paragraph flow and context of the original document.

- 2/ The Ministry shall take the following conditions into account when assigning more than one Labor Attaché to a destination country:
 - a) If it helps to better protect the rights, dignity, and safety of citizens deployed for work in the destination country;
 - b) The vulnerability of citizens;
 - c) Repeated requests submitted regarding the rights, safety, dignity, and interests of citizens;
 - d) Considerations based on the size of the destination country.

PART THREE

SUB-SECTION ONE: TRAINING PROCESS AND ASSESSMENT SYSTEM

11. Services Provided by One-Stop Centers

- 1/ Anyone wishing to be deployed for overseas employment must register on the labor market information system at the nearest One-Stop Center.
- 2/ Citizens registering under sub-article (1) of this article are expected to fulfill the following prerequisites:
 - a) Be 18 years of age or older;
 - b) Be competent for the work they will be deployed for;
 - c) Be willing to take the necessary training and assessment at a nearby institution;
 - d) If a nearby institution cannot provide the specific training for their sector and the worker wishes to receive special training, they must be able to take training at a training center of their choice.
- 3/ The Ministry shall identify those who meet the criteria from the citizens registered via the One-Stop Centers and send them to training centers.
- 4/ Notwithstanding sub-article 2(c) of this article, the Ministry may send citizens to training centers at a location where they wish to take the training, as appropriate.

12. Skill Development Training

- 1/ The Ministry shall verify whether skill development training institutions have the necessary infrastructure to train citizens for overseas employment; it shall cause the cancellation of the training license of those found lacking.

- 2/ The skill development training institution must provide training based on the curriculum and related criteria prepared by the Ministry; this shall be verified by the relevant authority.
- 3/ Upon verification that the requirements in sub-articles (1) and (2) are met, the skill development training institution shall be registered through the Ethiopian Labor Market Information System.

13. Duties and Responsibilities of Skill Development Training Institutions

- 1) Start training for the trainees assigned through the Ethiopian Labor Market Information System according to the curriculum.
- 2) Training shall commence between the first and fifth days of the month; Trainees who do not start training during these days may begin between the first and fifth days of the following month. However, the training institution may adjust the training period based on the number of trainees it has.
- 3) If a trainee misses the training period for any reason, they can find out the next training start date by notifying the One-Stop Center where they registered. The One-Stop Center shall notify the training institution of the trainee who missed the session so they may take the training.
- 4) They shall properly monitor whether trainees are receiving the appropriate training; the Ministry shall also monitor this through the Ethiopian Labor Market Information System.
- 5) The training institution is responsible for providing a certificate confirming the completion of training and a transcript showing the types of training taken along with the results.
- 6) For trainees who do not pass after taking the training, the institution shall provide the training again by charging only half of the initial training fee.

- 7) The training institution shall notify the Labor Market Information System within three days through the digital system of trainees who have completed their training; the system will then notify the competency assessment center of the candidates.

14. Occupational Competency Assessment Centers

- 1/ Within seven days of receiving the list of trainees from the training institution, the assessment center shall issue an assessment program and conduct the assessment through the system.
- 2/ The assessment center shall notify the Ministry of the assessment results through the system and provide certificates to those who pass; it shall also notify the system of those who fail. A candidate who fails may be reassessed at the same center.
- 3/ Skilled human power may obtain occupational competency assessments from the assessment center as necessary.
- 4/ The assessment center shall assess candidates with experience-based skills in relation to their field of work and provide competency certifications to those found competent.

15. Duties and Responsibilities of the Ministry

Without prejudice to the duties and responsibilities provided under Article 4 of the Proclamation and this directive, the Ministry shall have the following duties and responsibilities regarding agency organization, training institution implementation, and the assessment system:

- 1) The Ministry shall provide appropriate incentives to skill development training institutions by conducting assessments based on competency criteria and identifying those with better performance.

- 2) It shall issue a warning to any skill development training institution found failing to provide proper training; in cases of repeated occurrences, it may prohibit them from providing training for overseas employment.
- 3) Based on labor market demand, the Ministry may cause training institutions to provide training in specifically required fields.
- 4) It shall establish a system through which skilled human power and individuals being deployed based on experience-based skills can receive short-term training as necessary.
- 5) Notwithstanding the provisions regarding organization and criteria for agency levels under Articles 17, 18, and 19 of this directive, the Ministry may, in special cases, allow no more than three agencies to organize as one and work with a smaller office area and fewer human resources than required.
- 6) When granting special permission under sub-article (5) of this article, the Ministry shall primarily take into account the interests and capacity of the agencies.
- 7) The special permission granted by the Ministry under sub-article (5) of this article shall only be valid for one year; agencies granted such permission must transition to the standard organization and fulfill the required office area and human resource requirements stipulated in the directive.

SUB-SECTION TWO:

WORKER ASSIGNMENT AND RECRUITMENT

16. Worker Assignment

- 1/ When an agency submits an assignment request, it must include the following types of interests:
 - a) Identifying the type of skill required for the job;
 - b) The professional sector, sub-sector, and type of profession;

c) Educational level as appropriate; d) Other criteria required by the employer.

2/ Based on the assignment request submitted by the agency, the Ministry shall verify the fulfillment of the following criteria within three working days and perform the assignment:

a) Whether the agency is under suspension or cancellation;

b) Whether it is confirmed that there is a job order for the type of profession requested for assignment;

c) Whether it is confirmed that the agency has a license for the country from which the job order was issued;

d) Whether the agency's level permits the requested assignment.

3/ Based on the criteria in sub-article (2), the Ministry shall examine the pool of workers who have received training and competency certification, conduct the assignment from the Ethiopian Labor Market Information System database, and notify the worker.

4/ The agency must deploy the worker assigned to it by the Ministry within 30 working days.

5/ The agency shall prepare the travel documents for the assigned worker and submit them to the Ministry for approval.

6/ If an agency is unable to deploy the assigned worker for reasons beyond its control or due to the worker, it must notify the Ministry within three working days of becoming aware of the issue.

7/ The Ministry shall examine the information submitted by the agency under sub-article (6) of this article, verify whether the issue occurred for reasons beyond its control, and give an appropriate decision.

8/ If the agency submits an assignment request and the Ministry is unable to perform the assignment within 7 working days:

- a) If it is for skilled human power, the Ministry's leadership may permit the agency to conduct the recruitment itself;
- b) If the request is for semi-skilled or experience-based skilled workers, the Ministry shall issue an announcement and recruit the workers.

17. Submission of Recruitment Performance Report

Any agency that has conducted recruitment in accordance with Article 6(2) of the Proclamation as permitted by the Ministry shall conduct it through its opened office and submit a recruitment performance report to the Ministry using the format prepared by the Ministry within 5 working days of the completion of recruitment.

PART FOUR:

AGENCY LEVELS, REQUIREMENTS, AND LICENSING

18. Requirements for Level One Agency

Any person wishing to obtain a Level One agency license, without prejudice to the capital and security bond amounts required under Article 31(2)(a) of the Proclamation, must fulfill the following criteria regarding the professions they deploy, infrastructure, and organization:

- 1) Unlike other levels, it must be capable of deploying all types of professions and workers with high expertise in the sector;
- 2) It must have a standard shelter with an area of 700 square meters based on the number of workers, capable of accommodating at least 100 people at a time;
- 3) It must be easily accessible to clients, convenient for service delivery, clear, and located no more than 100 meters from a main or feeder road;
- 4) The head office must have room sizes appropriate for the level, seating for clients, necessary office equipment, and computers for information and data processing;

- 5) It can open branch offices in regions and city administrations, but the office area, human resources, and equipment of the opened office must not be below the set standard;
- 6) It shall have a General Manager and the following departments and organizational structure:
 1. Legal and Grievance Hearing Department;
 2. Citizen Support and Monitoring Department;
 3. Advice and Counseling Department;
 4. IT and Digital System Department;
 5. Employment and Foreign Relations Department;
 6. Training and Occupational Competency Team;
 7. Monitoring and Inspection Team.
- 7) It shall have 50 or more employees;
- 8) In accordance with the Proclamation, it must have a capital of 20 million Birr and deposit a security bond of 250,000 USD or the equivalent in Ethiopian Birr;
- 9) The job linkages it creates in a single destination country shall not exceed 20 and must be in the country for which it is licensed;
- 10) There is no limit on the number of countries for which it can obtain a license, but the job linkages it creates in each licensed country shall not exceed the number set under sub-article (9) of this article.

19. Requirements to be fulfilled by a Level Two Agency

Any person who wishes to obtain a Level Two agency license, while the capital and guarantee amounts set under Article 31(2)(b) of the Proclamation remain applicable, must meet the following requirements regarding the profession, infrastructure, and organization:

1. Capable of deploying domestic workers, occupations requiring labor, semi-skilled manpower, and skilled manpower;
2. Must have a standard office or resting area with an area of 500 square meters based on the number of workers, capable of accommodating at least 80 people at once;
3. Must be easily accessible to clients, convenient for service delivery, clear, and not more than 100 meters away from the main or feeder road;
4. The main office room size shall be according to the level, with seats for clients, necessary office equipment, and a computer for information and data compilation;
5. Capable of opening branch offices in regions and city administrations; the office size, manpower, and equipment shall not be below the set standard;
6. Including the General Manager, the agency shall have the following work units and organization:
 1. Legal and Complaint Hearing Unit;
 2. Citizen Support and Monitoring Unit;
 3. Counseling and Advisory Unit;
 4. IT and Digital System Unit;
 5. Recruitment and Foreign Relations Unit;
 6. Training and Occupational Competency Group;
 7. Monitoring and Control Group;
7. The number of employees shall be more than 30;
8. Must deposit a capital of fifteen million Birr and a guarantee of 200 thousand US Dollars or its equivalent in Ethiopian Birr;
9. The job linkage created shall not exceed 20 in one destination country, and the licensed countries shall not exceed 8; the job linkage created in each country shall not exceed the set number.

20. Requirements to be fulfilled by a Level Three Agency

Any person who wishes to obtain a Level Three agency license, while the capital and guarantee amounts set under Article 31(2)(c) of the Proclamation remain applicable, must meet the following requirements regarding the profession, infrastructure, and organization:

1. Capable of deploying domestic workers and occupations requiring labor;
2. Must have an office area of 350 square meters based on the number of workers, capable of accommodating at least 40 people at once;
3. Must be easily accessible to clients, convenient for service delivery, clear, and not more than 100 meters away from the main or feeder road;
4. The main office room size shall be according to the level, with seats for clients, necessary office equipment, and a computer for information and data compilation;
5. Capable of opening branch offices in regions and city administrations; the office size, manpower, and equipment shall not be below the set standard;
6. Including the General Manager, the agency shall have the following work units and organization:
 1. Citizen Complaint, Support, and Monitoring Group;
 2. Counseling and Advisory Group;
 3. IT and Digital System Group;
7. The number of employees shall be more than 20;
8. Must deposit a capital of ten million Birr and a guarantee of 150 thousand US Dollars or its equivalent in Ethiopian Birr; 9) The job linkage created shall not exceed 16, and the licensed countries shall not exceed 8; the job linkage created in each country shall not exceed the set number.

21. Requirements to be fulfilled by a Level Four Agency

Any person who wishes to obtain a Level Four agency license, while the capital and guarantee amounts set under Article 31(2)(d) of the Proclamation remain

applicable, must meet the following requirements regarding the profession, infrastructure, and organization:

1. Deployment of domestic workers and occupations requiring labor;
2. Must have an office area and resting place of 200 square meters based on the number of workers, capable of accommodating at least 30 people at once;
3. Must be easily accessible to clients, convenient for service delivery, clear, and not more than 100 meters away from the main or feeder road;
4. The main office room size shall be according to the level, with seats for clients, necessary office equipment, and a computer for information and data compilation;
5. Capable of opening branch offices in regions and city administrations; the office size, manpower, and equipment shall not be below the set standard;
6. Including the General Manager, the agency shall have the following work units and organization:
 1. Citizen Complaint, Support, and Monitoring Group;
 2. Counseling and Advisory Group;
 3. IT and Digital System Group;
7. The number of employees shall be more than 10;
8. Must deposit a capital of seven million five hundred thousand Birr and a guarantee of 100 thousand US Dollars or its equivalent in Ethiopian Birr;
9. The job linkage created shall not exceed 8, and the licensed countries shall not exceed 4 countries; the job linkage created in each country shall not exceed the set number.

22. Requirements to be fulfilled by a Level Five Agency

Any person who wishes to obtain a Level Five agency license, while the capital and guarantee amounts set under Article 31(2)(e) of the Proclamation remain applicable, must meet the following requirements regarding the profession, infrastructure, and organization:

1. Capable of deploying domestic workers only;
2. Must have an office area and resting place of 100 square meters based on the number of workers, capable of accommodating at least 10 people at once;
3. Must be easily accessible to clients, convenient for service delivery, clear, and not more than 100 meters away from the main or feeder road;
4. The main office room size shall be according to the level, with seats for clients, necessary office equipment, and a computer for information and data compilation;
5. Capable of opening branch offices in regions and city administrations; the office size, manpower, and equipment shall not be below the set standard;
6. Regarding organization - Having a General Manager, it shall have the following work units:
 1. Citizen Complaint, Support, and Monitoring Group;
 2. Counseling and Advisory Group;
 3. IT and Digital System Group;
7. The number of employees shall be more than 6;
8. Must deposit a capital of five million Birr and a guarantee of 50 thousand US Dollars or its equivalent in Ethiopian Birr;
9. The job linkage created shall not exceed 4, and the licensed countries shall not exceed 2 countries; the job linkage created in each country shall not exceed the set number;

23. Changing Agency Level

1. Any agency wishing to upgrade from its current level to a higher level shall have its level upgraded by the Ministry after confirming that it fulfills all requirements set for the higher level;

2. Any agency wishing to downgrade from a higher level to a lower level must complete its obligations towards workers it deployed abroad while at the higher level;
3. Any agency wishing to downgrade from a higher level to a lower level, while maintaining the provisions of sub-article (2) of this Article, may downgrade without touching the guarantee money deposited according to Article 66 of the Proclamation;
4. Any agency may only apply for a level change after working at its current level for at least 6 months;
5. When the Ministry believes that an agency is not deploying workers abroad according to the manpower and profession types expected at its licensed level, it shall give a 1-month warning for the agency level to be downgraded; after this period, it may be assigned a level matching its current operations.

24. Agency Manager

A person can only become an agency manager for all levels of agencies upon fulfilling the educational level and work experience in the specified profession as provided under Article 34(8) of the Proclamation.

25. Obligation to Inform

Any agency:

1. Must inform the Ministry with sufficient evidence through the labor market information system within at least 10 working days from the date and time of occurrence if a worker sent abroad faces serious physical injury or death, returns to the country, goes missing, is imprisoned, changes employer, the contract is terminated under any circumstances, or similar situations occur;
2. The Ministry shall examine the evidence provided by the agency and give an appropriate decision within 7 working days;

3. Must submit a general quarterly report to the Ministry through the Ethiopian Labor Market Information System within 15 days of the start of the month regarding workers sent abroad;
4. Notwithstanding the provisions of sub-article (3) of this Article, if the agency abroad is established at a company level and employs and manages workers itself, the local agency, by its representation, must submit a quarterly report to the Ministry within 15 days of the start of the month regarding the payment of worker salaries;
5. For a complaint filed stating a worker sent abroad is missing, police evidence from the country of deployment, verified by the Ethiopian Mission/Consulate, must be submitted to the Ministry in document form within at most 10 days.

26. Agency Commission

1. Each agency must submit a quarterly report to the Ministry through the Ethiopian Labor Market Information System, attaching the agreement made with its foreign partner, based on the list of workers and the foreign currency commission amount (in US Dollars) paid for citizens sent abroad according to the commission rates of the countries;
2. The commission payment provided by the agency shall only be through the agency's bank account number used for the license;
3. The commission amount shall be determined according to the agreement made by the federations of agencies of the sending and receiving countries; an individual agency cannot agree to a commission amount lower than that determined by the associations;
4. The provisions of sub-article 3 of this Article shall also apply to an agency that is not a member of an association;
5. Must submit a report to the Ministry within the last 3 working days of every 3 months, providing evidence that foreign currency earned from citizens sent abroad has been deposited into a local bank;

6. The commission amount agencies receive from their representatives in receiving countries shall be determined based on studies conducted periodically;
7. If a representative in a foreign country wishes to cancel a contract after signing with a local agency, they must fulfill the obligations expected according to the contract; a foreign representative agency that has fulfilled its obligations may cancel the contract on its own initiative;
8. An agency may request a reduction in commission due to a worker's return only if it provides evidence according to the objective conditions of the receiving country and when the Ministry confirms the worker's return through the relevant government body;
9. Except for the recruitment of seafarers, when skilled manpower is deployed through an agency, the commission paid by the employee to the agency shall be according to their agreement, provided that: a) It is indicated that the employer does not cover the payment due to the agency, and this is verified by the Ethiopian Mission or Consulate office in that country or by the Ministry of Foreign Affairs; b) There is an employment agreement between the agency and the employer company recognized by the government of the receiving country; c) The commission payment amount made between the worker and the agency does not exceed 1 month of the worker's salary; d) The agreement showing the commission amount made according to sub-article (3) of this Article must be submitted to and approved by the Ministry.

27. License Renewal

1. Any agency, in addition to those listed under Article 41 sub-article 2 of the Proclamation, must fulfill and submit the following documents to renew a license granted by the Ministry: a) If operating by opening a regional branch office, a support letter from the relevant authority of the region where it operates; b) An organizational structure chart showing

currently active employees and their positions with their photographs; c) Evidence of office location and status; if owned, the ownership certificate book with a copy; if rented, a renewed rental contract authenticated by the Documents Registration and Authentication Office; d) Any agency must provide evidence showing that it has deployed at least 25 workers every 6 months to a receiving country according to Article 42(2) of the Proclamation from the time it took the competency certification;

2. Regarding agencies that take or have taken licenses to deploy seafarers for overseas employment, the Ministry, in coordination with the Ethiopian Maritime Authority, shall evaluate, approve, and monitor the observance of the provisions of this directive and relevant laws before granting or renewing the applicant's license and during necessary inspections;
3. Both the issuance and renewal of agency competency certification licenses shall be through the Ethiopian Labor Market Information System;
4. It shall be confirmed that any agency has prepared a temporary stay and sanitation area for workers.

28. Effect of Agency License Suspension or Cancellation on Workers in Process

1. An agency whose work license is suspended or cancelled according to Articles 51 and 52 of the Proclamation has the obligation to complete necessary matters and send workers who are in the process of being deployed abroad;
2. Workers in the process of overseas employment mentioned in sub-article (1) of this Article are only those assigned to the agency by the Ministry according to Article 7 of the Proclamation and Article 15 of this Directive; this also includes workers the Ministry permitted the agency to recruit within a period not exceeding 1 month before the cancellation or suspension due to the non-execution of assignment;

3. If the Ministry confirms or believes that the reason for the agency's suspension or cancellation endangers the rights, dignity, and safety of citizens, or the agency obtained or renewed a license by providing wrong information or false evidence, or provided wrong information or documents, issued advertisements, prepared or submitted false travel documents to deploy workers, and is found to have committed similar offenses and is not in a position to send workers, it may transfer the workers in process to another agency.

29. Opening and Informing about Additional Domestic Offices

1. Any agency wishing to open an additional domestic office must submit a request to the relevant authority for approval, specifying the region, zone, and woreda area where it wishes to open the office;
2. The relevant authority may permit the opening of an additional office after evaluating the performance and confirming the implementation capacity of the agency requesting to open an additional office according to sub-article 1 of this Article regarding protecting the rights and safety of citizens sent abroad;
3. When the relevant authority permits an agency to open an additional domestic office according to sub-article (2) of this Article, it must inform the Ministry of the same in writing within 7 days;
4. According to sub-article (2) of this Article, the agency must announce the permitted domestic branch office to the public through a widely circulated newspaper or accessible radio and television within 7 working days and submit evidence of the same to the Ministry and the relevant authority;
5. Branch offices opened in regions or city administrations shall be convenient for service delivery and shall have: a) Manpower based on the level; b) Office size based on the level; and; c) Chairs, office utilities, and a computer for information and data compilation.

30. Registration of Agency Associations and Federation

1. Agency associations organized by fulfilling requirements according to Article 24 of the Proclamation must be registered with the Ministry and organized in a registry prepared by the Ministry;
2. Any association or federation, upon establishment, must submit the following documents to the Ministry: a) The association's articles of association; b) A document containing the names, addresses, and signatures of the association's members and leaders; c) If the association is a federation, a document containing the names, addresses, and signatures of member associations; d) The name and logo of the association;
3. The Ministry shall examine the documents and issue a certificate within 15 working days of receiving a complete application upon confirming fulfillment. However, if it does not notify the response within this period, the association shall be considered registered and a registration certificate shall be issued;
4. An association not registered according to this Article cannot perform the functions mentioned in the Proclamation;
5. The Ministry shall cancel the registration when it confirms that the association was registered through fraud or by providing wrong information;
6. The Ministry may refuse registration of an agency association for the following reasons: a) If the association fails to fulfill requirements for registration according to the Proclamation and regulations and directives issued based on the Proclamation; b) If the association's objectives and articles of association are found to be illegal; c) If the name under which the association is registered is identical to the name of another previously established association or is so close that it may mislead members or the general public in any way.

PART FIVE: EMPLOYMENT CONTRACT

31. Employment Contract in General

1. Based on the labor agreement made with receiving countries, it may vary according to the condition of receiving countries and the type of profession, and it shall be prepared based on a model employment contract, subject to revision as necessary;
2. For overseas employment conducted government-to-government, through an agency, or by private effort, an employment contract that protects the rights, dignity, and safety of the citizen shall be prepared based on the model employment contract issued by the Ministry, signed by the employer, employee, and the agency as appropriate, and must be approved by the Ministry or the relevant authority given representation;
3. According to sub-article 2 of this Article, the agency shall have the employee sign the approved employment contract submitted by the employer or agency, print the contract in 4 copies, and one copy shall be for the employee, one for the agency, one for the employer, and one shall be stored in the system database;
4. Under sub-article (3) of this Article, the agency must have the employee sign the contract after translating it into a language the employee understands.

32. Documents to be fulfilled for Approval of Employment Contract

1. An employment contract signed by the employer and employee or the employer, employee, and agency as appropriate;
2. The language in which the employment visa is written shall be at least English, along with the original copy;
3. A photocopy of the worker's valid passport along with the original;
4. A copy of the worker's valid Kebele ID along with the original;
5. A copy of the valid Kebele ID of the next of kin of the worker deploying for work abroad, along with the original;

6. As necessary, a certificate showing fingerprint investigation results given to the worker by the police;
7. A certificate confirming health examination results given by a health institution selected by the Ministry of Health to provide the service;
8. A copy of the competency certification issued after being assessed as competent in the professional field in which the worker going abroad will be deployed, along with the original;
9. Submission of the worker's personal history biometric fingerprint and filling of a unique worker number;
10. A document showing that life and bodily injury insurance coverage has been entered for the worker;
11. If the employer is a government organization or a foreign employer permitted for direct recruitment, evidence that the guarantee fund mentioned in Article 61 sub-article 2 of the Proclamation has been deposited in a bank.

33. Approval and Registration of Employment Contract

1. The Ministry, upon confirming that the documents mentioned in Article 37 of the Proclamation and Article 20 of this Directive are fulfilled and sent to the system in the name of the agency, shall register the employment contract after examining and approving it;
2. The relevant authority delegated for contract approval, upon confirming that the documents mentioned in Article 37 of the Proclamation and Article 20 of this Directive are fulfilled and submitted, shall register the employment contract after examining and approving it;
3. When an approved employment contract is extended or revised, it must be submitted to the Ministry for approval and registration after fulfilling the requirements set for contract approval in Article 26 of this Directive;

4. Agencies have the obligation to upload contract approval documents and other associated documents online;
5. The Ministry shall prepare a procedure manual regarding the approval of contracts in the Ethiopian Labor Market Information System and shall provide appropriate training by preparing a code of ethics for the procedure.

PART SIX:

SUBMISSION OF EVIDENCE AND EXECUTION OF GUARANTEE MONEY

34. Submission of Evidence Any agency, apart from the employment contract, must have any evidence it submits from abroad related to overseas employment verified by the FDRE Mission and the Ministry of Foreign Affairs, according to the objective conditions of the receiving countries.

35. Hearing of Complaints

1. Any complaint filed against an agency related to employment, or complaints arising in connection with employment conducted through direct recruitment or government-to-government relations, shall be submitted to and heard by the Ministry;
2. The Ministry shall examine cases related to complaint resolution and reconciliation by summoning necessary evidence from relevant bodies.

This is the direct English translation of the Ethiopian Overseas Employment Performance Directive No. 1126/2018, covering pages 31 through 40.

3. A complaint may be filed by the worker, the worker's family, the next of kin, a legal representative, the agency, or the foreign employer.
4. The Ministry or the relevant authority shall give a decision after hearing the complaint filed according to the procedures specified in the Proclamation and this Directive.

5. If the agency fails to fulfill its obligations according to the decision given under sub-article (4) of this Article, the Ministry shall execute the payment from the guarantee money deposited by the agency.

36. Using the Guarantee Money

1. The guarantee money deposited by the agency shall be used for the following purposes according to Article 66 of the Proclamation: a) To pay the worker's salary and other labor-related benefits that the employer has failed to pay; b) To cover the return ticket and other necessary expenses of the worker in case of the worker's death, physical injury, or when the worker is unable to continue working due to various reasons; c) To pay compensation for the death or physical injury of the worker according to the employment contract or the law of the receiving country; d) To execute any other payments that the agency is legally obliged to pay to the worker or the worker's family.
2. The Ministry shall order the bank where the guarantee money is deposited to make the payment based on the decision given according to Article 35 of this Directive.
3. If the guarantee money is reduced due to the payment made according to sub-article (2) of this Article, the agency must replenish the guarantee money to its original amount within 10 working days.
4. If the agency fails to replenish the guarantee money according to sub-article (3) of this Article, the Ministry shall suspend the agency's license until the guarantee money is replenished.

PART SEVEN:

MONITORING, CONTROL, AND ADMINISTRATIVE MEASURES

37. Monitoring and Control

1. The Ministry or the relevant authority shall conduct regular and follow-up monitoring and control to ensure that agencies are operating according to the Proclamation, Regulations, and this Directive.
2. Monitoring and control shall be conducted on the agency's main office, branch offices, and the temporary stay and sanitation areas for workers.
3. The agency must provide the necessary cooperation and allow access to documents and premises for the inspectors assigned by the Ministry or the relevant authority.
4. The Ethiopian Mission or Consulate in the receiving country shall monitor the condition of workers and the activities of the foreign representatives and employers.
5. The Mission or Consulate shall submit a report to the Ministry regarding any violations of the rights and safety of workers or non-compliance with the employment contract.

38. Administrative Measures

1. The Ministry shall take administrative measures against any agency that violates the provisions of the Proclamation, Regulations, or this Directive.
2. Administrative measures may include a written warning, suspension of license, or cancellation of license depending on the severity of the violation.
3. The Ministry shall suspend the license of an agency for a period not exceeding one year for the following reasons: a) Failure to submit reports according to the requirements of this Directive; b) Failure to replenish the guarantee money within the specified period; c) Providing false information

or documents to the Ministry; d) Violating the recruitment and deployment process specified in this Directive.

4. The Ministry shall cancel the license of an agency for the following reasons: a) If the license was obtained or renewed through fraud or by providing false evidence; b) If the agency is found to have participated in human trafficking or illegal overseas employment activities; c) If the agency fails to correct the violation for which its license was suspended; d) If the agency is found to have committed a serious violation of the rights, dignity, and safety of workers.

5. An agency whose license is cancelled shall not be eligible to apply for a new license for a period of five years from the date of cancellation.

6. The names of agencies whose licenses are suspended or cancelled shall be announced to the public through the media and the Ethiopian Labor Market Information System

39. Grievance Redress on Administrative Measures

1. Any agency that is dissatisfied with the administrative measure taken by the Ministry may submit a grievance to the Minister within 10 working days from the date of notification of the measure.

2. The Minister shall examine the grievance and give a final decision within 15 working days.

3. The execution of the administrative measure shall not be stayed by the filing of a grievance unless the Ministry decides otherwise.

PART EIGHT: RECRUITMENT AND ASSIGNMENT OF WORKERS

40. Recruitment Process

1. The recruitment of workers for overseas employment shall be conducted through the Ethiopian Labor Market Information System.

2. Any agency must register the job vacancies it receives from foreign employers in the system after they are approved by the Ministry.
3. The recruitment shall be conducted based on the requirements specified in the job vacancy and the provisions of the Proclamation.
4. The agency shall prioritize workers who are registered in the labor market information system and have been assessed as competent in the required profession.
5. The recruitment process must be transparent, fair, and free from any form of discrimination or illegal collection of fees from the workers.

41. Assignment of Workers to Agencies

1. For workers who wish to be deployed abroad but have not been recruited by a specific agency, the Ministry may assign them to agencies based on a transparent and fair system.
2. The assignment shall take into account the capacity of the agency, its performance level, and the number of vacancies it has registered in the system.
3. An agency that is assigned workers by the Ministry must complete the deployment process according to the set timeframe.
4. If the agency fails to deploy the assigned workers without a valid reason, the Ministry may take administrative measures against the agency.

42. Public Announcement of Vacancies

1. Any public announcement of job vacancies for overseas employment must be approved by the Ministry before it is issued.
2. The announcement must include the name and license number of the agency, the type of work, the required qualifications, the salary, the destination country, and other relevant benefits.
3. The announcement shall be made through newspapers, radio, television, or other accessible media outlets.

4. It is prohibited to issue any misleading or false advertisements regarding overseas employment.

43. Orientation and Pre-departure Training

1. Any worker deploying for work abroad must receive pre-departure orientation and training organized or approved by the Ministry.
2. The training shall cover the culture, laws, and working conditions of the destination country, as well as the rights and obligations of the worker under the employment contract.
3. The agency has the responsibility to ensure that the worker attends the training and obtains the necessary certificate.
4. The Ministry shall prepare the training modules and monitor the quality of the training provided by authorized institutions.

PART NINE:

MISCELLANEOUS PROVISIONS

44. Cooperation with Relevant Bodies

1. The Ministry shall cooperate with the Ministry of Foreign Affairs, the Ministry of Health, the Federal Police Commission, and other relevant government bodies to ensure the effective implementation of this Directive.
2. Regional and City Administration labor and skill bureaus shall cooperate with the Ministry in monitoring agencies and providing support to citizens within their jurisdiction.
3. The Ministry may sign memorandums of understanding with relevant bodies to streamline the overseas employment process and protect the rights of citizens.

45. Digital Information Management

1. All processes related to agency licensing, contract approval, worker recruitment, and reporting shall be conducted through the Ethiopian Labor Market Information System.
2. Agencies are required to keep their information and data updated in the system at all times.
3. The Ministry shall ensure the security and confidentiality of the information stored in the system according to relevant laws.

46. Fees for Services

1. The fees to be paid for agency licensing, renewal, and other services provided by the Ministry shall be determined according to the relevant regulations.
2. All payments shall be made through the designated bank accounts or electronic payment systems approved by the Ministry.

47. Incentives for Agencies

1. The Ministry may provide incentives and recognition to agencies that demonstrate outstanding performance in protecting the rights and safety of workers and contributing to foreign currency earnings.
2. The criteria for evaluating agency performance and providing incentives shall be determined by a separate guideline issued by the Ministry.

48. Handling of Emergency Situations

1. In case of an emergency situation in a receiving country that endangers the lives or safety of Ethiopian workers, the Ministry, in coordination with the Ministry of Foreign Affairs, shall take necessary measures for the protection and evacuation of the workers.
2. Agencies have the obligation to cooperate with the government and cover the necessary costs for the protection and return of their workers in such situations.

49. Prohibition of Illegal Acts

1. It is prohibited for any person or entity to engage in overseas employment activities without a valid license from the Ministry.
2. It is prohibited for any agency or person to collect any fee, directly or indirectly, from a worker for recruitment or placement services, except for those permitted under Article 26(9) of this Directive.
3. Any person who violates the provisions of this Directive shall be held accountable according to the Proclamation and the Criminal Code of Ethiopia.

50. Repealed and Inapplicable Directives

1. Any previous directive or practice that is inconsistent with the provisions of this Directive shall not be applicable regarding matters covered by this Directive.
2. Specifically, Overseas Employment Performance Directive No. 42/2009 (as amended) is hereby repealed.

51. Transitory Provisions

1. Agencies that are already licensed and operating at the time this Directive comes into force must fulfill the new requirements and upgrade or adjust their levels within six months from the effective date.
2. Employment contracts already approved and workers already in process before the effective date of this Directive shall continue to be handled according to the previous directive until their completion.
3. The Ministry may issue temporary guidelines to handle specific issues during the transition period.

52. Power to Issue Guidelines The Ministry may issue detailed guidelines necessary for the effective implementation of the provisions of this Directive.

53. Effective Date This Directive shall enter into force as of the date it is registered by the Ministry of Justice and posted on the Ministry's website.

Done at Addis Ababa, this _____ day of _____, 2018.

(Signature)

Minister of Labor and Skills