የከተማ ልማትና ኮንስትራክሽን ሚኒስቴር

MINISTRY OF URBAN DEVELOPMENT AND CONSTRUCTION

በኮንስትራክሽን ዘርፍ ለሚሰማሩ ለውጭ አገር ዜጎች ሥራ ፈቃድ ለማውጣት የድጋፍ ደብዳቤ የሚሰጥበትን ሁኔታ ለመወሰን የወጣ መመሪያ ቁጥር 29/2012

DIRECTIVE TO PROVIDE RECOMMENDATION LETTER TO GRANT WORK PERMIT FOR FOREIGN CITIZENS IN CONSTRUCTION SECTOR NUMBER 29/2020

The Federal Democratic Republic of Ethiopia Ministry of Urban Development & Construction

በኢትዮጵያ ፌደራላዊ ዴሞክራሲያዊ ሪፐብሊክ
የከተማ ልማትና ኮንስትራክሽን ሚኒስቴር

THE FEDERAL DEMOCRATIC REPUBLIC ETHIOPIA MINISTRY OF URBAN DEVELOPMENT AND CONSTRUCTION

በኮንስትራክሽን ዘርፍ ለሚሰማሩ ለውጭ አገር ዜጎች ሥራ ፈቃድ ለማውጣት የድጋፍ ደብዳቤ የሚሰጥበትን ሁኔታ ለመወሰን የወጣ መመሪያ ቁጥር 29/2012

ግንቦት, 2012 ዓ.ም አዲስ አበባ

የኮንስትራክሽን ዘርፍ በባህሪው የተለያዩ ባለድርሻ አካላትን የሚያሳትፍና በተለያዩ ሙያ የሰለጠኑና የአመራር ክህሎት ያላቸው ሙያተኞችን የሚፈልግ ሲሆን በሀገር ውስጥ ሙያተኞች ሊሸፈኑ የማይችሉ የትምህርት መስኮች እና የአመራር ብቃት ክፍተት ለመሙላት የውጭ ሀገር ዜጎችን ቀጥሮ በማሰራት በሂደትም እውቀትና ክህሎት ለተቋ. ኢትዮጵያዊያን በማስተላለፍ የቴክኖሎጅ ሽግግር እንዲፈጠር ለማድረግ አስፈላጊ መሆኑ፤

የኮንስትራክሽን ዘርፍ ለብልሹ አሰራር የተጋለጠ ከመሆኑ አንፃር ከሥራ ፈቃድ ሰጪ አካል ህጋዊ ፍቃድ የተሰጣቸው የውጭ አገር ዜጎች በተፈቀደላቸው የሥራ መስኮችና ድርጅቶች ውስጥ ሕግና ሥርዓትን ተከትለው እየሰሩ መሆኑን ጉዳዩ ከሚመለከታቸው አካላት ጋር በመተባበርና በመቀናጀት ተገቢው ክትትልና ቁጥጥር የሚደረግበት የተጠናከረ የአሰራር ሥርዓት መዘርጋት ግልፀኝነትና ተጠያቂነት ማስፈን አስፈላጊ ሆኖ በመገኘቱ፤

የከተማ ልማትና ኮንስትራክሽን ሚኒስቴር የሰራተኛና ማህበራዊ ጉዳይ ሚኒስቴር በአዋጅ ቁጥር 1156/2011 አንቀፅ 171 (1) (ሠ) መሠረት ለውጭ አገር ዜጎች የሥራ ፈቃድ የሚሰጥበትን ሁኔታ ለመወሰን ተሻሽሎ ባወጣው መመሪያ አንቀጽ 8(1) በተደነገገው መሠረት በኢትዮጵያዊያን ሊሸፈን የማይችል ስለመሆኑ አግባብ ካለው የመንግሥት መ/ቤት የተሰጠ የጽሑፍ ማረጋገጫ ወይም የድጋፍ ደብዳቤ ለፍቃድ ሰጪው አሠሪው ማቅረብ እንዳለበት በመደንገጉ ሚኒስቴር መስሪያ ቤቱ በፍቃድ ሰጪው አካል ለውጭ አገር ዜጎች የሥራ ፈቃድ ለመስጠት የሚጠየቀውን የድጋፍ ደብዳቤ የሚሰጥበትን ሁኔታ ለመወሰን ይህን መመሪያ አውጥቷል።

ክፍል አንድ
ጠቅላላ

1. አጭር ርዕስ

ይህ መመሪያ " በኮንስትራክሽን ዘርፍ ለሚሰማሩ ለውጭ አገር ዜጎች ሥራ ፈቃድ ለማውጣት የድጋፍ ደብዳቤ የሚሰጥበትን ሁኔታ ለመወሰን የወጣ መመሪያ ቁጥር 29/2012" ተብሎ ሊጠቀስ ይችላል።

DIRECTIVE TO PROVIDE RECOMMENDATION LETTER TO GRANT WORK PERMIT FOR FOREIGN CITIZENS IN CONSTRUCTION SECTOR NUMBER 29/2020

MAY 2020 ADDIS ABABA

WHEREAS: The construction sector by its nature involves various stakeholders like technical and managerial professionals with knowledge and skills of local and expatriate expertise; in some of the professional fields in order to fill the leadership gaps, it deemed necessary to hire foreign citizen for knowledge, skill and technology transfer to local national;

WHEREAS: The construction sector is exposed to various kinds of corruption. In order to follow up an expatriate exciting the given filed of work within hired organization and with a given legal framework; it deemed necessary to create strengthened follow up system with a concerned body to poster clarity and accountability;

WHEREAS: The ministry of labour and social affairs based on proclamation number 1156/2019 article 171 (1) (e) and amended directive for work permit of Foreign citizens' article 8(1) jobs which cannot be covered by Ethiopian citizens' needs written approval or recommendation letter for expatriate. Therefore, ministry of urban development and construction in order to set a system for provision a required recommendation letter releases the following directive:

PART ONE
GENERAL

1. Short Title

This directive can be named: Directive to Provide Recommendation Letter to Grant Work Permit for Foreign Citizen in Construction Sector Number 29/2020

The Federal Democratic Republic of Ethiopia Ministry of Urban Development & Construction

2. ትርጓሜ

የቃሉ አግባብ ሌላ ትርጓሜ የሚሰጠው ካልሆነ በስተቀር በዚህ መመሪያ ውስጥ፡-

1) "አሠሪ" ማለት በአሠሪና ሠራተኛ ጉዳይ አዋጅ ቁጥር 1156/2011 አንቀጽ 2(1) ያለው ትርጉም ይኖረዋል፡፡

2) "ሚኒስቴር" ማለት የከተማ ልማትና ኮንስትራክሽን ሚኒስቴር ነው፡፡

3) "የውጭ አገር ዜጋ" ማለት የኢትዮጵያ ዜጋ ያልሆነ ማንኛውም ሰው ነው፡፡

4) "ተገቢ ሙያ" ማለት የውጭ አገር ዜጋው ለሚቀጠርበት የሥራ መደብ ብቃት ያለው መሆኑን ለማረጋገጥ የተሰጠው ሕጋዊ የትምህርትና ሥልጠና ማስረጃ ወይም የሥራ ልምድ ማለት ነው፡፡

5) "ተተኪ ሠራተኛ" ማለት የውጭ አገር ዜጋው በተመደበበት የሥራ መደብ ላይ በረዳትነት ተመድቦ የውጭ አገር ዜጋውን ለመተካት ዕውቀት የሚቀስም ኢትዮጵያዊ ሠራተኛ ማለት ነው፡፡

6) "የሚመለከተው የስራ ክፍል ወይም አካል " ማለት አንደተዳዳሪ አግባብነት ወደ አገር ውስጥ ገብተው ለመሥራት የሥራ ፈቃድ እንዲሰጣቸው ጥያቄ ለሚቀርብላቸው የውጭ አገርዜጎች የድጋፍ ደብዳቤ ወይም የሙያ ብቃት ማረጋገጫ የሚሰጥ የሚኒስቴር መ/ቤቱ አካል የሆነ የስራ ክፍል ነው፡፡

7) "የድጋፍ ደብዳቤ" ማለት ከውጭ ሀገር ወደ ሀገር ውስጥ ገብተው በኮንስትራክሽን ኢንዱስትሪ የስራ መስክች የሚሰማሩ ባለሙያዎች ለሰራተኛና ማ/ጉዳይ ሚኒስቴር የሚጻፈፍ ደብዳቤ ነው፡፡

8) "ሰው" ማለት ማንኛውም የተፈጥሮ ሰው ወይም በሕግ ሰውነት የተሰጠው አካል ነው፡፡

9) ማንኛውም በወንድ ጾታ የተገለጸው የሴትም ጾታ ያካትታል፡፡

10) "ሪፖርት" ማለት ማንኛውም ቀጣሪ ድርጅት የውጭ አገር ዜጋው በተመደበበት የሥራ መደብ ላይ በረዳትነት ተመድቦ የውጭ አገር ዜጋውን ለመተካት ተተኪ ሰራተኛው ዕውቀት ስለመቅሰሙ በተቀመጠው የጊዜ ገደብ በአሰሪው በኩል ለሚኒስቴር መ/ቤቱ የሚደረግ ሪፖርት ነው፡

3. የተፈጻሚነት ወሰን

ይህ መመሪያ በተቀጣሪ የውጭ አገር ዜጎች፣ በቀጣሪ ድርጅቶችና፣ መመሪያውን በሚያስፈጽሙ የመንግሥት አካላት ላይ ተፈጻሚ ይሆናል፡፡

2. Definition

In this directive unless the context otherwise requires:

1) "Employer" means defined as in an employer and labour affairs proclamation number 1156/2019 article 2(1)

2) "Ministry" means Ministry of Urban Development and Construction;

3) "Foreign Citizen" means anyone who does not hold Ethiopian Citizenship;

4) "Appropriate Profession" means educational and training certificate or work experience submitted by foreign citizen to be hired in specific job post;

5) "Assistant Worker" means a worker who has an ethiopian citizenship and assists a worker with foreign citizenship for knowledge gain and replacement;

6) "Responsible Section or Body" means a part of ministry that issues letter of recommendation or professional competence certificate for an expatriate to get work permit by showing to appropriate body in Ethiopia;

7) Recommendation Letter" means letter that will be written for foreign professionals to present to Ministry of Labour and Social Affairs to get work permit in Construction Indistry in Ethiopia;

8) "Person" means any natural or juridical person;

9) Any expression in the masculine gender includes feminine.

10) "Report" means report prepared by employing organization concerning assistant Worker of foreign citizen about knowledge gain in given period of time for replacement And submitted to Ministry of Urban Development and Construction;

3) Scope of Application

Will be applicable to foreign worker, employing organization and implementing Government bodies.

The Federal Democratic Republic of Ethiopia Ministry of Urban Development & Construction

ክፍል ሁለት

የስራ ፍቃድ ለማውጣት የድጋፍ ደብዳቤ

አሰጣጥ ስረዓት

4. **የሥራ ፈቃድ ለማውጣት የድጋፍ ደብዳቤ ስለ ማስፈለጉ**
   1) በኢትዮጵያዊያን ሊሸፈን በማይችል የሥራ መስክ ላይ የውጭ አገር ዜጎችን ቀጥሮ ለማሰራት የሚፈልግ አሠሪ ከስራ ፍቃድ ሰጪ አካል ፍቃድ ለማውጣት ከሚኒስቴሩ ወይም ሕጋዊ ውክልና ከተሰጠው አካል የድጋፍ ደብዳቤ ማውጣት አለበት፡፡
   2) በዚህ አንቀጽ ንዑስ አንቀጽ 1 የተመለከተው የሥራ ፈቃድ ትብብር ደብዳቤ ሊሰጥ የሚችለው አሠሪው የውጭ አገር ዜጋውን በድርጅቱ ውስጥ ለመቅጠር ሲጠይቅ ብቻ ነው፡፡
   3) በዚህ አንቀጽ ንዑስ አንቀጽ 1 የተገለጸው የሥራ ፈቃድ የሚያገለግለው ፈቃዱን በጠየቀው አሠሪ ድርጅት ውስጥ ፈቃድ በተጠየቀበት የሥራ መደብ ላይ ለመሥራት ብቻ ነው፡፡
   4) አሰሪው የአውቀት ሽግግር በስሩ ለተመደበው ኢትዮጵያዊ ባለሙያ ስለማድረጉ በተቀመጠው የጊዜ ገደብ ሪፖርት ያድርጋል፣

5. **የድጋፍ ደብዳቤ የማያስፈልጋቸው የውጭ አገር ዜጎች**
   1) የሠራተኛና ማህበራዊ ጉዳይ ሚኒስቴር በአዋጅ ቁጥር 1156/2011 አንቀፅ 171 (1) (ሠ) መሠረት ለውጭ አገር ዜጎች የሥራ ፈቃድ የሚሰጥበትን ሁኔታ ለመወሰን ተሻሽሎ ባወጣው መመሪያ አንቀፅ 7 ስር የተዘረዘሩትን የውጪ ሀገር ዜጎች የድጋፍ ደብዳቤ የማስፈልጋቸው ይሆናሉ፡፡

6. **በኮንስትራክሽን ዘርፍ የሥራ ፈቃድ ለማግኘት የሚያስችሉ ሁኔታዎች**
   ማንኛውም አሠሪ በኢትዮጵያ ውስጥ የውጭ አገር ዜጋን ቀጥሮ ለማሰራት የሥራ ፈቃድ ማውጣት የሚችለው፤
   1)የውጭ አገር ዜጋው እንዲቀጠርበት የተጠየቀው የሥራ መስክ በኢትዮጵያዊያን የትምህርት መስኮች ያልተሸፈነ ፣ከዚህ መመሪያጋር በአባሪነትበሚዘረዘረው የትምህርት ዝግጅት ብቻ ይሆናል፣

   2) የውጭ አገር ዜጋው በንኡስ ተራ ቁጥር 1 የተጠቀሰው እንደተጠበቀ ሆኖ የተክኖሎጅ ሽግግር ለማድረግ የሚያስችል ከፍተኛ ባለሙያ ሲሆንና ሙያው የኮንስትራክሽን ኢንዱስትሪውን የሚያዘምንና አገልግሎቱም ለሀገሪቱ ጠቃሚና ተፈላጊነት ሲኖረው፣
   3) ዋና መሥሪያ ቤቱ ከኢትዮጵያ ውጭ የሆነውን ድርጅት ወክሎ ተቀማጭነቱን በኢትዮጵያ ውስጥ በማድረግ የሚሠራ የውጭ አገር ዜጋ (የንግድ እንደራሴ) ሲሆን፣

PART TWO

System for Provision of Recommendation Letter to Grant Work Permit

4.Need for Recommendation Letter to Grant Work Permit

1) An organization who has a job title that cannot be covered by Ethiopian citizen needs recommendation letter from the Ministry or legal representative for hiring an expatriate;

2) A recommendation letter mentioned in this article of sub article 1 can be issued when an employer requests to hire expatriate in his organization;

3) A granted work permit mentioned in this article of sub article 1 is valid only in applicant employer's organization and specific job title;

4) Employer should submit report about knowledge transfer from Foreign to Ethiopian professional in given period of time;

5) Foreign Citizen's Who Not Need Recommendation Letter

1) According to the Ministry of Labour and Social Affairs proclamation number 1156/2019 article 171 (1) (e) and the released amended directive about work permit granting condition, a foreign citizen mentioned there does not need a work permit;

6. Conditions to Grant Work Permit in Construction Sector

An employing organization in Ethiopia who wants to hire expatriate should check for the following things:

1. A job title that requires an expatriate should be an educational field that has Not been covered in Ethiopian educational curriculum and types of an Educational certificates that are annexed with this directive;
2. Notwithstanding sub article one, an expatriate should be high professional who can transfer knowledge which can advance construction industry and his service must be so crucial and helpful to the nation;
3. When the main office of an organization is abroad and the representing Office is here in Ethiopia headed by foreign citizen (Trade Ambassador);

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4) የውጭ አገር ዜጋው በሽርክና ወይም በአክሲዮን በተቋቋመ የኮንስትራክሽን ግብአት አምራች ድርጅት ውስጥ አባል ከሆነ ወይም ድርሻ ካለው እና በዚሁ ድርጅት ውስጥ በደመወዝ ተቀጥሮ የሚሰራ ሲሆን፤
5) የውጭ አገር ዜጋው መንግሥት ባደረገው የሁለትዮሽ ወይም የብዙ ወገን ስምምነቶች ወይም ውሎች መሠረት ሲቀጠር፤
6) አሠሪው/የውጭ ባለሀብት ብቻውንም ሆነ ከአገር ውስጥ አሠሪ/ባለሀብት ጋር በቅንጅት ላቋቋመው ድርጅት ከፍተኛ የማኔጅመንት አባላት የሆኑ የውጭ አገር ዜጎችን ለመቅጠር ሲፈልግ፤

7) ለኮንስትራክሽን ማሽን ተከላ ወይም ለኮሚሽንግ ሥራ የሚመጣ የውጭ አገር ዜጋ በማሻር ስምምነቱ ከተጠቀሰ፤
8) አሠሪው/የአገር ውስጥ ባለሀብት ከውጭ ንግድ ጋር በተያያዘ ከውጭ ኢንተርፕራይዝ
ጋር ባደረገው ስምምነት መሠረት የውጭ አገር ዜጋው ለሥራው አስፈላጊ መሆኑን
በኢትዮጵያ ኢንቨስትመንት ኮሚሽን ሲረጋገጥ የትብብር የሥራ ፈቃድ ደብዳቤ ሊሰጥ
ይችላል፡፡
9) በዚህ አንቀፅ የተመለከቱት ቢኖሩም በኢንቨስትመንት አዋጅ ቁጥር 769/2004 በአንቀጽ 37(3) በተደነገገው መሠረት የውጭ ባለሀብት ለሚያካሂደው ድርጅት የውጭ ዜግነት
ያላቸውን ከፍተኛ ማኔጅመንት አባላት፡፡

7. ስለ ሥራ ፈቃድ ድጋፍ ጥያቄ አቀራረብ

1) የውጭ አገር ዜጋ የድጋፍ የሥራ ፈቃድ ጥያቄ ማቅረብ የሚችለው ቀጣሪ ድርጅት ብቻ
ነው፡፡

2) ማንኛውም አሠሪ የውጭ አገር ዜጋ ለመቅጠር የድጋፍ ደብዳቤ እንዲጻፍለት ጥያቄ
ማቅረብ የሚችለው ከዚህ መመሪያ ጋር አባሪ የተደረገው የማመልከቻ ቅጽ የሚጠይቀውን
መረጃ በማሟላት ነው፡፡

3) በዚህ መመሪያ አንቀጽ 8 (2 እና 3) እንዲሁም ቀጣይነት በሌላቸው እንደ መሣሪያ
ተከላ፣ ሥራ ላይ ከማቀጠሩት በስተቀር በሌሎች የሥራ መደቦች ለማቀጠር የውጭ አገር
ዜጋ ተተኪ ኢትዮጵያዊ መመደቡን ወይም መቀጠሩን የሚገልጽ ማስረጃ በአሠሪው
ይቀርባል፡፡

4) አሠሪው በኮንስትራክሽን ሙያ ነክ ዘርፍ የሚቀጠሩ የውጭ አገር ዜጎችን በተመለከተ
አግባብ ባለው የመንግሥት መ/ቤት የተረጋገጠ የሙያ ብቃት ማረጋገጫ ያቀርባል፡፡

8. ተተኪ ኢትዮጵያዊያንን ስለማሰልጠን

1) አሠሪው የሥራ ፈቃድ በተሰጠበት የጊዜ ገደብ ውስጥ የውጭ አገር ዜጎችን የሚተኩ
ኢትዮጵያዊያን እንዲሰለጥኑ በማድረግ ሪፖርት በየ3 ወር ማቅረብ አለበት፡፡

4) When an expatriate works in a joint venture company or a share company who produces construction inputs and has a share with in a company and works as an employee;

5) When an employee works in an organization with bilateral or multilateral Agreement with the government;

6) When an employer is sole investor or holds a share company with local business owner and wants to employe an expatriate for higher management body;

7) When hiring of an expatriate mentioned in contractual agreement for construction machine planting and commissioning work;

8) When an employer/local business owner in connection to foreign trade has Signed an agreement with foreign enterprise about an expatriate need and The need has been approved by Ethiopian Investment commission, then Support letter can be issued;

9) Notwithstanding the articles mentioned in this directive and investment proclamation number 769/2012 in article 37(3) a firm owned by foreign investor can hire an expatriate for higher management body;

7. Request Conditions for Support Letter to Work Permit

1). A request for recommendation letter for an expatriate to grant work permit
Should be done by an employing organization;

2) An expatriate employing organization when requesting for recommendation
letter should fill the form in the annex and submit with required documents;

3) In the article 8 (2 and 3) of this directive except for seasonal works like
machine planting, for an expatriate in organization an employer should
present an evidence that a local assistant has been assigned for
replacement;

4) An expatriate employing organization in construction sector should submit
professional competence certificate of an expatriate from government bodies;

8. Training of Local Employee for Replacement

1) An expatriate employing organization should submit report within a granted work permit period, about the training of local assistant every three months;

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2) ስለተተኪው ኢትዮጵያዊ አጠቃላይ የዕውቀት ሽግግርና የሥራ ሁኔታ በሚኒስቴሩ
ወይም አግባብ ያለው ባለሥልጣን ክትትልና ቁጥጥር ይደረጋል፡፡

3) በንኡስ ተራ ቁጥር 2 የተጠቀሰው እንደተጠበቀ ሆኖ ተቀጣሪው በትክክል የእውቀት
ሽግግሩን ስለማገኙቱ ለሚኒስቴሩ ሊያቀርብ ይችላል፤

9. ስለ የድጋፍ ደብዳቤ አሰጣጥ

1) የድጋፍ ደብዳቤ ለመጻፍ የሚያስችሉ በቂ መረጃዎች ተደራጅተው መያዝ
ይኖርባቸዋል፤

2) በሀገር ውስጥ መሸፈን የማይችሉ መ.ያዎች በድጋፍ ሰጭው ክፍል ተዘርዝረው
መያዝና ለተጠቃሚው በግልጽ እንዲያውቀው በሚታይ ቦታ መለጠፍ ይኖርበታል፤

3) በስራ ላይ ተሰማሩ ባለመ.ያዎች ተገቢውን አገልግሎት እየሰጡ ስለመሆኑ ክትትል
ይደርጋል የስራ ስምሪቱን አስመልክቶ ሪፖርት ያዘጋጃል፡፡

10. ስለ ዕድሳትና የጊዜ ገደብ

1) የድጋፍ ደብዳቤ የሚሰጠው በአንድ የሥራ መደብ ላይ ለመሥራት እስከ ሦስት ዓመት
ሲሆን፤በየዓመቱ ይታደሳል፡፡ ሆኖም የተተኪው የእውቀት ሽግግሩ ጥቅምና ጉዳቱ
ተመርመሮ ሚኒስቴሩ የሦስት ዓመቱን የጊዜ ገደብ እንደአስፈላጊነቱ ሊያሻሽል ይችላል፡፡

2) የድጋፍ ደብዳቤ ዕድሳት ጥያቄ የቀረበበት ምክንያት በቂ ሆኖ ካልተገኘ ሚኒስቴሩ የሥራ ፈቃዱን እንዳይታደስ ሊያደርግ ይችላል፡፡

3) የድጋፍ ደብዳቤ ጊዜ መቆጠር የሚጀምረው አመልካቹ የውጭ አገር ዜጋን ቀጥሮ ለማሰራት ካመለከበት ቀን ጀምሮ ነው፡፡

4) በዚህ አንቀጽ ንዑስ አንቀጽ 3 የተመለከተው እንደተጠበቀ ሆኖ፤ የውጭ አገር ዜጋው አገር ውስጥ ከገባ 90 የሥራ ቀናት በኋላየሚቀርብ ማንኛውም የትብብር ድጋፍ ደብዳቤ ጥያቄ ተቀባይነት አይኖረውም፡፡

11. የሚኒስቴር መ/ቤቱ ተግባርና ኃላፊነት

1) በዚህ መመሪያ አንቀፅ 6 መሰረት ቅድመ ሁኔታዎችን አሟልተው ሲቀርቡ የድጋፍ ደብዳቤ መስጠት
2) የውጭ አገር ዜጋ የስራ ፍቃድ ከሚሰጠው የሰራተኛ ማህበራዊ ሚኒስቴር ጋር ስራዎችን በቅንጅት መምራት አለበት

2. For local assistant who supposed to replace an expatriate, a follow up will be done by the ministry or appropriate authority about knowledge transfer issue;

3. Not withstanding sub article 2, the ministry should receive a report about
Knowledge transfer of the local assisting staff;

9.Conditions for Provision of Recommendation Letter

1) Supporting documents that are required for issuing recommendation letter should be well organized

2). A job titles that can not covered by local staffs should be well listed and
should be posted in appropriate place by support giving section;

3) Follow up and report should be done about employed professional for his
service efficiency;

10. Renewal time Period

1) A recommendation letter is issued for three-year period that will be renewed

every year. However, depending upon knowledge gain of local assisting staff the three years' period can be extended;

2) A renewal of recommendation letter can be rejected by the ministry if the case is not justifiable;

3) Time period of a recommendation letter starts as of application submitted for hiring of expatriate;

4) Not withstanding this article of sub article 3, a request of recommendation letter is not valid after the expatriate has been in the country for the last 90 working days.

11.Duties and Responsibilities of Ministry Office

1. Provision of recommendation letter when the prerequisites in article 6 of this directive is fulfilled;

2. An expatriate should execute his work
in cooperation with ministry of labour and social affairs who grants the work permit;

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3) በኮንስትራክሽን ዘርፍ በሀገር ውስጥ ሊሸፈኑ
የማይችሉ የተገቢ ሙያ አይነቶች በየጊዜው
በጥናት መለየት አለበት

4) የድጋፍ ደብዳቤ ተሰጥቷቸው ወደ ስራ የገቡ የውጭ ሀገር ዜጎች በዚህ መመሪያ አንቀፅ 17 መሠረት ቁጥጥርና ክትትል ማድረግ

12. አሠሪ ግዴታዎች

በአሠሪና ሠራተኛ ጉዳይ አዋጅ ቁጥር 1156/2011 ያሉት ግዴታዎች እንደተጠበቁ ሆነው አሠሪው የሚከተሉት ተጨማሪ ግዴታዎች ይኖሩበታል፡፡

1) የሥራ ፈቃድ የተሰጠውን የውጭ ዜጋ
በተፈቀደለት የሙያ መስክ እና አድራሻ ላይ ብቻ
የማሰራት፣

2) የሥራ ሁኔታ ተቆጣጣሪው የውጭ አገር ዜጋው በአካል እንዲቀርብለት ሲጠይቅ አስፈላጊውን የመፈፀም፣

3) አሠሪው የውጭ አገር ዜጋውን አገልግሎት የማይፈልግ ሆኖ የሥራ ውሉን ሲያቋርጥ የሥራ ውሉን ባቋረጠ በ5 የሥራ ቀናት ውስጥ ጉዳዩን ለሚኒስቴሩ በጽሁፍ ማሳወቅ፣

4) የውጭ አገር ዜጋው የሚሠራበትን የሥራ ቦታ ከቀየረ አዲሱን አድራሻ፣አድራሻው ከተቀየረበት ቀን ጀምሮ በ5 የሥራ ቀናት ውስጥ ለሚኒስቴሩ የማሳወቅ፣

5) ልምድ የሚቀስም ተተኪ የሀገር ውስጥ ባለሙያ የመመደብና ተቀጣሪው የውጭ አገር ዜጋአየሰጠ ስላለው አገልግሎት አፈጻጸም ልምድ እና የእውቀት ሽግግር በሚያሳይ እናበሚስችል ደረጃ ሪፖርት ማቅረብ፣

6) የሥራ ፈቃድ የሌለውን የውጭ አገር ዜጋ በሥራ ላይ ያለማሰማራት፣

7) የውጭ አገር ዜጋውን የመኖሪያ አድራሻ መዝግቦ በመያዝ አግባብ ባለው አካል ሲጠየቅ የማሳየት/የማቅረብ፣

8) የውጭ አገር ዜጋውን በሕገወጥ ሥራዎችና በሌላ ሰሞራል ተጻራሪ በሆኑ ተግባራት ላይ ያለማሰማራት፣

9) ከተቀጣሪው የውጭ አገር ዜጋ ለተተኪ ኢትዮጵያዊያን ተገቢው እወቀትና ክህሎት የሚተላለፍበትን ሁኔታ የመፍጠርና የማረጋገጥ፡፡

10/ አሠሪው ለተተኪ ኢትዮጵያዊያን ስለሚሰጠው የዕውቀት ሽግግር ፕሮግራምና ስለሚተኩበት የጊዜ ገደብ በተጨባጭ መረጃ ላይ የተመሠረተ ሪፖርት ለከተማ ልማትና ኮንስትራክሽን ሚ/ር ያቀርባል፡፡

3. Periodical research should be conducted to identify professions that can not be cove red by local staffs in the construction industry;

4. An expatriate who has resumed work after issuing of recommendation letter should be followed based on article 17 of this directive.

12.Obligations of an Employer

Not withstanding obligations in employer and labour affairs proclamation number 1156/2019, employer has the following additional obligations:

1. An expatriate who has been issued recommendation letter should work in specific job title and address;

2. when there is a request of an expatriate for physical appearance by supervisor; fulfill the order;

3. When an employer does not want Service of an expatriate and terminate an Employment, should notify to the ministry with in 5 working days;

4. When there is change of work Address of an expatriate, notify to the ministry with in 5 working days;

5. Assign a local assistant to an expatriate, report about contribution of the same and knowledge transfer to a local assistant;

6. Not to employee an expatriate without work permit;

7. Register a residence of an expatriate and show it when a request comes from an appropriate body;

8. Not to engage an expatriate in illegal and unethical jobs;

9. Create situations that the Know ledge transfer from an expatriate to local assistant is assured;

10. An employer should submit a report about knowledge transfer program to a local assistant and time table of a replacement to ministry of urban development and construction.

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13.የተቀጣሪው የውጭ አገር ዜጋ ግዴታዎች

በአሠሪና ሠራተኛ ጉዳይ አዋጅ ቁጥር 1156/2011 ያሉት የሠራተኛው ግዴታዎች እንደተጠበቁ ሆነው ተቀጣሪው የውጭ አገር ዜጋ የሚከተሉት ግዴታዎች ይኖሩበታል፡፡

1) በሥራ ፈቃድ ደብተሩ ላይ ለተመለከተው አሠሪ ብቻ የመሥራት፣

2) የተሰጠውን የሥራ ፈቃድ በመያዝ በሥራ ገበታው ላይ የመገኘት፣

3) በሥራ ፈቃድ ደብተሩ ላይ በተመዘገበው የሥራ መደብ /ሙያ ላይ ብቻ የመሰማራት፣

4) ለተከለው ኢትዮጵያዊያን እውቀት የማስተላለፍ፣

5) የውጭ አገር ዜጋው ወደ ሚኒስቴሩ ወይም አግባብ ላለው ባለሥልጣን በመቅረብ ሪፖርት

6) እንዲያደርግ በሥራ ሁኔታ ተቆጣጣሪው ሲጠየቅ በወቅቱ የመቅረብ ግዴታ አለበት፡፡

14. አዲስ የሥራ ፈቃድ የድጋፍ ደብዳቤ ለማውጣት መሟላት ያለባቸው መሥፈርቶች

1/ ማንኛውም አሠሪ ለሚቀጥረው የውጭ አገር ዜጋ አዲስ የሥራ ፈቃድ የድጋፍ ደብዳቤለማውጣት የሚከተሉትን መሥፈርቶችአሟልቶ ማቅረብ ይኖርበታል፡፡

ሀ) በቀጣሪ ድርጅት የሚቀርብ የሥራ ፈቃድ ጥያቄ ማመልከቻ፣

ለ) የተቀጣሪው የውጭ አገር ዜጋ የግል ታሪክ የተሞላበት ቅጽ፣

ሐ) አግባብ ባለው አካል የተረጋገጠ የውጭ አገር ዜጋው የትምህርት ማስረጃ እንዲሁም የሥራ ልምድ ማስረጃ /ኦሪጅናልና ኮፒ/፣

መ) የውጭ አገር ዜጋው ከሦስት ወራት ያላነሰ ጊዜ ያለው የጉዞ ሕጋዊ ፓስፖርት፣

ሠ) የፓስፖርት መጠን ያላቸው የውጭ አገር ዜጋው አራት ጉርድ ፎቶግራፎች፣

ረ) እንደ አግባቡ ጊዜው ያላለፈበት የቢዝነስ ቪዛ (BV)፣ የሥራ ቪዛ (WV)፣ ለመንግሥት ተቋማት የሚሰጥ ቪዛ (GV) ወይም መንግሥታዊ ላልሆኑ ተቋማት የሚሰጥ ቢዛ፣

ሰ) እንደ አግባቡ የውጭ አገር ዜጋው ከአሠሪው ጋር የገባው የሥራ ቅጥር ውል፣

13.Obligations of an Expatriate

Notwithstanding employer and labour affairs proclamation number 1156/2019, an expatriate has the following obligations:

1) Work only with an appropriate employer Mentioned in work permit book;

2) To be available in work station with a given Work permit;

3) Work only in appropriate job title mentioned In work permit book;

4). Transfer knowledge to his local Assistant;

5) Not to be engaged in an illegal or unethical Works,

6) An expatriate should be available physically to ministry or an appropriate authority in appointed time when reque sted by his supervisor

14. Criterions to be fulfilled for recommendation letter to grant a new work permit

1.To receive a recommendation letter for hiring of an expatriate an employ yers should fulfill the following criterias

a)A work permit application request by employing organization;

b) A curriculum vitae filled in a form by an employee-expatriate;

c) Educational certificate and work experiences of an expatriate authenticated by an appropriate body (original and copy)

d) Legal travel passport of an expatriate with not less than three months validity;

e) A four passport size photos of an expatriate;

f) Appropriate and valid visas such as Business Visa (BV), Work Visa (WV), Visas for Government Bodies (GV) or Non- Government al organization Visa (NV);

g) Appropriate work contractual Agreement of an Expatriate with an Employer

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2) አሠሪው የግል ድርጅት ከሆነ በዚህ አንቀጽ ንዑስ አንቀጽ 1 ከተመለከቱት በተጨማሪ እንደአግባቡ የንግድ ወይም የኢንቨስትመንት ፈቃድ ማቅረብ አለበት፤

3) በዚህ አንቀጽ ንዑስ አንቀጽ 1/ሐ የተመ ለከተው ቢኖርም የውጭ አገር ዜጋው የትምህርት ማስረጃ ከሌለውና ባለው የሥራ ልምድ መሠረት ሥራውን መስራት እንደሚችል ማረጋገጥ ከተቻለ ድጋፍ ሊሰጠው ይችላል ሆኖም ግን በሚቋቋም ኮሚቴ በቃለ ጉባኤ መወሰን አለበት፤

15. የሥራ ፈቃድ ድጋፍ ደብዳቤው ሊራዘም ስለሚችልበት ሁኔታ

1/ በዚህ መመሪያ አንቀጽ 12(1) የተደነገገው እንደተጠበቀ ሆኖ፤ የሥራ ፈቃድ ሊራዘም የሚችለው፡-

ሀ) ተተኪው ኢትዮጵያዊ የውጭ ዜጋውን የሥራ መደብ መሸፈን ሳይችል ሲቀር፤ ወይም

ለ) የውጭ አገር ዜጋው ለሥራው አስፈላጊ ሲሆን እና የተቀጠረበትም ሥራ ቀጣይና አስፈላጊ መሆኑ የሚቀርበውን አሪፖርት መሰረት ተደርጎ በሚኒስቴሩ ሲረጋገጥ ነው፡

2/ በዚህ አንቀጽ ንዑስ አንቀጽ /1/ የተመለከተው ቢኖርም፤ አሠሪው/ የውጭባለሀብት ብቻውንም ሆነ በቅንጅት ለሚያካሄደው ድርጅት የውጭዜግነት ያላቸውን ከፍተኛ የማኔጅመንት አባላት የሥራ ፈቃድ ለማራዘም ሲጠይቅ በዚህ መመሪያበአንቀጽ 6(9) በተደነገገው መሠረት የድጋፍ ደብዳቤ ሊጻፍለት ይችላል፡፡

16. የሥራ ፈቃድ ስለሚሰረዝበት ሁኔታ

1) የሥራ ፈቃድ ለተሰጠው የውጭ አገር ዜጋ በሚከተሉት ምክንያቶች እንዲሰረዝ የከተማ ልማትና ኮንስትራክሽን ሚኒስቴር ለፍቃድ ሰጭው አካል ሊያቀርብ ይችላል፡፡

ሀ) የውጭ አገር ዜጋው የተሰጠውን የሥራ ፈቃድ የጊዜ ገደብ ከጨረሰ በኋላ ለሥራዉ አስፈላጊ አለመሆኑ በሚኒስቴሩ ሲረጋገጥ፤

ለ) የውጭ አገር ዜጋው የተሰጠውን የሥራ ፈቃድ የጊዜ ወሰን ባይጨርስም ለሥራው አስፈላጊ አለመሆኑ በአሠሪው ወይም በሚኒስቴሩ በሚደረግ የቁጥጥር ሂደት ሲረጋገጥ፤

ሐ) የውጭ አገር ዜጋው ፈቃድ በተጠየ ቀለትና በተፈቀደለት ሥራ ላይ ሳይሆን በሌላ ሥራ ላይ ተሰማርቶ በአሠሪዉ ወይም በሚኒስቴሩበሚደረግ የቁጥጥር ሂደት ሲረጋገጥ፤

መ) የውጭ አገር ዜጋው ሲሰራዉ የነበረዉ ሥራ ሲያልቅ ወይም የማያስፈልግ ሲሆን ወይም ድርጅቱ ሲዘጋ፤

2) If an employer is owner of private organization; a trade or an investment license should be submitted in addition to rules in this article of subarticle1

3) Not withstanding this article of sub article 1, if an expatriate does not have an educational certificate but has an experience that can be proven, can be issued a recommendation letter through established committee decision and minute of this purpose;

15. Conditions for Extension of Work Permit of an Expatriate

1. Notwithstanding article 12(1) of this directive, extension of Work permit can be assured:

a) When a local assistant of an expatriate can not take over the job from an expatriate;

b) When the nature of the job is extendable and the reports shows that an expatriate is so crucial for the work and approved by the minister;

2. Not withstanding this article of sub article /1/, a company of soleemployer or registered as share company, and when a company needs an expatriate for higher management body, a recommendation letter can be issued as per article 6(9) of this directive.

16. Condition for Cancellation of Work Permit

1. The ministry of urban development and construction can issue Letter of cancellation of work permit of an expatriate to the Appropriate body for the following reasons:

a) When an expatriate has finished his period of work permit and no more needed for a work;

b) Eventhough an expatriate has never finished his work permit but proven that he is not needed for a work by his employer or ministry;

c) When an expatriate is engaged in work other than he is licensed for and proven by his employer or ministry;

d) When the work of an expatriate has come to end, not needed or the company cease to exist;



ሀ/ አሰሪው የሥራ አፈጻጸም ሪፖርት ከሦስት ወር በላይ ሳያቀርብ ሲቀር፣

ረ/ የውጭ አገር ዜጋው በኢትዮጵያ ውስጥ መኖር ለአገሪቱ ደህንነት አስጊ መሆኑ አግባብ ባላቸው የመንግሥት አካላት ሲረጋገጥ፣

ሰ/ የውጭ አገር ዜጋው ሥራውን ሲለቅ፣

ሸ/የሥራ ፈቃዱ የተገኘው በተሳሳተ መረጃ ላይ ተመርኩዞ ከሆነ፣

17. በውጭ አገር ዜጎች ላይ ስለሚደረግ ክትትልና ቁጥጥር

የውጭ አገር ዜጎችን አስመልክቶ በአዋጁ የተደነገጉና አዋጁን መሠረት በማድርግ የወጣ ደንብና መመሪያ ተፈፃሚነት ለማረጋገጥ የሰራተኛና ማህበራዊ ጉዳይ ሚኒስቴር የተሰጠው ስልጣን እንደተጠበቀ ሆኖ በኮንስትራክሽን ዘርፉ የሚሰማሩ እንደ አግባቡ በሚኒስቴሩ ወይም አግባብ ባለው ባለሥልጣን የሥራ ሁኔታ ተቆጣጣሪዎች ተገቢው ክትትልና ቁጥጥር ይደረጋል፡፡

18. ጉዳይ አስፈፃሚ ስለመወከል

1) ማንኛውም አሠሪ የውጭ አገር ዜጎችን ቀጥሮ ለማሰራት የሚያቀርበውን የሥራ ፈቃድ ጥያቄ የሚያስፈጸም ሰው መወከል ይችላል ::

2) በዚህ አንቀጽ ንዑስ አንቀጽ 1 መሠረት የሚወከል ጉዳይ አስፈጻሚ፡-
ሀ/ የድርጅቱ ሠራተኛ ከሆነ ይህንኑ የሚያረጋግጥ የድርጅቱ መታወቂያ እና የቀበሌ መታወቂያ /አሪጅናል እና ፎቶ ኮፒ/፣

ለ/ ሦስተኛ ወገን ከሆነ በኢፌዲሪ የሰነዶች ማረጋገጫና ምዝገባ ኤጀንሲ የተረጋገጠ ውክልና እና የቀበሌ መታወቂያ፣ይዞ መቅረብ አለበት፡፡

3/ በዚህ አንቀጽ ንዑስ አንቀጽ 1 እና 2 የተመለከቱት ቢኖሩም የድርጅቱ ሥራ አስኪያጅ የሥራ ፈቃድ ጥያቄውን ራሱ ሊያስፈጽም ይችላል፡፡

ክፍል ሶስት
ልዩ ልዩ ድንጋጌዎች

19. ተጠያቂነት

1) የድጋፍ ደብዳቤ ሰጪ አካል ያለአግባብ ለመጠቀም በመፈለግ ደብዳቤው ውጪ አድርጎ ከሆነ ወይም ቀደም ሲል በማይገባ አኳኋን መጠቀሙ ከተረጋገጠ የውሳኔው መስተካከል እንደተጠበቀ ሆኖ ስራውን ያከናወነ ወይንም ውሳኔ የሰጠው ባለሙያ ወይም አመራር በፌደራል የመንግስት ሰራተኞች አዋጅ ተጠያቂ ይሆናል፡፡

20. የመተግበር ግዴታ

ማንኛውም ሰው ለዚህ መመሪያ አፈጻጸም የመተባበር ግዴታ አለበት፡፡

e) When an employer did not submit a report for more than three months;

f) When a stay of an expatriate in the country has certain treat to the nation and proven by an appropriate body;

g) When an expatriate leaves a job;

h) When a job is acquired through forged documents.

17. Following up and Control of an Expatraite

Not withstanding the authority given to ministry of labour and social affairs through proclamation, regulation and directive about work permit of foreign citizen, in addition to that those who are involved on construction sector a follow up and control will be done by the ministry or an appropriate authority

18. A Liason Person

1) An employer can engage a liason person to follow up about the work permit of an expatriate;

2) A liason person in this article subartile

a) If a Lison person works in the same company should have an ID Card of the company and kebele ID Card (Orginal and Copy)

b) If he is a third person (representative), he should have a legal authorization of a company from FDRE document authentication and registration authority and kebele ID Card;

3) Not withstanding in this article of subarticle 1 and 2, a CEO of a company can process a work permit by himself

PART THREE

MISCELLANEOUS PROVISION

19. Accontability

If a leader or an expert who provides a recommendation letter has unappropriate relationship with an employer and has provided a letter wrongfully will be accountable as per FDRE civil serivant proclamation and a letter will be nullified.

20. Obligation of Enfrocement

Everyone has an obligation to enforce this directive.

The Federal Democratic Republic of Ethiopia Ministry of Urban Development & Construction

21. ስለ መሻር

ይህ መመሪያ ከመውጣቱ ሲሰራባቸው የነበሩ ዘልማዳዊ አሰራሮች በዚህ መመሪያ ተሽረዋል።

22. መመሪያው የሚጸናበት ጊዜ

ይህ መመሪያ ከ 8/12/2012 ጀምሮ የፀና ይሆናል።

አንጂነር አይሻ መሀመድ

የከተማ ልማትና ኮንስትራክሽን ሚኒስቴር ሚንስትር

21. Cancellation

Tradtional way of doing business before this directive have been cancelled with this directive

22. Effective Date of the Directive

This Directive as of 14/8/2020 will be effective

Eng. Aisha Mohammed

Minster for Minstry of Urban Development

And Construction

The Federal Democratic Republic of Ethiopia
Ministry of Urban Development & Construction

construction Social Affairs
Information Sheet on construction Expatriate Workers
List of professions Open for Foreigners Experts

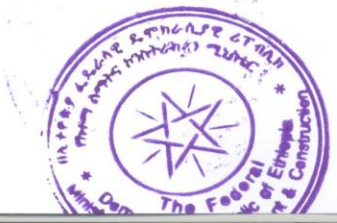
No	List of professions Open for Foreigners	Non-Research Experience/Seniority	Certifications	Specialization Area
1	Façade Design Experts	>15Years	Design Build Professional (DBISATm)	Façade Design Kitchen Design Signage Design Wind Engineering & Mechanical, Electrical & Plumbing (MEP) DesignEngineering
2	Kitchen Design Experts			
3	Signage Design Experts			
4	Wind Engineering Experts			
5	MEP Design Experts			
6	Light Design Experts, Vertical Transportation Design Experts & Security Design Experts			
7	Acoustic Design Experts			
8	Mechanical, Electrical & Plumbing (MEP) Design Experts			
9	Interior and Exterior Light Design, Vertical Transportation Design, Vertical Transportation Design, Fire protection Design & Security Design	>15Years	Specialize engineer	
10	Sustainable Building Design		Specialize engineer	
11	Facade Work Experts	>15Years	Specialize engineer	
12	Mechanical, Electrical & Plumbing (MEP) works Experts	>15Years	Specialize engineer	
13	Vertical Transportation, Fire Protection & Security works Experts	>15Years	Specialize engineer	
14	Complex and High rise buildings shall be treated separately for all professional requirements. Experts	>15Years	Specialize engineer	
15	Fire Safety Engineers Expect Engineering Experts	>15Years	Specialize engineer	
16	Health & Safety Engineering Expert Engineering Experts	>15Years	Specialize engineer	
17	Quantity Surveyor Contract Administration Experts	>15Years	Specialize engineer	
18	Rail way Design Engineer Experts	>15Years	Specialize engineer	
19	DB Expert	>15Years	Design Build Professional (DBISATm)	1.Agricultural 2.Commercial 3.Residential 4.Public institutions 5.Industrial 6.Heavy Civil infrastructure
20	Construction Manager-Operations Experts	>15Years	Construction Management Association of America (CMAA)	1.Agricultural 2.Commercial 3.Residential 4.Public institutions 5.Industrial 6.Heavy Civil infrastructure



No	List of professions Open for Foreigners	Non-Research Experience/Seniority	Certifications	Specialization Area
21	Project Manager Experts	>15Years	Project Management Institute (PMI)	1.Agricultural 2.Commercial 3.Residential 4.Public institutions 5.Industrial 6.Heavy Civil infrastructure
22	Cost Engineer Experts	>15Years	Certified cost Professional-CCP,AACE	1.Agricultural 2.Commercial 3.Residential 4.Public institutions 5.Industrial 6.Heavy Civil infrastructure
23	Construction Scheduler Experts	>15Years	Construction Scheduling Technician-CST,AACE	1.Agricultural 2.Commercial 3.Residential 4.Public institutions 5.Industrial 6.Heavy Civil infrastructure
24	Real Estate Manager Experts	>15Years	Certified Property Manager-CPM and Accredited Land Consultant-ALC	1.Agricultural 2.Commercial 3.Residential 4.Public institutions 5.Industrial 6.Heavy Civil infrastructure
25	Infrastructure Expert	>15Years	PHD,MSC or MBA	1.Agricultural 2.Commercial 3.Residential 4.Public institutions 5.Industrial 6.Heavy Civil infrastructure
26	Construction Claim Expert	>15Years	Institute of Construction Claims Practitioner-ICCP	1.Agricultural 2.Commercial 3.Residential 4.Public institutions 5.Industrial 6.Heavy Civil infrastructure
27	Construction Manager- Corporate Experts	>15Years	Construction Management Association of America-CMAA+ Masters in Business Administration	1.Agricultural 2.Commercial 3.Residential 4.Public institutions 5.Industrial 6.Heavy Civil infrastructure

The Federal Democratic Republic of Ethiopia
Ministry of Urban Development & Construction

No	List of professions Open for Foreigners	Non-Research Experience/Seniority	Certifications	Specialization Area
28	Construction Dispute Resolution and Arbitration Expert	>15Years	›› ››	1.Agricultural 2.Commercial 3.Residential 4.Public institutions 5.Industrial 6.Heavy Civil infrastructure
29	Building envelop Engineering Expert	>10 Years'	Architecture Masters in the field	
30	Acoustic Engineer Experts	>10 Years'	Architecture Masters in the field	
31	Landscape Architects Experts	>10 Years'	Architecture Masters in the field	
32	Interior Designers Experts	>10 Years'	Architecture Masters in the field	
33	Lighting Architects Experts	>10 Years'	Architecture Masters in the field	
34	Building Information Modeling (BIM) Expert	>10 Years'	Architecture/Engineering	
35	Building Management System (BMS) Expert	>10 Years'	Engineering	
36	Fire Safety Engineers Expect	>10 Years'	Engineering	
37	Health & Safety Engineering Expert	>10 Years'	Engineering	
38	Quantity Surveyor Experts	>10 Years'	Contract Administration	
39	Managerial Position)	>15Years	Managerial Position	management position
40	Heavy Equipment, Plant, crusher, chief Mechanic and Chief Electrician) Specialize Experts	>15Years	Heavy Equipment, Plant, crusher, chief Mechanic and Chief Electrician) Specialize	Installation of heavy machineryCrusher: Chief Mechanic and Chief Electrician
41	Planning Engineer.	>15Years	Specialize engineer	Planning Engineer
42	Asphalt Plant Operator) Specialize	>15Years	Specialize engineer	Asphalt Plant Operator
43	Chief Executive Officer / Domestic Representative	>15Years	Specialize engineer	
44	Specialize engineer Experts	>15Years	Specialize engineer	
45	Project Manager	>15Years	Specialize engineer	
46	Mechanical Engineer Specialize engineer Experts	>15Years	Specialize engineer	Ci Mechanical Engineer Specialize engineer
47	Structural Engineer Specialize engineer Experts	>15Years	Specialize engineer	Ci Specialize engineer
48	Rolling Stone Engineer Experts	>15Years	Specialize engineer	Ci Rolling Stone Engineer Specialize engineer
49	Interpreter		Expert Engineering	
50	Comprehensive Specialize construction material laboratory engineer Experts	>15Years	material laboratory engineer	
51	Technical Advisory Experts	>12Years	1. Technical Advisory 2. Operation management 3.Business Development	1. Certificate in asphalt Paver,TRUCK Pdt ,Forklift Pdt,Highway Truck Pdt training SIX sigma training 2 . certificate
52	Senior Technical support Experts	>12Years	1. dealership management Development program	Specialize MECHANICAL engineer certified in leading capabilities ASSeSSment



No	List of professions Open for Foreigners	Non-Research Experience/Seniority	Certifications	Specialization Area
53	Training of Trainers and Accreditation Experts	>12Years	Technical Career Development Training Technicians	Mechanical Engineer Certified in Instructor ACCREDITATION PrOgram
54	Advance Product parts Training And certification Experts	>12Years	Advance Product parts Training And certification	Mechanical Engineer Certified in CAT ACCREDITATION PrOgram
55	Advanced and Expert Training And certification Experts	>12Years	senior technical Training	Mechanical Engineer Certified in CAT coaching PrOgram



Ministry urban dv' & construction Social Affairs

Information Sheet on Construction Expatriate Workers

Instructions: Please PRINT letters in spaces provided

Photo

Ref no. _____

Date: _____

Application Type: ☐ New ☐ Renewal

Basic Data:

Full Name: _____

Other Name(s): _____

_____

Sex: ☐ Male ☐ Female Date of Birth: _____ Nationality: _____

Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Widow ☐ Separated

Passport Number: _____ Date of Issue: _____

Visa Number: _____ Date of Issue: _____ Visa Type: ☐ Business ☐ Others

Date of Employment: _____ Length of Employment: _____

Basic Salary (In Birr): _____ Monthly Allowance (In Birr): _____

Name of the region and district / town where the employee is assigned to work: _____

Education Data:

Qualification Type: ☐ Certificate ☐ Diploma ☐ Degree ☐ Others (Specify): _____

Level of Qualification: ☐ Elementary ☐ Junior Secondary ☐ Secondary Level ☐ Secondary Complete
☐ Vocational Level ☐ Vocational Complete ☐ College Level ☐ College Complete
☐ Post Graduate Level ☐ Post Graduate ☐ Non-formal Education
☐ Others _____

Year Completed: _____ Field of Study: _____

Award: ☐ Certificate ☐ Diploma ☐ BA/BSC ☐ MA/MSC ☐ PhD ☐ Other (specify) _____

Professional Skill: _____

Years of Work Experience: Starting Date: _____ End Date: _____

Type of Occupation: _____ Occupation Code: _____

Current position in the Firm: _____

Nature of Service: ☐ Employee ☐ Voluntary ☐ Other (specify) _____

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Employer Data:

Organization Name: _____

Address-Region: _____ Kebele: _____

City/Town: _____ Tel.: _____

Sub-city/Zone: _____ Fax: _____

Woreda: _____ P.O.Box: _____

E-mail: _____

Major Activity: _____ Activity code: _____

Type of Organization: ☐ Private Organization ☐ Governmental ☐ NGO ☐ Religious ☐ Other _____

Industry/Engagement: ☐ Agricultural, Hunting, Forestry & Fishing ☐ Mining & Quarrying ☐ Manufacturing
☐ Electricity, Gas & Water ☐ Construction
☐ Wholesale and Retail Trade ☐ Transport, Storage and Communication
☐ Finance, insurance and Business Services ☐ Community, Social & Personal Services

Number of Ethiopian Employees: _____ Number of Expatriates: _____

Investment Permit or Business License Number: _____

Certification

I hereby confirm that all the particulars furnished in this application are free and correct.

Name of the employer or employer's representative _____

Title _____

Signature: _____ Date: _____

For Office Use Only:

File Number: _____ Application Number: _____

Support Letter Ref.no: _____ Signed By: _____

Date Signed: _____

Work Permit – Type: ☐ New ☐ Renewal Work Permit Number: _____

Issue/Renew Date: _____ Expiry Date: _____

Residence Permit – Residence ID: _____

Residence ID Issue Date: _____ ID Expiry Date: _____

Approved by: _____ Signature: _____

Date Approved: _____

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