

Federal Democratic Republic of Ethiopia

Ministry of Labor and Skills

**Directive issued to regulate the
implementation of Ethiopia's Overseas
Employment No. 1126/2026**

March, 2026

Addis Ababa

Contents

Part One

General Provisions

1. Short Title -----	7
2. Definitions -----	7

Part Two

Overseas Employment

3. Salary -----	7
4. Health Examination -----	8
5. Conditions pertaining to the deployment of skilled workers -----	9
6. Conditions Pertaining to the Employment of Seafarers -----	10
7. Requirement for Employment Secured through Personal Effort -----	11
8. Duties and Responsibilities of Labor Attaché -----	12
9. Regular Station and Tenure of Labor Attaché -----	13
10. Number and Deployment Modalities of Labor Attachés -----	14

Part Three

Sub-Section one

Training Process and Assessment System

11. Services Provided at One Stop Service Center -----	15
12. Skills Development Training Centers -----	15
13. Duties and Responsibilities of Skills Development Training Institutions -----	16

14. Occupational Competency Assessment and Certification Centers--	17
--	----

15. Duties and Responsibilities of the Ministry-----	17
--	----

Sub-Section Two

Worker Placement and Recruitment

16. Worker Placement-----	19
---------------------------	----

17. Submission of Recruitment Performance Report-----	20
---	----

Part Four

Agency Level, Minimum Requirements and Licensing

18. Requirements to be fulfilled by a Level-One Agency-----	21
---	----

19. Requirements to be fulfilled by a Level-Two Agency-----	22
---	----

20 Requirements. to be fulfilled by a Level-Three Agency-----	23
---	----

21. Requirements to be fulfilled by a Level-Four Agency-----	25
--	----

22. Requirements to be fulfilled by a Level-Five Agency-----	26
--	----

23. Change of Agency Level-----	27
---------------------------------	----

24. The Agency Manager-----	27
-----------------------------	----

25. Obligation to Notify-----	28
-------------------------------	----

26. Agency commission-----	28
----------------------------	----

27. Renewal of License-----	30
-----------------------------	----

28. Effects of Suspension or Revocation of an Agency License on Pending Deployments-----	32
---	----

29. Opening additional offices in the country and notifying-----	32
--	----

30. Agency Associations and Federations-----	33
--	----

Part Five

Employment Contracts

31. General Provisions on Employment Contracts-----	35
32. Documents required for approval of an employment contract-----	35
33. Approval and registration of employment contracts-----	36

Part Six

Submission of Evidence and Execution of Payment from Guarantee Fund

34. Submission of Evidence-----	37
35. Hearing of Complaints-----	37
36. Regarding the return of license and the release of guarantee deposit--- -----	38
37. Execution of Payment from the Guarantee Fund-----	38
38. Execution of payment from Employers' Guarantee Fund-----	39
39. Insurance Coverage-----	40

Part Seven

Miscellaneous Provisions

40. Determination of how many foreign agencies an agency may work with-----	41
41. Incentive system-----	41
42. Obligation to Cooperate-----	41

43. Amendment of this Directive-----	42
44. Repealed Directive-----	42
45. Effective Date of the Directive-----	42

Directive issued to regulate the implementation of Ethiopia's overseas employment.

WHEREAS it is necessary to integrate the process of overseas employment implementation, which is to be executed through the Ethiopian Labor Market Information System, to ensure the overseas employment service is efficient, modern, accessible, and effective;

WHEREAS it has become necessary to prescribe detailed implementation procedures to address persistent challenges within the sector, specifically concerning the issuance and renewal of licenses, organizational structures, and the determination of commission rates;

WHEREAS it is essential to clearly specify the conditions under which skilled, semi-skilled citizens or those with experience-acquired skills shall be deployed in overseas employment;

AND WHEREAS it is deemed necessary to clearly stipulate the conditions under which the overall overseas employment service shall be provided;

NOW, THEREFORE, the Ministry of Labor and Skills has issued this Implementation Directive pursuant to Article 84 (2) of the Overseas Employment Proclamation No. 1389/2017.

Part One

General Provisions

1. Short Title

This Directive may be cited as the “**Ethiopia’s Overseas Employment Implementation Directive No. 1126 /2026.**”

2. Definitions

Unless the context otherwise requires, the distinct meaning for the purpose of this Directive, the words and phrases used herein shall have meanings assigned to them in the Proclamation. Furthermore, for the purpose of this Directive:

1/ “**Proclamation**” refers to the Ethiopian Overseas Employment Proclamation No. 1389/2025.

2/ “**Ministry**” or “**Minister**” refers to the Ministry of Labor and Skills or the Minister, as applicable.

3/ “**Minimum salary**” refers to the lowest salary determined for Ethiopian workers abroad through a bilateral labor agreement with a host country, or based on periodic market research.

4/ Definitions under the Proclamation and Article (2) of the Labor Proclamation No. 1156/2019 shall apply as appropriate.

5/ Any expression to the masculine gender includes the feminine.

Part Two

Overseas Employment

3. Salary

Skilled workers deployed abroad, either independently or through agencies, should not receive a salary lower than the minimum salary applicable to similar positions in the destination country.

4. Health Examination

traveling abroad for employment, take into account the following 1/ In collaboration with the Ministry of Health, the Ministry shall, when selecting health institutions capable of conducting medical examinations for workers criteria:

- a) Whether the health institution possesses a valid license and accreditation issued by the Ministry of Health of the Federal Democratic Republic of Ethiopia;
- b) Whether it possesses organized and adequate medical equipment and professional personnel necessary to conduct the required examinations;
- c) The accessibility of the institution to workers prepared for overseas employment seeking medical services;
- d) Whether the service fees charged by the institution are commensurate with the financial capacity of the workers, and whether the institution maintains a good reputation;
- e) Whether the institution has a record free from criminal activity in relation to safeguarding the health, safety, and rights of citizens;
- f) The willingness of the institution to enter into a Memorandum of Understanding (MoU) to work in cooperation with the Ministry regarding this matter.

2/ A health institution selected pursuant to Sub-Article (1) of this Article shall, in conducting examinations for referred workers, comply with the following:

- a) Receive and treat workers in accordance with professional ethics;
 - b) Protect and respect the health, safety, and rights of the worker;
 - c) Maintain the confidentiality of any information or findings obtained during the examination;
 - d) Without prejudice to the requirement of providing examination results to the worker as necessary, transmit the results in writing to the Ministry.
- 3/ The Ministry, in collaboration with the Ministry of Health, shall ensure that the health institutions selected pursuant to Sub-Article (1) of this Article are performing their duties appropriately.
- 4/ Where a worker, having undergone an initial medical examination, disagrees with the results for their own reasons and seeks a re-examination, they shall bear the costs thereof; provided that the Ministry shall be responsible for verifying the nullification of the initial result.
- 5/ The fees for medical examinations shall be jointly determined by the Ministry and the Ministry of Health based on a designated study.

5. Conditions pertaining to the deployment of skilled workers

1. The Ministry shall prepare a standard model memorandum of understanding to guide employment agreements between agencies and employer companies recognized by the host country for deploying skilled workers.
2. In accordance with Article 8(3) of the Proclamation, the Ministry shall authorize an agency to conclude employment agreements for deploying skilled workers when:
 - a) The agency is certified to deploy skilled workers.
 - b) The employer company in the host country is legally established or, if it is an employment agency, is licensed to employ or deploy skilled workers;

- c) The draft employment agreement between the agency and the employer company recognized by the host country government is deemed to be no less than or better than the model bilateral agreement or memorandum of understanding prepared by the Ministry and is presented and verified by a mission in the host country;
- d) The agreement on commission between the agency and the employer or the employer-employee liaison company in the destination country is presented and verified by the Ministry of Foreign Affairs or by a Labor Attaché in destination country or by the Ethiopian Mission;
- e) When it is confirmed that the employer company with which the Agency intends to work is recognized by the government of the receiving country, holds a valid and renewed license for its sector of business in accordance with the relevant law of the receiving country, and possesses a good performance record or good ethical standing; and
- f) When the deployment of skilled workers is required, it shall be permitted only when it is ascertained that the diplomatic relations between the receiving country and Ethiopia, and the general prevailing situation of the receiving country, ensure the protection of the rights, security, and dignity of the citizens

6. Conditions Pertaining to the Employment of Seafarers

- 1/ The Agency may only deploy seafarers for overseas employment upon verification that it possesses a valid license authorizing such deployment.
- 2/ Notwithstanding the provisions of Sub-Article (1) of this Article, any agreement entered into between an Agency and an employer for the recruitment of seafarers shall be verified by the Ethiopian Maritime

Authority in accordance with the standards set forth in the Maritime Labor Convention.

3/ Any Agency presenting an agreement to obtain a license for the recruitment of Ethiopian seafarers may only enter into such agreements with a destination country agency or employer if that country is a signatory to the Maritime Labor Convention, 2006 (as amended), or if the country has an equivalent legal framework.

7. The Required documents for Employment Secured through Personal Effort

1/ Any individual seeking to be engaged in employment secured through personal effort shall fulfill and submit the following documents to the Ministry:

- a) A Contract of Employment;
- b) A Work Visa and, as the case may be, a Residence Visa;
- c) A renewed Kebele Identity Card and a Unique Worker Identification Number;
- d) Where the employer requires occupational competency certification, the said certification;
- e) Educational credentials verified by the competent authority;
- f) An overseas travel medical examination certificate;
- g) A criminal clearance certificate (police clearance);
- h) Evidence of life and bodily injury compensation insurance coverage effected in accordance with Article 69(1) of the Proclamation;
- i) Evidence of payment for service fees and the Employers' Guarantee Fund.

2/ Upon verifying that the criteria set forth under Article (8), Sub-Article (5) of the Proclamation and the documents listed under Sub-Article (1) of this Article have been fulfilled, the Ministry shall issue a decision on the permit within three (3) working days.

3/ Where the evidence submitted under Sub-Article (1) of this Article is deemed insufficient to authorize the employment claimed to have been secured through personal effort abroad, the Ministry shall provide the applicant with a written explanation stating the reasons for refusal within three (3) working days.

8. Duties and Responsibilities of Labor Attaché

- 1/ Monitor the working conditions of employees;
- 2/ Mediate, investigate, and resolve disputes, grievances, and disagreements;
- 3/ Investigate and provide necessary solutions for, or mediate in, disputes and conflicts arising between employees, receiving country agencies, employers, and the government;
- 4/ Provide counseling and support services to citizens regarding issues encountered in the destination country;
- 5/ Take necessary action regarding insurance claims, medical treatment, and compensation claims for death or bodily injury raised by citizens;
- 6/ Facilitate the repatriation of citizens who, for various reasons, are unable to continue their employment;
- 7/ Examine necessary documentation and issue or renew licenses for agencies and employing organizations located in the destination country, and approve job orders;
- 8/ Examine necessary documentation and approve job orders for labor recruitment agencies and employing organizations in the destination country;
- 9/ Review and approve or renew employment contracts for skilled manpower to ensure compatibility with the laws of Ethiopia and the destination country, as the case may be, and render necessary decisions;
- 10/ Conduct spot checks and whistle-blower-based inspections and monitoring to issue or renew workplace permits for agencies and employers in destination countries that recruit Ethiopian manpower, based on bilateral agreements, national laws, and international conventions ratified by the countries;

- 11/ Lead and coordinate the overseas employment support office in countries where an Embassy or Consulate is not in close proximity, upon authorization by the Ministry;
- 12/ Study labor market demands in various countries, work closely with competent authorities, and facilitate the ratification of agreements;
- 13/ Submit monthly reports to the Ministry detailing illegal labor and recruitment conditions, the objective status of deployment, opportunities, and challenges;
- 14/ Monitor the overall implementation of overseas employment and bilateral agreements concluded with destination countries;
- 15/ Establish and maintain necessary working relationships and collaborate with relevant government bodies, trade unions, agency associations, and other institutions directly related to the sector, as well as Diaspora associations in the destination country;
- 16/ Undergo capacity-building training as deemed necessary by the Ministry, including training on new operating procedures, digital system utilization, and national and international labor matters;
- 17/ Perform such other duties and responsibilities as may be assigned by the Ministry.

9. Regular Station and Tenure of Labor Attaché

- 1/ The official station of a Labor Attaché shall be in the destination country to which the Ministry has assigned them; however, the Ministry may, at any time as it deems necessary, transfer the Attaché from the assigned destination country to another country, recall them to the home country, or assign them to other duties
- 2/ The tenure of a Labor Attaché shall be four years; however, the Ministry may, depending on the circumstances, extend or shorten the duration of the term

10. Number and Deployment Modalities of Labor Attachés

1/ The standard number of Labor Attachés to be deployed in a destination country shall be one (1); provided, however, that the Ministry may, as the case may be, increase the number or waive the appointment.

2/ In determining the deployment of more than one Labor Attaché in a destination country, the Ministry shall take the following factors into consideration:

- a) Whether it would facilitate the enhanced protection of the rights, dignity, and safety of citizens employed in the destination country;
- b) The degree of vulnerability of citizens;
- c) The frequency of grievances and claims submitted in relation to the rights, safety, dignity, and interests of citizens;
- d) The geographic size and administrative scope of the destination country.

Part Three

Sub-Section one

Training Process and Assessment System

11. Services Provided at One Stop Service Center

1. Any individual seeking overseas employment shall register through the Ethiopian Labor Market Information System at the nearest One Stop Service Center.
2. Citizens who register pursuant to Sub-Article (1) of this Article are required to meet the following prerequisites:
 - a) Be 18 years old or older
 - b) Possess the required competence for the designated employment;
 - c) Be willing to take the necessary training and assessment at a nearby institution
 - d) Where a nearby institution is unable to provide training for the specific sector of employment and the worker desires to receive specialized training, he shall be entitled to take such training at a training center of his choice.
3. The Ministry shall identify citizens from the Ethiopian Labor Market Information System who fulfill the criteria and refer them to training centers through the One-Stop-Service Center.
4. Notwithstanding the provisions of Sub-Article 2 (c) of this Article, the Ministry may, as appropriate, assign citizens at their preferred training centers to take the required training.

12. Skills Development Training Centers

- 1/ The Ministry shall verify that Skills Development Training Institutions possess the necessary infrastructure to train citizens for overseas

employment; it shall cause the revocation of training permits for institutions found to be non-compliant.

2/ Skills Development Training Institutions shall provide training based on the curriculum and related criteria developed by the Ministry; the fulfillment of this requirement shall be verified by the competent authority.

3/ Upon verification that the requirements set forth under Sub-Articles (1) and (2) of this Article have been fulfilled, the Skill Development Training Institution shall be registered through the Ethiopian Labor Market Information System.

13. Duties and Responsibilities of Skills Development Training Institutions

1. The Training Institution shall commence training for trainees assigned through the Ethiopian Labor Market Information System in accordance with the prescribed curriculum.
2. Training shall commence between the 1st and the 5th day of each month; trainees who fail to commence training within this period may do so during the same timeframe in the following month. Notwithstanding the foregoing, the Training Institution may adjust the training schedule based on its trainee capacity.
3. Where a trainee, for any reason, misses the designated training period, they may ascertain the next commencement date by notifying the relevant One-Stop Center. The One-Stop Center shall, in turn, notify the Training Institution to facilitate the trainee's enrollment.
4. The Training Institutions shall conduct appropriate follow-ups to ensure trainees receive the proper instruction; the Ministry shall exercise oversight through the Ethiopian Labor Market Information System.
5. The Training Institution shall be responsible for issuing a certificate of completion to the trainee, specifying the type of training undertaken and the corresponding results.
6. The Training Institution shall provide remedial training to trainees who fail to complete the program successfully, provided that the fee charged for such repeat training shall not exceed fifty percent (50%) of the initial training fee.

7. The Training Institution shall, within three (3) days of program completion, notify via the Ethiopian Labor Market Information System; the Ethiopian Labor Market Information System shall, subsequently, notify the Competency Assessment Center of the candidates eligible for assessment.

14. Occupational Competency Assessment and Certification Centers

1/ The Assessment Center shall, within seven (7) days of receipt of candidates who have completed their training from a Training Institution, establish an assessment schedule and conduct the evaluation through the digital system.

2/ The Assessment Center shall transmit the assessment results of each candidate to the Ministry via the system; it shall issue a certificate to successful candidates and record those who failed within the system. A candidate who fails the assessment may sit for a re-evaluation at the same center.

3/ Where necessary, a skilled worker may obtain occupational competency assessments from a designated Competency Assessment Center.

4/ The Assessment Center shall evaluate candidates possessing skills acquired through experience in relation to their intended field of employment and profession, and shall issue occupational competency certifications to those deemed qualified.

15. Duties and Responsibilities of the Ministry

Notwithstanding the duties and responsibilities vested in the Ministry under Article 4 of the Proclamation and under this Directive, the Ministry shall have the following duties and responsibilities concerning the organization of agencies, the implementation of skill training institutions, and the assessment system:

- a) The Ministry shall evaluate Skill Training Institutions based on competency standards, identify those with better performance, and provide appropriate incentives;
- b) The Ministry shall issue a warning to any Skill Training Institution found to have failed in providing the required training; in cases of

repeated failures, the Ministry may prohibit the institution from conducting overseas employment training;

c) The Ministry may, based on labor market demands, require training institutions to provide specialized training in specifically identified fields of employment;

d) The Ministry shall, as necessary, establish a system enabling individuals being engaged in employment based on skilled labor or skills acquired through experience to receive short-term training;

e) Notwithstanding the provisions of Articles 17, 18, and 19 of this Directive regarding the organization and requirements of agencies, the Ministry may, under special circumstances, authorize the consolidation of not more than three agencies and permit them to operate with less than the required office space and human resources;

f) In granting the special authorization referred to under Sub-Article (1)(e) of this Article, the Ministry shall primarily take into account the interests and capacities of the agencies;

g) The special authorization granted by the Ministry under Sub-Article (1)(e) shall be valid for a period of one (1) year only; agencies licensed accordingly shall be required to transition into the regular organizational structure and fulfill the prescribed office space and human resource requirements set forth in this Directive.

Sub-Section Two

Worker Placement and Recruitment

16. Worker Placement

1. When submitting a placement request, the agency shall fulfill the following types of requirements:
 - a) The specific skill sets required for the job
 - b) The occupational sector, sub-sector, and specific job category
 - c) The educational level, as may be applicable to the circumstances;
 - d) Any other additional criteria required by the employer.
2. The Ministry shall, based on the placement request submitted by the agency, make the placement within three working days after verifying that the following requirements are met:
 - a) The agency is not under suspension or cancellation;
 - b) It is confirmed that it has a job order for the type of occupation requested for placement;
 - c) The agency possesses a license to deploy workers to the country of destination from which the job order has been issued;
 - d) The agency's level is commensurate with the requested placement.
3. The Ministry shall review the Agency's requisition based on the criteria set forth under sub-article (2) and in light of the available pool of trained and certified workers; it shall then execute the placement from the Ethiopia Labor Market Information System database and notify the workers.
4. The Agency shall deploy the employee assigned by the Ministry to their place of employment 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 the Agency is unable to deploy the assigned worker due to reasons beyond its control or circumstances attributable to the worker, it shall notify the Ministry within three working days of knowing the matter.
7. The Ministry shall examine the information provided by the Agency in accordance with sub-article (6) of this article, and upon verifying whether the failure to deploy was due to reasons beyond the Agency's control, shall issue an appropriate decision.
8. Where the Ministry is unable to execute a placement within seven (7) working days of receiving a requisition from the Agency:
 - a) In the case of skilled worker, the Head of the Ministry may authorize the agency to conduct its own recruitment;
 - b) In the case of semi-skilled worker or worker with experiential skills, the Ministry shall issue a public notice and recruit the required workers.

17. Submission of Recruitment Performance Report

Any agency that has conducted recruitment in accordance with the authorization granted by the Ministry under Article 7 of this Directive, shall perform such recruitment through its established office and shall submit a recruitment performance report to the Ministry in accordance with the prescribed format within five working days of the completion of the recruitment.

Part Four

Agency Level, Minimum Requirements and Licensing

18. Requirements to be fulfilled by a Level-One Agency

Any individual seeking to obtain a Level-One Agency license shall, without prejudice to the capital and guarantee requirements set forth under Article 31(2)(a) of the Proclamation, fulfill the following criteria regarding fields of employment, infrastructure, and organization:

1/ Distinguished from other levels, the capacity to deploy workers across all professional categories, including highly skilled personnel with specialized expertise;

2/ A standard transit center (shelter) with a minimum area of 700 square meters, determined by the volume of workers, capable of accommodating no fewer than 100 persons at any given time;

3/ A premise that is easily accessible to clients, conducive to service delivery, transparent, and located no further than 100 meters from a main or feeder road;

4/ A head office with an area commensurate with its level, equipped with client seating, essential office equipment, and computers for information and data processing;

5/ The capacity to open branch offices in Regions and City Administrations, provided that the office space, human resources, and equipment of such branches are not below the prescribed standards;

6/ A General Manager and a formal organizational structure comprising the following departments:

1. Legal and Grievance Hearing Department;
2. Citizen Support and Follow-up Department;
3. Counseling and Advisory Department;
4. IT and Digital Systems Department;
5. Recruitment and External Relations Department;
6. Training and Occupational Competency Team;

7. Monitoring and Inspection Team;

7/ A total staff complement of 50 or more employees;

8/ In accordance with the Proclamation, a registered capital of 20 Million Birr and a security guarantee of 250,000 USD or its equivalent in Ethiopian Birr;

9/ A labor recruitment linkage limited to no more than 20 foreign agencies/employers per destination country, and such linkage must be within the country for which the license was issued;

10/ There shall be no limit on the number of destination countries for which a license may be obtained; provided, however, that the labor recruitment linkages established in each licensed country shall not exceed the limit specified under Sub-Article (9) of this Article.

19. Requirements to be fulfilled by a Level-Two Agency

Any individual seeking to obtain a Level-Two Agency license shall, without prejudice to the capital and guarantee requirements set forth under Article 31(2)(b) of the Proclamation, fulfill the following criteria regarding fields of employment, infrastructure, and organization:

1/ The capacity to deploy domestic workers, manual laborers, semi-skilled workers, and skilled workers;

2/ A standard center (shelter) or office space with a minimum area of 500 square meters, determined by the volume of workers, capable of accommodating a total of no fewer than 80 persons at any given time;

3/ A premise that is easily accessible to clients, conducive to service delivery, transparent, and located no further than 100 meters from a main or feeder road;

4/ A head office with an area commensurate with its level, equipped with client seating, essential office equipment, and computers for information and data processing;

5/ The capacity to open branch offices in Regions and City Administrations, provided that the office space, human resources, and equipment of such branches are not below the prescribed standards;

6/ Including the General Manager, the Agency shall have the following departments and organizational structure:

1. Legal and Grievance Hearing Department;
2. Citizen Support and Follow-up Department;
3. Counseling and Advisory Department;
4. IT and Digital Systems Department;
5. Recruitment and Foreign Relations Department;
6. Training and Occupational Competency Team;
7. Monitoring and Inspection Team;

7/ A total staff complement of more than 30 employees;

8/ A registered capital of 15 Million Birr and a security guarantee of 200,000 USD or its equivalent in Ethiopian Birr;

9/ A labor recruitment linkage limited to no more than 20 foreign agencies/employers per country, and the number of destination countries for which a license is obtained shall not exceed eight (8); provided that the linkages in each country do not exceed the prescribed limit.

20. Requirements to be fulfilled by a Level-Three Agency

Any individual seeking to obtain a Level-Three Agency license shall, without prejudice to the capital and guarantee requirements set forth under Article 31(2)(c) of the Proclamation, fulfill the following criteria regarding fields of employment, infrastructure, and organization:

1/ The capacity to deploy domestic workers and manual laborers;

2/ A standard office space with a minimum area of 350 square meters, determined by the volume of workers, capable of accommodating a total of no fewer than 40 persons at any given time;

3/ A premise that is easily accessible to clients, conducive to service delivery, transparent, and located no further than 100 meters from a main or feeder road;

4/ A head office with an area commensurate with its level, equipped with client seating, essential office equipment, and computers for information and data processing;

5/ The capacity to open branch offices in Regions and City Administrations, provided that the office space, human resources, and equipment of such branches are not below the prescribed standards;

6/ Including the General Manager, the agency shall have the following teams and organizational structure:

1. Citizen Grievance, Support, and Follow-up Team;
2. Counseling and Advisory Team;
3. IT and Digital Systems Team;

7/ A total staff complement of more than 20 employees;

8/ A registered capital of 10 million Birr and a security guarantee of 150,000 USD or its equivalent in Ethiopian Birr;

9/ A labor recruitment linkage limited to no more than 16 foreign agencies/employers per country, and the number of destination countries for which a license is obtained shall not exceed eight (8); provided that the linkages in each country do not exceed the prescribed limit.

21. Requirements to be fulfilled by a Level-Four Agency

Any individual seeking to obtain a Level-Four Agency license shall, without prejudice to the capital and guarantee requirements set forth under Article 31(2)(d) of the Proclamation, fulfill the following criteria regarding fields of employment, infrastructure, and organization:

- 1/ The capacity to deploy domestic workers and manual laborers;
- 2/ A standard office space and center (shelter) with a minimum area of 200 square meters, determined by the volume of workers, capable of accommodating a total of no fewer than 30 persons at any given time;
- 3/ A premise that is easily accessible to clients, conducive to service delivery, transparent, and located no further than 100 meters from a main or feeder road;
- 4/ A head office with an area commensurate with its level, equipped with client seating, essential office equipment, and computers for information and data processing;
- 5/ The capacity to open branch offices in Regions and City Administrations, provided that the office space, human resources, and equipment of such branches are not below the prescribed standards;
- 6/ Including the General Manager, the agency shall have the following teams and organizational structure:
 1. Citizen Grievance, Support, and Follow-up Team;
 2. Counseling and Advisory Team;
 3. IT and Digital Systems Team;
- 7/ A total staff complement of more than 10 employees;
- 8/ A registered capital of 7,500,000 Birr and a security guarantee of 100,000 USD or its equivalent in Ethiopian Birr;
- 9/ A labor recruitment linkage limited to no more than 8 foreign agencies/employers per country, and the number of destination countries for which a license is obtained shall not exceed four (4); provided that the linkages in each country do not exceed the prescribed limit.

22. Requirements to be fulfilled by a Level-Five Agency

Any individual seeking to obtain a Level-Five Agency license shall, without prejudice to the capital and guarantee requirements set forth under Article 31(2)(e) of the Proclamation, fulfill the following criteria regarding fields of employment, infrastructure, and organization:

- 1/ Authorized to deploy workers for domestic work only;
- 2/ A standard office space and center (shelter) with a minimum area of 100 square meters, determined by the volume of workers, capable of accommodating a total of no fewer than 10 persons at any given time;
- 3/ A premise that is easily accessible to clients, conducive to service delivery, transparent, and located no further than 100 meters from a main or feeder road;
- 4/ A head office with an area commensurate with its level, equipped with client seating, essential office equipment, and computers for information and data processing;
- 5/ The capacity to open branch offices in Regions and City Administrations, provided that the office space, human resources, and equipment of such branches are not below the prescribed standards;
- 6/ Including the General Manager, the agency shall have the following departments:
 1. Citizen Grievance, Support, and Follow-up Team;
 2. Counseling and Advisory Team;
 3. IT and Digital Systems Team;
- 7/ A total staff complement of more than 6 employees;
- 8/ A registered capital of 5 Million Birr and a security guarantee of 50,000 USD or its equivalent in Ethiopian Birr;
- 9/ A labor recruitment linkage limited to no more than 4 foreign agencies/employers per country, and the number of destination countries for which a license is obtained shall not exceed two (2); provided that the linkages in each country do not exceed the prescribed limit.

23. Change of Agency Level

- 1) Where any Agency seeks an upward reclassification from its current level, the Ministry shall upgrade the Agency's level upon verifying that it has fulfilled all requirements prescribed for the higher level.
- 2) Any Agency seeking a downward reclassification from a higher level must first discharge all obligations toward citizens it deployed abroad while operating at the previous higher level.
- 3) Notwithstanding the provisions of Sub-Article (2) of this Article, an Agency seeking a downward reclassification may transition to the desired lower level provided that the guarantee money deposited pursuant to Article 66 of the Proclamation remains intact and unaffected.
- 4) An Agency shall only be eligible to submit a request for reclassification after having operated at its current level for a minimum duration of six (6) months.
- 5) Where the Ministry determines that an Agency is not deploying workers in accordance with the skills profile and professional categories required for its licensed level, it shall issue a one-month warning notice. Upon the expiry of this period, the Ministry may downgrade the Agency to a level commensurate with its actual operational capacity.

24. The Agency Manager

An individual may serve as a manager for an agency of any level only upon fulfillment of the educational standards and the specific professional work experience requirements set forth under Article 34(8) of the Proclamation.

25. Obligation to notify

1. Any agency shall be duty-bound to notify the Ministry via the Ethiopian Labor Market Information System (LMIS) regarding any worker it has deployed abroad who sustains severe bodily injury or death, returns to their home country, runs away, is detained, changes employers, or whose contract is terminated under any circumstances. Such notification, accompanied by sufficient evidence, shall be submitted within ten (10) working days from the date and time of the incident, taking into account the gravity of the case.
2. The Ministry shall examine the evidence submitted by the agency and make an appropriate decision within seven (7) working days.
3. The agency shall submit a general report on the workers deployed abroad through the Ethiopian Labor Market Information System to the Ministry within 15 days of the beginning of each quarter.
4. Notwithstanding the provisions of sub-article (3) of this Article, where an agency abroad is established at company level and employs workers on its own, the domestic agency shall, by virtue of its representation, submit a quarterly report to the Ministry verifying the payment of workers' wages within 15 days of the beginning of each quarter.
5. For a complaint filed regarding a run-away worker who was deployed abroad for work, the agency shall submit to the Ministry a police report from the country of destination, duly authenticated by the Ethiopian mission/consulate within a maximum of 10 days.

26. Agency Commission

1. Each agency shall, on quarterly basis, submit a report to the Ministry through the Ethiopian Labor Market Information System

regarding the foreign exchange commission received for citizens deployed overseas; such report shall be based on the commission rates of the respective country of destination (in USD) and include the list of workers accompanied by the relevant agreement made between the agency and its foreign partner.

2. The commission payment report submitted by the Agency shall be only that which is received through the bank account number registered at the time of the Agency's licensure.
3. The commission rate shall be determined in accordance with the agreement entered between agency federations of the sending and receiving countries; no individual agency may enter into an agreement for a commission rate lower than the rate established by such associations.
4. The provisions set forth under sub-article (3) shall also apply to any agency that is not a member of the association.
5. The agency shall report to the Ministry within the final three (3) business days of every quarter, providing evidence that the foreign currency commissions earned from the deployment of citizens abroad have been deposited into a domestic bank.
6. The amount of commission that agencies receive from their agents in the country of destination shall be determined based on a periodic study.
7. If a foreign-based agent seeks to terminate the agreement entered with a domestic agent, the foreign agent shall remain obligated to discharge all duties as stipulated in the contract. A foreign agent who has fully discharged the contractual obligations may terminate the agreement on its own initiative.

8. An agency may only request a reduction in commission due to the repatriation of a worker upon the submission of evidence consistent with the prevailing situation in the receiving country, and subject to verification by the Ministry through the relevant government authority the worker's return to the country.
9. When skilled worker is employed through an agency, except for the employment of seafarers, the worker shall pay the agency in accordance with their agreement when:
 - a) It is established that the employer does not cover the payment due to the agency and such circumstance is confirmed by the Ethiopian Mission or Consulate in that country or the Ministry of Foreign Affairs;
 - b) There is a labor supply agreement between the agency and the employer company recognized by the government of the receiving country;
 - c) The amount of commission payable between the worker and the agency shall not exceed the equivalent of the worker's one-month salary;
 - d) An agreement showing the amount of commission in accordance with Sub-Article (3) of this Article shall be submitted to and approved by the Ministry.

27. Renewal of License

1. Any agency shall submit the following documents in addition to those stipulated under Article 41, Sub-Article 2 of the Proclamation in order to renew the license granted by the Ministry.

- a) If the agency is operating in a regional branch office, a letter of support from the relevant authority in the region where it operates;
 - b) An organizational structure chart detailing current staff members and their respective positions, accompanied by their photographs
 - c) The address and proof of office tenure of the agency; consisting of the original ownership title deed along with a copy if the premises are owned by the agency, or, if the premises are leased, a valid lease agreement duly authenticated by the Documents Registration and Authentication Office
 - d) Any Agency shall submit evidence demonstrating the deployment of at least twenty-five (25) workers to a receiving country every six (6) months, in accordance with the provisions set forth under Article 42(2) of the Proclamation, commencing from the date the certificate of competence was issued.
- 2. Regarding agencies that have obtained or are in the process of obtaining a license for the overseas deployment of seafarers, the Ministry, in collaboration with the Ethiopian Maritime Authority, shall review, approve and monitor compliance with the provisions of this Directive and other relevant laws prior to the issuance or renewal of the license, as well as during the necessary inspections.
 - 3. Agency qualification certification and renewal services shall be provided through the Ethiopian Labor Market Information System.
 - 4. The licensing of any agency shall be contingent upon the verification that adequate accommodation and hygiene facilities have been provided for workers.

28. Effects of Suspension or Revocation of an Agency License on Pending Deployments

- 1) Any Agency whose license has been suspended or revoked pursuant to Articles 51 and 52 of the Proclamation shall remain obligated to complete all necessary requirements and finalize the deployment of workers who are already in the process of overseas employment.
- 2) For the purposes of sub-article (1) of this Article, workers shall be designated as “in process” for overseas employment only if those assigned to the agency by the Ministry in accordance with Article 7 of the Proclamation and Article 15 of this Directive; however, where a formal assignment has not yet occurred, it shall also include workers whom the Ministry had authorized the agency to recruit within a period not exceeding one (1) month prior to the suspension or revocation.
- 3) Where the Ministry confirms or has reason to believe that the suspension or revocation of an agency’s license is due to actions endangering the rights, dignity, and safety of citizens; or if it is found that the agency obtained or renewed its license using false information or fraudulent evidence; or provided misleading information, documents, or advertisements for the purpose of worker deployment; or prepared or submitted forged travel documents; or committed similar offenses, and is consistently not in a position to deploy workers, the Ministry may transfer the workers currently in process to another agency.

29. Opening additional offices in the country and notifying

1. Any agency intending to open an additional domestic branch office shall submit a request to the appropriate authority for permission, specifying the region, zone and district where it seeks to open the office;
2. The competent authority may grant permission to an agency requesting to open an additional office pursuant to sub-article (1) of this Article, upon evaluating the agency’s performance in protecting the rights and safety of citizens deployed abroad and verifying its institutional capacity for implementation.

3. When the appropriate authority authorizes the agency to open an additional domestic office pursuant to Sub-Article (2) of this Article, it shall notify the Ministry of the same in writing within seven (7) days.
4. The agency shall, within 7 working days of the approval of the domestic branch office pursuant to Sub-Article (2) of this Article, publish the approved domestic branch office in a newspaper with wide coverage or on accessible radio and television and submit evidence to the Ministry and the appropriate authority.
5. Branch offices established in Regions or City Administrations shall be conducive to service delivery and must fulfill the following:
 - a) A human resource complement commensurate with the agency's level;
 - b) An office floor area commensurate with the agency's level; and
 - c) Essential furniture, office equipment, and computers for information and data processing.

30. Agency Associations and Federations

- 1) Agency associations organized in fulfillment of the requirements set forth under Article 24 of the Ministry and shall be organized within the registry maintained by the Ministry.
- 2) Any Association or Federation shall, upon establishment, submit the following documents to the Ministry:
 - a) The Articles of Association (Bylaws) of the 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 the member associations;
 - d) The name and logo (emblem) of the association.

3) The Ministry shall examine the submitted documents and, upon verifying their completeness, issue a certificate of registration within fifteen (15) working days. However, if the Ministry fails to provide a response within this period, the association shall be deemed registered, and a certificate of registration shall be issued.

4) An association not registered in accordance with this Article shall not perform the functions specified under the Proclamation.

5) The Ministry shall cancel the registration of an association upon confirming that the registration was obtained through fraudulent means or by the submission of false information.

6) The Ministry may refuse the registration of an Agency association on the following grounds:

- a) Failure to fulfill registration requirements stipulated in the Proclamation or Regulations and Directives issued thereunder;
- b) Where the objectives and bylaws of the association are found to be illegal;
- c) Where the name of the association is identical to or closely resembles the name of a previously established association in a manner that may mislead members or the general public.

Part Five

Employment Contracts

31. General Provisions on Employment Contracts

1. In the employment agreement with receiving countries, a model employment contract shall be prepared based on the conditions of receiving countries and of the type of work, and shall be amended as deemed necessary.
2. For overseas employment facilitated by government-to-government, agencies and private efforts, an employment contract that respects the rights, dignity and safety of citizens shall be prepared based on the model employment contract issued by the Ministry, and signed by the employer, the employee and, where appropriate, the agency, and approved by the Ministry or by a delegated relevant authority
3. Pursuant to Sub-Article (2) of this Article, the agency shall, upon the approval of the employment contract submitted by the employer or the agency, cause the employee to sign said contract, which shall be executed in four copies for distribution to the employee, the agency, and the employer, with the final copy to be retained in the system database.
4. In accordance with sub-article (3), the agency shall translate the contract into a language that the worker understands and have him sign it.

32. Documents required for approval of an employment contract

- 1) An employment contract signed by the employer and the employee or by the employer, the employee and the agency, as applicable;
- 2) An employment visa with at least one of the languages in which it is written, English, along with its original copy;

- 3) A Copy of the employee's unexpired passport along with its original copy;
- 4) A copy of the employee's unexpired Kebele ID along with its original copy;
- 5) A copy of the unexpired Kebele ID of the emergency contact of the employee who is going to work abroad, along with the original copy,
- 6) A certificate of the employee's fingerprint test result issued by the police, as required,
- 7) A certificate of the health examination result issued by a health institution selected by the Ministry of Health to provide the service,
- 8) A copy of the qualification certificate issued by the employee who is going to work abroad and is qualified in the field of work he is going to work in, along with the original copy,
- 9) Providing biometric fingerprints of the employee's personal history and filling in the employee's unique employee number;
- 10) A document showing that the employee has life and disability insurance coverage,
- 11) If the employer is a government organization or a foreign employer who is directly employed, evidence of the deposit of the guarantee fund referred to in Article 61, Sub-Article 2 of the Proclamation.

33. Approval and registration of employment contracts

1. The Ministry shall examine and approve the employment contract after verifying that the documents referred to in Article 37 of the Proclamation (and Article 20 of this Directive) have been submitted to the system in the name of the Agency.
2. The appropriate authority authorized to approve the employment contract shall examine and approve the employment contract after verifying that the documents referred to in Article 37 of the Proclamation (as amended) and Article 20 of this Directive have been submitted.

3. When an approved employment contract is extended or amended, the employment contract shall be submitted to the Ministry for approval and registration in accordance with the requirements set out in Article 26 of this Directive for the approval of the contract.
4. Agencies shall be obliged to upload the contract approval document and other related documents on the Internet.
5. The Ministry shall prepare a manual on the procedure for the online approval of the contract. It also provides appropriate training by preparing a code of conduct for its operations.

Part Six

Submission of Evidence and Execution of Payment from Guarantee Fund

34. Submission of Evidence

Any evidence submitted by any agency in connection with employment abroad other than on a contract of employment, in accordance with the prevailing conditions in the host country, must be verified by the FDRE Mission and the Ministry of Foreign Affairs.

35. Hearing of Complaints

1. Any complaint against an agency in relation to employment or any complaint arising from direct recruitment or government-to-government employment shall be referred to the Ministry for consideration.
2. The Ministry shall investigate and resolve the complaint by obtaining the necessary evidence from the relevant parties.

36. Regarding the return of license and the release of guarantee deposit.

1. Without prejudice to the provisions of Article 66, Sub-Article 4 of the Proclamation, any agency, when requesting the return of the license issued and the release of the security deposit held in a bank for the

rights and security of citizens it sent abroad for work, shall submit the following:

- a) A written application submitted with the license to return the license;
- b) A detailed report showing the status of the citizens it sent abroad for work since the date of issuance of the license in accordance with the format prepared by the Ministry;

If they didn't send employees abroad, a letter stating the same;

- c) A tax clearance from the Revenue and Customs Authority;
- d) If the office has been open and operating, a certificate from the relevant authority in the region where it operates that it is free from complaints;

2. The Ministry shall ensure that the documents listed in Sub-Article (1) of this Article are complete and submitted and shall;

- a) Verify that there are no lawsuits or complaints filed against the Agency regarding the violation of the rights of citizens sent abroad for work, within a period of one month, from the judicial authorities, missions in the host countries and other relevant bodies;
- b) Publishing a two-month notice in the Addis Zemen Newspaper to the public to verify whether there are any claims of rights filed regarding the rights of citizens sent abroad for work and verifying that no claims of rights have been filed within the time limit given;
- c) Verify that there are no citizens sent abroad for work whose contract period has not been completed, the Agency shall, within a period not exceeding four months from the date of the request. The money deposited in the bank shall be released.

3. Where agencies, which have obtained licenses under either existing laws or previously repealed laws but have failed to deploy any workers, apply for the release of their blocked guarantee fund, the Ministry shall verify through the database that no workers were

deployed and, upon such confirmation, shall issue a written instruction to the bank for the release of the blocked funds.

4. When agencies that have been sending citizens abroad for work apply for the release of the security deposit they have deposited in a blocked account, the funds shall be released in accordance with Article 27 (1) and (2) of the same Implementing Directive.

37. Execution of Payment from the Guarantee Fund

In accordance with Article 66 of the Proclamation, a worker's claim for payment against the Guarantee Fund deposited by an agency to guarantee the respect of rights and the safety of the worker shall be submitted to the Ministry only in relation to the following matters:

- 1/ Where the worker sustains a work-related injury in the destination country and requires medical expenses;
- 2/ Where the worker requires transport expenses to return to their home country upon completion of the contract term, or prior to the completion of the contract term due to force majeure;
- 3/ Where an agency is unable to cover the necessary expenses for a worker in accordance with Article 76 of the Proclamation, the Ministry shall deduct such costs from the Guarantee Fund deposited by the agency to guarantee of the worker's rights and safety, and apply them toward the required expenses;
- 4/ Upon receipt of a request from the relevant body pursuant to this Directive, the Ministry shall execute the payment in accordance with the Proclamation and applicable financial laws.

38. Execution of payment from Employers' Guarantee Fund

In accordance with Article 67 of the Proclamation, the following documents must be completed and submitted to the Ministry to process a claim for payment from the Employers' Guarantee Fund by a worker deployed abroad due to a breach of the employment contract:

- a) The worker or their legal heir shall submit a written statement confirming the non-payment of wages as stipulated in the employment contract;

b) It shall be verified from the database that the worker was deployed through a legally approved employment contract;

c) Authenticated evidence from the Labor Attaché or Mission in the country destination, and the Ministry of Foreign Affairs, shall be presented to confirm that the wage claim is outstanding and accurate;

d) Upon the submission of the aforementioned documents regarding the worker's wage claim, the Ministry shall cause the payment to be executed in accordance with the applicable financial laws.

39. Insurance Coverage

1/ The Ministry shall select insurance providers offering coverage through a competitive bidding process and shall notify the relevant bodies of the selection.

2/ In selecting insurance providers pursuant to Sub-Article (1) of this Article, the Ministry shall take into account the following criteria:

a) Whether the insurance provider is permanently established within the country;

b) Whether the provider is duly authorized and recognized by the National Bank to provide such services in accordance with the law;

c) The accessibility of the provider to both employers and workers seeking the service;

d) Whether the provider maintains adequate reserves at the National Bank for life and disability insurance coverage for workers;

e) Whether the organization is free from any criminal activity and maintains a good reputation;

f) Its willingness to execute a Memorandum of Understanding (MoU) to work in cooperation with the Ministry regarding matters related to the sector.

3/ The employer shall ensure that workers obtain life and disability insurance coverage through the insurance providers selected pursuant to Sub-Article (1) of this Article.

4/ The duration of the insurance coverage required for the worker shall be determined based on the term of the employment contract entered into between the worker deployed abroad and the employer.

5/ Notwithstanding the provisions of this Article, a superior insurance coverage offer may be accepted in the case of the deployment of skilled human resources.

Part Seven

Miscellaneous Provisions

40. Determination of how many foreign agencies an agency may work with

1/ An agent possessing a valid license to engage in labor recruitment and placement in a receiving country may work with agencies licensed to engage in labor recruitment and placement in Ethiopia as follows:

- a) If categorized as Low, with up to two agencies;
- b) If categorized as Medium, with up to four agencies;
- c) If categorized as High, with only up to eight agencies;

2/ The provisions of Sub-Article (1) of this Article shall not be applicable to seafarer recruitment and placement agencies.

41. Incentive system

1/ Without prejudice to incentives to be provided to agencies under other laws, the Ministry shall, pursuant to Article 43 Sub-Article (1) of the Proclamation, provide incentives and recognition to agencies demonstrating better performance.

2/ Without prejudice to the criteria specified under Article 43 Sub-Article (2) of the Proclamation for identifying high-performing agencies, the Ministry shall take into account the following evaluation criteria:

- a) The volume of labor linkages established in each destination country for which a license was issued;

- b) The absence of any violations defined under the Proclamation and remaining free from administrative measures;
- c) Timely and consistent reporting to the Ministry regarding accurate commissions received from deployed workers without unauthorized deductions;
- d) Non-participation in, and exoneration from, any criminal activities;
- e) Maintenance of accurate books of account regarding commissions received from each worker deployed abroad, and the timely submission and payment of same to the tax authority within the prescribed period;
- f) The absence of any complaints lodged against the agency by deployed workers or relevant stakeholders.

3/ The evaluation criteria specified under Sub-Article (2) of this Article shall apply uniformly to agencies at all levels.

4/ An agency shall be evaluated and its performance measured only against other agencies within the same level, and not against agencies in other levels.

5/ The incentives and recognition provided by the Ministry to high-performing agencies pursuant to Sub-Article (1) of this Article shall be awarded annually.

6/ Pursuant to Sub-Article (1) of this Article, annual incentive and recognition awards shall be granted only to agencies ranked first through third within each respective level.

7/ Pursuant to Sub-Article (6) of this Article, the incentive and recognition awards granted by the Ministry to high-performing agencies may, depending on the circumstances, range from Platinum to Silver ranks along with certificates of recognition.

42. Obligation to Cooperate

Any person shall be obligated to cooperate with the implementation of this Directive.

43. Amendment of this Directive

The Ministry shall have the authority to amend this Directive whenever it deems such amendment necessary.

44. Repealed Directive

The Ethiopia Overseas Employment Proclamation Implementation Directive No. 90/2020, issued to implement the Ethiopia Overseas Employment Proclamation No. 923/2016, is hereby repealed by this Directive.

45. Effective Date of the Directive

Pursuant to the Federal Administrative Procedure Proclamation No. 1183/2020, this Directive shall enter into force as of the date it is registered by the Ministry of Justice and uploaded onto the website of the administrative regulatory body

Addis Ababa

Muferihat Kamil

EFDR Minister of Labor and Skills