

Requirements to Approve Ethiopia Overseas Employment control

A. Approval of contracts coming through private Employment Agencies (PEAS)

1. Request for contract Approval.
2. Employment contract signed by Employer, dully verified by the Ethiopia Embassy or Ministry of Foreign Affairs; and then signed by the PEA and overseas Ethiopian worker (OEW)
3. Valid entry visa of OEW.
4. Evidence or certificate of necessary skill acquired for the intended employment abroad.
5. Valid passport (original and copy) of OEW.
6. Two passport size photos of OEW.
7. Police clearance of OEW as necessary.
8. Pre-departure of orientation attendance certificate.
9. Dully filled-in OEW information sheet or bio-data.
10. Certified insurance policy document of OEW.

B/ Approval of contracts Submitted by individuals

1. Request or contract Approval.
2. Employment contract signed by employer, dully verified by the Ethiopian Embassy or Consular Office, authenticated by the Ministry o Foreign Affairs; and then signed by overseas Ethiopian Worker (OEW).
3. Valid entry visa of OEW.
4. Evidence or certificate of necessary skill acquired for the intended employment abroad.
5. Valid passport (original ad copy) of OEW.
6. Two passport size photos of OEW.
7. Police clearance of OEW as necessary.
8. Pre-departure orientation attendance certificate.
9. Dully filled-in OEW information sheet or bio-data.
10. Certified insurance policy document of OEW.

C/ Approval of Contracts Coming through Government-to Arrangements

1. Request for contract Approval.
2. Employment contract signed by employer, dully verified by the Ethiopian Embassy or consular office, authenticated by the Ministry of Foreign Affairs; and then signed by the PEA and overseas Ethiopian Worker (OEW).
3. Valid entry visa of OEW.
4. Evidence or certificate of necessary skill acquired for the intended employment abroad.
5. Valid passport (original and copy) of OEW.
6. Two passport size photos of OEW.
7. Policy clearance of OEW as necessary.
8. Pre-departure orientation attendance certificate.
9. Dully filled-in OEW information sheet or bio-data.