A PROCLAMATION ON FOREIGN SERVICE

WHEREAS, it has become necessary to put in place a legal framework that would enable to administer the foreign service in a consistent and coordinated institutional mechanism to realize the objectives provided for by the Foreign Affairs and National Security Policy and Strategy of the Federal Democratic Republic of Ethiopia;

WHEREAS, it is deemed important to introduce a system that would allow to carry out the foreign service related activities of different government offices in a coordinated manner;

WHEREAS, it has become necessary to put in place an efficient and effective organizational, administrative and procedural system that would enable the creation of an accomplished and strong human resource capable of fulfilling its national mission with devotion and dedication, and motivation and realize a transparent and accountable career foreign service;

NOW, THEREFORE, in accordance with Article 55(1) of the Constitution of the Federal Democratic Republic of Ethiopia, it is hereby proclaimed as follows:
PART ONE

GENERAL

1. Short Title
This Proclamation may be cited as the "Foreign Service Proclamation No. 790/2013".

2. Definitions
Unless the context otherwise requires, in this Proclamation:

1/ "foreign service" means the service provided by the Ministry of Foreign Affairs and the missions abroad;

2/ "foreign service officer" means any staff of the Ministry or a mission employed in accordance with this Proclamation, in the diplomatic service sector or administrative and technical service sector, on a permanent or probation basis;

3/ "Ministry" or "Minister" means the Ministry or the Minister of Foreign Affairs of the Federal Democratic Republic of Ethiopia, respectively;

4/ "mission" means Ethiopia's diplomatic mission, permanent mission, consular office or trade office abroad;

5/ "diplomatic mission" means an embassy of the Federal Democratic Republic of Ethiopia abroad;

6/ "permanent mission" means a permanent mission representing the Federal Democratic Republic of Ethiopia in an inter-governmental organization abroad;

7/ "consular office" means a consular office of the Federal Democratic Republic of Ethiopia abroad;

8/ "trade office" means a trade office of the Federal Democratic Republic of Ethiopia abroad;

9/ "honorary consul" means a consul appointed in a country where there is no mission or in a city where there is no mission despite the presence of a mission in that country;
"diplomatic service sector" includes, both in the Ministry and missions, political diplomacy, economic and business diplomacy, public diplomacy and communications, protocol, international legal affairs, diaspora participation affairs, consular service, gender and equal opportunity affairs, and other related subjects to be determined by the Ministry;

"diplomatic service officer" means a staff of the diplomatic service segment of the Ministry or mission having career diplomatic service rank;

"administrative and technical service sector" includes, both in the Ministry and missions, the human resource management, capacity building, planning and budget, audit and inspection, procurement, finance and property administration, archives, documentation and library, secretarial services, reception and entertainment, communication technology, electronics, engineering and other related subjects to be determined by the Ministry;

"support services sector" includes, both in the Ministry and missions, chauffeur, labour and security, photo copy, janitorial, messenger and other related subjects to be determined by the Ministry;

"administrative and technical service officer" or "support service employee" respectively, means a staff of the administrative and technical service sector or support services segment of the Ministry or mission, having no career diplomatic service rank;

"probationer" means an officer employed, in accordance with this Proclamation, in the diplomatic service sector for a probation period;

"inter-governmental organization" means a regional or continental or international organization established by governments;

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17/ “diplomatic relations” means a bilateral relation the Government of the Federal Democratic Republic of Ethiopia establishes with another country;

18/ “family” means a foreign service officer’s spouse, children below the age of 21 and dependants;

19/ “child” means a biological child or adopted child of a foreign service officer and his spouse or one of them or a stepchild of one of them;

20/ “dependent” means an unmarried child of 21 years of age supported by and living with the foreign service officer and his spouse or one of them;

21/ “allowances” and “benefits” mean different payments made and support given, in addition to the regular salary, to a foreign service officer and his family in accordance with this Proclamation;

22/ “suitability” means a candidate foreign service officer’s pre-employment or a foreign service officer’s post-employment identity information to be verified in accordance with this Proclamation whether the candidate is capable or appropriate to be employed as a permanent foreign service officer or continue as such after employment;

23/ “government office” includes federal government offices, regional state government offices and public enterprises, as appropriate;

24/ any expression in the masculine gender includes the feminine.
3. Powers and Duties of Foreign Service

Without prejudice to the provisions of other relevant laws, the powers and duties of foreign service shall include the following:

1/ realizing and securing Ethiopia’s national interests by establishing and strengthening political, economic and social cooperations through bilateral and multilateral relations, especially, through transfer of technology, promotion of trade and investment, as well as widening and strengthening the horizon of cultural relations and tourism;

2/ seeking new financial, technical and capacity building support from development partners; creating a conducive environment for addressing implementation problems that may arise in consultation with the relevant stakeholders;

3/ developing best practices and conducting studies and researches that would help for the better implementation of the Foreign Affairs and National Security Policy and Strategy of the Federal Democratic Republic of Ethiopia;

4/ protecting the rights and interests of Ethiopian nationals abroad;

5/ enabling Ethiopians in the diaspora and foreign nationals of Ethiopian origin to strengthen their ties with Ethiopia and benefit themselves and their country through active participation in the development and democratization process of Ethiopia;

6/ coordinating and conducting public diplomacy and public relation works abroad to further build the country’s image and create an enabling environment for development;

7/ responding to issues and concerns raised in relation to the implementation of the international and regional human rights instruments ratified by Ethiopia, in consultation, as appropriate, with the relevant executive bodies; preparing the national implementation reports on these instruments, by coordinating the relevant executive bodies and stakeholders, and submit them to the appropriate international and regional bodies;
8/ providing consular services in accordance with relevant laws; and

9/ carrying out other related activities that are not specifically assigned to other bodies by law.

4. Establishing and Terminating Diplomatic Relations, Joining Inter-Governmental Organization and Withdrawing Membership and, Opening and Closing Missions

The government of Ethiopia may establish or terminate a diplomatic relation with another country, open or close a mission, as well as join an inter-governmental organization or withdraw membership by decision of the Prime Minister upon recommendation by the Minister in consultation with the appropriate organs.

5. Criteria Required for Opening a Mission

A mission shall be opened abroad on the basis of the national interest of Ethiopia, in particular, taking into account the following conditions in the receiving state:

1/ the potential investment flow and transfer of technology required for national development and growth, as well as market opportunities for Ethiopian products, the quality and quantity of development cooperation and technical support;

2/ the level of political and diplomatic support available for the maintenance of peace, the democratization process and success of the Foreign Affairs and National Security Policy and Strategy; or

3/ the significance of the mission for the protection of the interests of Ethiopian nationals living in the receiving state and strengthening the ties of foreign nationals of Ethiopian origin with their country of origin.
1. **Actors in Foreign Service Functions**

1/ The Ministry shall lead the foreign service, coordinate its activities and, without prejudice to the powers vested in other organs of the government pursuant to the law with respect to internal security affairs, implement the Foreign Affairs and National Security Policy and Strategy.

2/ The Ministry shall:

a) coordinate the foreign-service related activities carried out by different government executive organs in accordance with their legal mandate, provide them support and facilitate conditions for their success;

b) establish a national coordination forum in accordance with this Proclamation and regulation to be issued pursuant to this Proclamation, coordinate the activities of different government and relevant non-governmental bodies authorized by law to carry out foreign-service related tasks, in particular, their activities in economic diplomacy, public diplomacy and diaspora participation.

3/ Any government executive organ shall inform the Ministry when it carry out foreign service related activities in accordance with its legal mandates.

**PART TWO**

**SECTORS, CATEGORIES AND RANKS IN THE FOREIGN SERVICE**

7. **Foreign Service Sectors**

The foreign service shall have the following sectors:

1/ diplomatic service sector;

2/ administrative and technical service sector; and

3/ support service sector.
8. **Categories in the Diplomatic Service Sector**

The diplomatic service sector shall have the following categories:

1/ senior rank diplomatic service category;

2/ middle-level rank diplomatic service category;

3/ junior-level rank diplomatic service category; and

4/ consular service category.

9. **Senior Rank Diplomatic Service Category**

Without prejudice to Article 15 of this Proclamation, the ranks in the senior rank diplomatic service category shall be the following:

1/ Minister Plenipotentiary;

2/ Minister;

3/ Minister Counselor I; and

4/ Minister Counselor II.

10. **Middle-Level Rank Diplomatic Service Category**

The ranks in the middle-level rank diplomatic service category shall be the following:

1/ Counselor I;

2/ Counselor II; and

3/ First Secretary.

11. **Junior-Level Rank Diplomatic Service Category**

The ranks in the junior-level rank diplomatic service category shall be the following:

1/ Second Secretary;

2/ Third Secretary; and

3/ Attaché.
12. Consular Service Ranks
The ranks in the consular service category shall be the following:
1/ Consul General;
2/ Consul;
3/ Vice Consul; and
4/ Assistant Consul.

13. Categories and Ranks in the Administrative and Technical as well as Support Services Sectors
The categories and ranks in the administrative and technical as well as support service sectors shall be determined in accordance with the federal civil service laws.

14. Seniority of the Diplomatic and Consular Service Officers
The seniority among diplomatic and consular service officers shall be determined on the basis of the date of their employment or promotion; provided, however, that if two or more diplomatic and consular service officers are hired or promoted on the same date, their seniority shall be determined on the basis of their level of education and their performance evaluation results.

PART THREE
APPOINTMENTS IN THE FOREIGN SERVICE

15. Political Appointments in the Foreign Service
The following shall be political appointments in the foreign service:
1/ ambassador extraordinary and plenipotentiary;
2/ ambassador; and
3/ ambassador at large.
Ambassador extraordinary and plenipotentiary and ambassador shall be appointed by the President upon nomination by the Prime Minister pursuant to Article 71(3) of the Constitution of the Federal Democratic Republic of Ethiopia.

The conditions under which an ambassadorial title conferred pursuant to sub-article (1) of this Article may continue to be used after the termination of service shall be determined by directive to be issued by the Ministry.

The Prime Minister may appoint an ambassador at large for a specific assignment.

The relationship of an ambassador at large with the Ministry and the support to be afforded shall be determined by regulation to be issued pursuant to this Proclamation.

In the event that an ambassador is not assigned to head a diplomatic mission or a permanent representative is not assigned to head a permanent mission or if the ambassador or a permanent representative is not available at his duty station for more than ninety days and no deputy is assigned to fill in for him, the Minister may appoint a charge d'affaires to head the diplomatic or permanent mission.

In the event that there is no deputy head of diplomatic mission or permanent mission and the head of the diplomatic mission or the permanent representative is away from the mission for less than ninety days without designating charge d'affaires ad interim, the Minister may appoint a charge d'affaires ad interim as an acting head of the mission.
19. Appointment of a Head Consular Office

The Minister shall appoint a consul general or a consul to head a consular office.

20. Appointment of Honorary Consul

1/ In a country where there is no mission or in a city where there is no mission despite the presence of a mission in that country, the Minister may appoint an honorary consul from among Ethiopian nationals or foreigners of Ethiopian origin or foreigners of another country who are permanent residents of the host country or nationals of the host country on the basis of their reputation and good professional standing.

2/ The conditions under which an honorary consul is appointed, his functions, responsibilities and obligations, as well as termination of his appointment shall be determined by regulation to be issued pursuant to this Proclamation.

3/ A person appointed as an honorary consul may not receive remuneration for his job; provided, however, that conditions under which some expenses incurred for the work may be covered shall be determined by a directive to be issued by the Ministry.

PART FOUR
ADMINISTRATION OF FOREIGN SERVICE OFFICERS


1/ Every applicant who wants to be employed as a diplomatic service officer shall fulfill the following criteria:

a) having Ethiopian nationality;

b) loyalty to the Constitution of the Federal Democratic Republic of Ethiopia;

c) a minimum of bachelor's degree in any field from a recognized higher learning institution;
21. Every entry level employment of a diplomatic service officer shall begin from the rank of attache.

22. Recruitment of Diplomatic Service Officers

Without prejudice to the provisions of Article 21(1) of this Proclamation, the recruitment of diplomatic service officers shall be made in a transparent competition based on knowledge and competence.

23. Employment of Diplomatic Service Officer

1/ Every employment of a diplomatic service officer shall be implemented by selecting the one better fulfilling the requirements provided under Article 21(1) and Article 22 of this Proclamation.

2/ Every entry level employment of a diplomatic service officer shall begin from the rank of attaché.

d) passing suitability check;

e) passing medical check with the exception of HIV/AIDS;

f) at least 21 years of age;

g) passing the entrance exams of the Ministry;

h) clearance for criminal record; and

i) informing the Ministry if married to a foreign national.

2/ A diplomatic service officer may not work for another government or organization, or otherwise engage in activities that would give rise to conflict of interest, except as provided in this Proclamation.

3/ Without prejudice to the provisions of this Proclamation, the administration of the administrative and technical service and the support service sectors officers shall be conducted in accordance with the federal civil service laws.

4/ Where necessary, a foreign national of Ethiopian origin or a national of another country may be hired and assigned to diplomatic service sector jobs on a contractual basis.
1/ The Ministry shall, in collaboration with the relevant bodies, verify the suitability of a candidate employee who fulfills all the other requirements for employment in the diplomatic service sector before his employment on probation.

2/ The objective of verifying the suitability of a candidate employee of the foreign service is to confirm that there is no concealed identity, that he is not under any influence of different internal and external forces, that he is not addicted to different harmful substances and behaviors, that he is capable of keeping with strict confidentiality any

3/ Vacant posts above the rank of attaché shall be filled by promotion or internal transfer, respectively, in accordance with Article 27 and Article 29 of this Proclamation.

4/ In the event that it is impossible to fill the vacant post above the rank of attaché in the diplomatic service sector in accordance with sub-article (3) of this Article, the Ministry may, with the decision of the management council, fill it by employing personnel, fulfilling the requirements of this Proclamation.

5/ In order to progressively strengthen a career diplomatic service, a continuous training and evaluation shall be conducted on the basis of the training and curriculum manual as well as a schedule prepared by the Foreign Service Training Institute.

6/ In order to avoid any adverse impact, on the foreign service activities, resulting from mismatch between demand and supply of human resource that may be created due to movement of the foreign service officers between the Ministry and the missions or any other reason, the Ministry shall prepare and implement a timely and regular human resource management plan based on need assessment study.

24. Verification of Suitability

1/ The Ministry shall, in collaboration with the relevant bodies, verify the suitability of a candidate employee who fulfills all the other requirements for employment in the diplomatic service sector before his employment on probation.

2/ The objective of verifying the suitability of a candidate employee of the foreign service is to confirm that there is no concealed identity, that he is not under any influence of different internal and external forces, that he is not addicted to different harmful substances and behaviors, that he is capable of keeping with strict confidentiality any
sensitive information that he might hear, see, carry and utilize in due course of discharging his duties, as well as that he is capable of accomplishing his national mission with loyalty.

3/ The Ministry shall confirm, from time to time through continuous post-employment verification, the security clearance of a permanent foreign service officer who is employed having fulfilled all the necessary requirements and successfully completing his probation period.

4/ Every government office or private institution shall cooperate with the Ministry, upon its request, by furnishing the correct information in the course of verifying and confirming the suitability of a candidate or permanent employee of the Ministry.

25. Probation Period

1/ Every diplomatic service probationer shall successfully complete a one year diplomatic training at the Foreign Service Training Institute in accordance with the curriculum of the Institute and the one and half year on the job training in order to be employed on a permanent basis.

2/ At the Institute, a probationer shall receive, during his probation period, a classroom and on-job training on career diplomatic service skill development, diplomatic and consular rights and obligations, language and communication skill, as well as other relevant capacity building trainings and close follow up and support shall be made. His performance shall be evaluated from time to time and aptitude test shall be given at the conclusion of the training at the Institute.

3/ The Ministry may extend, depending on circumstances, the probation period of a probationer for six months in the event that the probationer fails to register at least a satisfactory result of performance evaluation.
4/ A probationer whose probation period is extended by six months trial period in accordance with sub-article (3) of this Article shall be dismissed without compensation in the event that he fails to register at least a satisfactory result of performance evaluation.

5/ Notwithstanding the provisions from sub-article (1) to (4) of this Article, the Ministry may terminate the employment of a probationer before he completes the two years and a half probation period if there exists sufficient reason, depending on the result of his performance evaluation from time to time, that he is not qualified for the job in the diplomatic service.

26. Permanent Diplomatic Service Officer

A probationer, who completes his probation period registering satisfactory or above result in his performance evaluation and successfully passes the final aptitude test shall be employed as a permanent diplomatic service officer.

27. Promotion of Diplomatic Service Officer

1/ The Ministry shall put in place a mechanism for the promotion of permanent career diplomatic service officer from one career ladder to the next higher career ladder based on his preparation in education and professional skill, practical experience and his performance evaluation result.

2/ without prejudice to the provision of sub-article (1) of this Article, a mechanism by which a career diplomatic service officer with outstanding performance evaluation result may get an accelerated promotion under special circumstances shall be incorporate into the system.

28. Performance Evaluation of Diplomatic Service Officer

1/ The performance of diplomatic service officer shall be evaluated bi-annually in January and July.
The performance evaluation result of a diplomatic service officer, which is conducted in accordance with sub-article (1) of this Article, shall be a major input for promotion, assignment to missions and for different benefits provided in accordance with this Proclamation as appropriate.

29. Transfer of Personnel between Sectors of the Foreign Service

1/ In order to allocate its personnel at the right place and balance the human resource, in different sectors, in terms of number and professional mix depending on the demand and supply situation in the different sectors, the Ministry may transfer its personnel from one sector to the other in line with the relevant provisions of this Proclamation.

2/ In transferring a foreign service officer from one sector to another, in accordance with sub-article (1) of this Article, whether the foreign service officer fulfills the requirements of the sector and the post to be transferred to in terms of his level of education and practical experience, professional competence and skill, as well as his performance evaluation result shall be verified.

30. Ensuring Affirmative Representation

Without prejudice to the requirements to be fulfilled for employment as a diplomatic service officer, in accordance with this Proclamation, a mechanism that ensures equal opportunity taking into account the nationalities having low representation in the Ministry, handicaps and gender shall be put in place.

31. Apprenticeship

1/ The Ministry may, in collaboration with higher learning institutions, recruit from among outstanding students as apprentices.
2/ The rights and obligations of the apprentices to be recruited in accordance with sub-article (1) of this Article, conditions for preparing different incentives to motivate them to relate their theses to foreign service works, shall be determined by directive to be issued by the Ministry.

32. Salary to be Paid to Diplomatic Service Officers

The Ministry shall study and submit to the concerned government organ a diplomatic service officers' salary scale and a performance based system of incentives that would enable to attract and retain professionals with demonstrated skills and capacity, taking into account the career foreign service system to be introduced and the government’s capacity to pay, and implement same upon approval.

PART FIVE
ASSIGNMENT, RECALL AND TRANSFER OF FOREIGN SERVICE OFFICERS

33. Assignment, Recall and Transfer

1/ A foreign service officer may be assigned to serve in a mission in accordance with this Proclamation.

2/ The assignment, recall and transfer of foreign service officers from the Ministry to mission, from mission to the Ministry and from mission to mission shall be planned and implemented in a transparent and credible manner.

3/ The assignment, recall and transfer of foreign service officers shall be implemented upon approval, by the Minister, of the recommendation submitted by the Human Resource Management Directorate General of the Ministry.

4/ The details of the implementation of an assignment from the Ministry to mission, the duration of stay at the Ministry and the mission, the recall from mission to the Ministry and the transfer from mission to mission shall be determined by directive to be issued by the Ministry.
34. Assignment of Representatives of other Government Offices to Missions

1/ Without prejudice to the provisions of Article 33 of this Proclamation, government offices, in the sectors determined by the government, may assign their representatives who meet the suitability verification requirement to work in missions.

2/ Representatives assigned to missions in accordance with sub-article (1) of this Article, while maintaining a working relationship with the government office which they represent in respect of technical matters falling within the jurisdiction of that office, shall be accountable like other diplomats to the head of the mission and the Ministry, during their stay at the mission, in the interest of coordinating the activities of the mission.

3/ A representative assigned to a mission in accordance with sub-article (1) of this Article shall be given, for the period of his stay at the mission, a career diplomatic service rank comparable to the rank he held in the government office he represent and the various allowances and benefits allocated for that rank.

4/ The basic salary, various allowances and benefits paid to a representative of other government office assigned to a mission, pursuant to this Article, for the duration of his stay at the mission, shall be covered by the government office he represent.

5/ The Ministry may, in consultation with the government offices assigning their representatives to missions, issue directive to decide on the modalities of jointly covering expenses incurred in relation to the
activities performed by the representatives of those government offices, during their stay at the missions.

6/ A representative of another government office shall, upon completing his stay at a mission, return to the government office and be assigned at least to the rank he held before his assignment to the mission. The various allowances and benefits he receives during his stay at the mission shall also be terminated.

35. Temporary Transfer due to Election, Appointment or other Reasons

1/ On the basis of an agreement entered into by the Ministry with another government office, a foreign service officer may, with his consent, temporarily be transferred to work in another government office due to election, appointment or other reasons.

2/ A foreign service officer, who is temporarily transferred to another government office due to election, appointment or other reason, shall be returned to the rank he held before his temporary transfer, upon completing the stay of his temporary transfer.

3/ Notwithstanding the provision of sub-article (2) of this Article, upon confirming that the performance evaluation result registered by a foreign service officer during his stay of temporary transfer at the government office and other necessary requirements for promotion in accordance with this Proclamation are fulfilled, the returning foreign service officer having completed the stay of his temporary transfer, may be assigned to a higher rank than he held before his temporary transfer.

36. Secondment to an Inter-Governmental Organization

1/ The Minister may second a foreign service officer to an inter-governmental organization when it is deemed would be in Ethiopia’s interest or upon request by the foreign service officer himself.
The permission to be given in accordance with sub-article (1) of this Article, shall be made in a manner that clearly specifies the significance of seconding a foreign service officer to inter-governmental organization would have for the national interest of Ethiopia and its contribution to the enhancement of the foreign service officer’s future service in the Ministry as well as the commitment of the foreign service officer to return to and serve the Ministry.

No foreign service officer may serve in an inter-governmental organization without obtaining in advance the permission of the Ministry in accordance with the provisions of sub-article (1) and (2) of this Article.

A foreign service officer returning to the Ministry, having completed his secondment to an inter-governmental organization, may be reinstated at least to the rank he held in the Ministry before his secondment.

The provisions from sub-article (1) to (4) of this Article shall also be applicable with respect to the case of a public servant of another government office who is seconded to an inter-governmental organization with a joint agreement of that other government office and the Ministry.

In the event that a person seconded to an inter-governmental organization is a government political appointee, the secondment shall be effected with the permission of the Prime Minister.
PART SIX
ALLOWANCES, BENEFITS, IMMUNITIES AND SUPPORT TO FOREIGN SERVICE OFFICERS ASSIGNED TO MISSIONS AND TO THEIR FAMILIES

37. Services Provided to Head of Mission

1/ A head of diplomatic mission or a permanent representative shall reside in a furnished residence owned or leased by the government of Ethiopia and the expenses of which shall be fully covered by the government.

2/ A support service employee serving at the residence of the head of a diplomatic mission or a permanent representative shall be hired, upon request by the diplomatic mission or the permanent mission, with permission of the Ministry, in accordance with the provisions of Article 49 of this Proclamation.

3/ The head of a diplomatic mission or a permanent representative shall make use of an automobile owned by the government of Ethiopia and that meet the required standard. Additional vehicle may be assigned to provide service for the residence of the head of diplomatic mission or the permanent representative.

4/ An automobile that meets the required standard, with a driver, shall be assigned for the head of a consular or trade office; and he shall be paid with a housing allowance.

5/ A chargé d'affaires or a chargé d'affaires ad interim assigned in accordance with Article 18 of this Proclamation shall be paid, starting from the date he assumes the position, the benefits allocated for such position.

38. Allowances and Benefits

1/ A foreign service officer shall receive, on top of his basic salary during his stay at a mission, allowances and benefits for himself and his family as determined pursuant to sub-article (2) of this Article.
1/ In the event that a spouse of a foreign service officer, assigned to a mission, is a public servant travelling and staying with him in the country of his assignment, the Ministry shall, in consultation with the relevant government office, facilitate her leave without pay, and her reinstatement to her previous or other job with comparable rank, up on their return having completed the time of stay at the mission.

2/ The Ministry shall compensate a foreign service officer and his family for bodily injury and property damage sustained due to natural disaster, accidental illness, act of terror, political instability or other similar causes. In the event that the Ministry decides an evacuation of the foreign service officer and his family from the receiving state in relation to the injury and the damage they sustained or the force majeure created, the Ministry shall cover the expenses related to their departure.

39. Supports

1/ The Ministry shall study and submit to the government the amount of the allowances and benefits to be paid to a foreign service officer and his family in accordance with sub-article (1) of this Article, and implement same upon approval. The study shall be based on the rank of the officer, number of his family members, the living conditions of his country of assignment and the capacity of the government to pay. The study by the Ministry shall also take into account the research results published by the United Nations and other international and continental organizations in this regard as well as experiences of other countries.

3/ No tax may be levied on allowances and benefits paid, other than basic salary, to a foreign service officer.

4/ The payment of various allowances and benefits to a foreign service officer, during his stay at a mission, shall terminate upon his return to the Ministry, having completed his stay at the mission.
3/ In the event of the death of a foreign service officer serving at a mission, the Ministry shall pay his family his three month’s salary and living and housing allowances, and cover the health insurance as well.

4/ In the event of a death of a foreign service officer or member of his family, the Ministry shall cover the cost of transporting the remains to home country and the expenses required for accompanying family members.

40. **Immunity from Jurisdiction**

1/ A foreign service officer assigned to a mission and members of his family shall be immune from jurisdiction of the receiving state in accordance with the relevant international law for the duration of his stay at the mission.

2/ The immunity of a foreign service officer from jurisdiction of the receiving state as provided under sub-article (1) of this Article shall be waived with the express written authorization of the Minister.

3/ Any foreign service officer, who waives his immunity from jurisdiction by himself, in contravention of the provision of sub-article (2) of this Article, shall be accountable in accordance with the relevant law.

41. **Tax and Duty Free Privileges**

1/ A foreign service officer returning to the Ministry upon completion of his stay at a mission shall be entitled to tax and duty free privileges.

2/ The Ministry of Finance and Economic Development shall, in consultation with the Ministry, issue directive for the application of sub-article (1) of this Article.
**PART SEVEN**

**ETHICAL OBLIGATIONS AND ACCOUNTABILITY OF FOREIGN SERVICE OFFICER**

42. Ethical Obligations

Without prejudice to the provisions of other relevant laws, a foreign service officer shall observe the following ethical obligations:

1/ loyalty to the country’s Constitution;

2/ discharging his national duty and accomplishing the Ministry’s mission with efficiency, honesty and commitment;

3/ respecting and implementing government policies and laws;

4/ building, preserving and defending the honor, reputation and good image of the country, the people and the government;

5/ using responsibly confidential national information that he might hear, see and carry in the course of discharging his duties only for the intended objective; and not to pass it over to third parties;

6/ in the event he is sent abroad for a meeting, assignment or other reason, properly accomplishing his mission and returning timely;

7/ taking proper care for and protecting government property and using it only for public work for which it is allocated;

8/ observing the laws of the receiving state as well as the culture of its people;

9/ not receiving in any manner an award from foreign government without the permission of the Ministry;

10/ not receiving any kind of bribe and maintaining his personal integrity;

11/ not changing his residence, while serving in a mission, without notifying the head of the mission and not being absent from duty without any justification; and
12/ In the event that he wants to resign while serving at a mission, returning to the Ministry and submitting his resignation request and following the proper legal procedures.

43. Accountability

1/ Without prejudice to the liability under the relevant laws of the country, in the event that a foreign service officer has violated the ethical obligations provided under Article 42 of this Proclamation, the Minister, depending on the gravity of the case, may suspend him from his duty and refer his case to a disciplinary committee. If the violation is committed by a foreign service officer serving at a mission, the Minister may recall him to the Ministry prior to completing the duration of his stay at the mission.

2/ The implementation of the provisions of this Article shall be determined by directive to be issued by the Ministry.

PART EIGHT

ADMINISTRATION OF MISSIONS

44. Diplomatic and Permanent Missions

A diplomatic mission or permanent mission shall be accountable to the Ministry and shall have the powers and duties to:

1/ promote the national interests of Ethiopia in the receiving state or in other states to which it is accredited or in an intergovernmental organization to which it is represented;

2/ promote and strengthen relations between the country and the receiving state in the field of investment, trade, culture, science and technology as well as bilateral friendly relations;

3/ carry out activities relating to image building of the country and public diplomacy;
4/ coordinate and support the activities of other Ethiopian government organs in the receiving state or other states to which it is accredited;

5/ coordinate and support Ethiopians and foreign nationals of Ethiopian origin, residing in the receiving state or other states to which it is accredited, with a view to benefiting themselves and their country by participating in the development and other all-rounded activities of their choice;

6/ follow up, coordinate and support consular offices, trade offices and honorary consular offices, as appropriate, in the receiving state or other states to which it is accredited;

7/ perform other functions assigned by the relevant national and international laws to a diplomatic mission or a permanent mission; and

8/ prepare and implement, in consultation and coordination with the Ministry, a plan and program budget that would enable it to accomplish its missions effectively in the receiving state or in other states to which it is accredited or in an inter-governmental organization to which it is represented.

45. Consular Office

A consular office shall be accountable, as appropriate, to a diplomatic mission or permanent mission accredited to the receiving state or that covers the receiving state or the Ministry, and shall have the powers and duties to:

1/ promote and protect the rights and interests of Ethiopia and Ethiopian nationals in the receiving state in accordance with the relevant international laws;

2/ promote and strengthen the investment, trade, cultural, scientific and technological as well as bilateral friendly relations between Ethiopia and the receiving state in accordance with the relevant international law;
3/ register Ethiopians and foreign nationals of Ethiopian origin residing in the receiving state and maintain their detailed information;

4/ register and issue certificate of birth, death and marriage of Ethiopian nationals residing in the receiving state;

5/ provide documents registration and authentication service;

6/ provide passport and visa services;

7/ coordinate and support Ethiopians and foreign nationals of Ethiopian origin residing in the receiving state with a view to benefiting themselves and their country by participating in the development and other all-rounded activities of their choice;

8/ prepare and implement, in consultation and coordination, as appropriate, with a diplomatic mission or a permanent mission accredited to the receiving state or the Ministry, a plan and program budget that would enable it to accomplish its missions effectively in the receiving state; and

9/ perform other consular functions in accordance with the decisions of the Ministry.

46. Trade Office

1/ A trade office shall be accountable, as appropriate, to a diplomatic mission or permanent mission accredited to the receiving state or to the Ministry; and shall carry out trade, investment, tourism and other related activities in the receiving state.

2/ The implementation of the provisions of this Article shall be determined by directive to be issued by the Ministry.

47. Consular Services Provided by Diplomatic and Permanent Missions

A diplomatic mission or permanent mission may carry out the consular services referred to in Article 45 (1), (3), (4), (5), (6) and (9) of this Proclamation.
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48. Financial, Procurement and Property Administration of Mission

1/ Without prejudice to the laws governing the administration of government finance and property, the Ministry shall prepare and submit to the Ministry of Finance and Economic Development, directives and manuals applicable to the administration of finance, procurement and property of the missions, taking into account the special conditions existing in the receiving states, and shall cause the implementation of same upon approval.

2/ Without prejudice to the provision of sub-article (1) of this Article, the missions may, as appropriate, own and administer immovable property in accordance with the applicable laws and procedures of the receiving state.

49. Support Service Employees of Mission

1/ The employment contract of support service employee of a mission may, as appropriate, be concluded in accordance with the relevant laws of Ethiopia or the receiving state.

2/ The Ministry may issue directive on the procedures for the conclusion of employment contract of support service employees.

PART NINE
FOREIGN SERVICE ORGS OF THE MINISTRY

50. Establishment

1/ The following foreign service organs of the Ministry are hereby established:

a) the Management Council;
 b) the Examinations Administration Board; and
c) the Grievance Board.

2/ A Foreign Service Training Institute which shall be accountable to the Ministry and shall provide training to develop career diplomatic skills and knowledge shall be established by regulation to be issued by the Council of Ministers.
The Management Council shall be chaired by the Minister and composed of State Ministers, Director Generals, heads of offices and centers of the Ministry, as well as the head of the Foreign Service Training Institute.

The Management Council shall:

a) deliberate on and approve the strategic plan, annual plan and program budget of the Ministry and evaluate its implementation;

b) follow up, evaluate and give feedback on the implementation of the plan;

c) approve directives and manuals regarding the employment, promotion, assignment, recall, transfer, ethics and discipline, termination of service and other related matters necessary for the implementation of this Proclamation; put in place an efficient, effective, transparent and accountable working procedure; and follow up the implementation of same;

d) follow up the implementation of this Proclamation and regulations to be issued hereunder, cause the preparation and submit, draft amendment proclamations and regulations to the Council of Ministers when deemed necessary;

e) cause the study of administration, work procedure, resource utilization and other similar issues having relevance to the foreign service and follow up the implementation of same upon approval;

f) provide joint strategic leadership; and

g) carry out other related activities.

The Management Council may issue its own rules of procedure.
The Examinations Administration Board shall be chaired by a State Minister and composed of the Human Resource Management Director General and two officials to be assigned by the Minister as members, as well as head of the Foreign Service Training Institute as a secretary.

The Examinations Administration Board shall be accountable to the Minister and:

1) shall, without prejudice to Article 21 and Article 22 of this Proclamation, prescribe the academic training and practical experience required of candidates and determine the subject on which the written and oral examinations shall be held; receive and screen applications for the diplomatic service officers written and oral examinations; identify qualified candidates for the examinations;

b) shall prepare, conduct and grade examinations; submit the list of those candidates who obtained the required average or above to the Minister;

c) shall work in consultation with the Training Institute regarding the preparation of examinations to be taken by the diplomatic service probationers at the conclusion of their probation period, and by the permanent diplomatic service officers for promotion;

d) may request, as necessary, the assistance of competent experts, be it from the Ministry or other appropriate government office or institution, in preparing and grading examinations;

e) shall prepare and submit its rules of procedure to the Management Council; implement same upon approval;

f) carry out other related duties assigned to it by the Minister.
53. Grievance Board

1/ The Grievance Board shall be composed of officials to be assigned by the Minister and employees to be elected by the foreign service officers, as members. The number of assigned as well as elected members of the Board shall be determined by the Minister.

2/ The Grievance Board shall:

   a) hear and investigate grievances submitted by foreign service officers regarding the implementation of the provisions of this Proclamation and other applicable laws and submit its findings with recommendations to the Minister;

   b) draw up its own rules of procedure and submit to the Management Council, and implement same upon approval.

PART TEN

MISCELLANEOUS PROVISIONS

54. Foreign Service Awards

1/ The Ministry may confer awards with different ranks upon long serving foreign service officers or who made special contribution or who have registered outstanding results in the field of foreign service.

2/ The nomenclature of the awards, the criteria for selection and the benefits associated with awards shall be determined by regulation to be issued in accordance with this Proclamation.

55. Retired Foreign Service Officers

The Ministry shall facilitate favorable conditions that would enable the retired foreign service officers with rich experience to contribute to the success of the country’s Foreign Affairs and National Security Policy and Strategy.
56. Power to Issue Regulation and Directive

1/ The Council of Ministers may issue regulations necessary for the implementation of this Proclamation.

2/ The Ministry may issue directives necessary for the implementation of this Proclamation and regulations issued pursuant to sub-article (1) of this Article.

57. Applicability of Other Laws

1/ Without prejudice to the provision of sub-article (2) of this Article, the relevant provisions of the Federal Civil Servants Proclamation No. 515/2007 and regulations and directives issued thereunder and other laws shall be applicable, as supplementary, with respect to matters covered by this Proclamation and regulations and directives issued hereunder.

2/ No law or practice that is inconsistent with the provisions of this Proclamation may be applicable with respect to matters covered under this Proclamation.

58. Effective Date

This Proclamation shall enter into force on the date of publication in the Federal Negarit Gazette.

Done at Addis Ababa, this 23rd day of July, 2013.

GIRMA WOLDEGIORGIS
PRESIDENT OF THE FEDERAL
DEMOCRATIC REPUBLIC OF ETHIOPIA