

COMMUNITY-LED ACCELERATED WASH (COWASH) PROJECT

WORK PERMIT APPLICATIONS TO THE MINISTRY OF LABOUR AND SOCIAL AFFAIRS

CASE SPECIFIC EXAMPLE FOR FINNISH BI-LATERAL AGREEMENT PROJECTS



Effective and sustainable
WaSH services

AUGUST 2021

NIRÁAS

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Applying permits from MoLSA

The Ministry of Labor and Social Affairs (MoLSA) website (<https://eservices.gov.et/services>) is the starting place for expatriates permit services. The website provides a wide range of online services, including for example the issuance of new work permits, renewing work permits, cancelling work permits, issuance of diplomatic IDs, issuance of vehicle import permits etc. Check the website for the available services.

Regarding work permits, all expatriates need to begin the process by registering to the MoLSA website. After you submit an online application, a MoLSA case handler will contact you by email or text message, and you will find further instructions on your MoLSA account (the follow-up tasks section). In case you need any further assistance, contact Mrs. Emebet Sisay in the Expatriates Work Permit Team Leader office.

This document describes the application process for a new working permit and the renewal of a work permit, for expatriates working in COWASH (note: bi-lateral agreements are case specific). However, this document has applicable parts for all the MoLSA applications in general.

The steps of the process

1.1. The online application

1. The application for a (find the link you need: “new work permit” or “renew work permit”) will be done online via this link: <https://eservices.gov.et/services>

The image displays two side-by-side screenshots of the MoLSA online application interface. The left screenshot is titled 'Issuance of New Work Permit' and contains the text: 'The Ministry provides the service of Issuance of work permit for foreign workers to work in Ethiopia. Anyone can get the service from the Ministry if service requirements are meet.' Below this text is a dark blue 'Apply' button. The right screenshot is titled 'Renewal of Work Permit' and contains the text: 'Renewal of Work Permit'. Below this text is a dark blue 'Apply' button.

- When leaving the work assignment, remember to cancel your permit:

A screenshot of a web form titled "Cancellation of work permit". The form has a light blue border and contains a text input field with the placeholder text "Cancellation of work permit". Below the input field is a dark blue button with the word "Apply" in white text.

2. You will need the following documents as **attachments on your online application. So prepare these PDF-files documents before applying. Make scans of:**
 - A. Letter of application of the employer (Niras Support letter)
 - B. Letter of support from the immediate supervising government body (Supporting letter from MoWIE to MoLSA)
 - Although not demanded in the application, it is good to have a supporting letter from MoF to MoLSA
 - C. An authenticated educational certificate (example annex 3), and work experience of expat
 - Authenticated = LEGALIZED document, means that the document needs to be stamped by the Digital and Population Data Services Agency, MFA/Finland, Ethiopian Embassy in Stockholm (This to be done before coming to the country)
 - In Ethiopia; Legalization by Ethiopian MoFA in Addis
 - You can use services like visumservices.fi

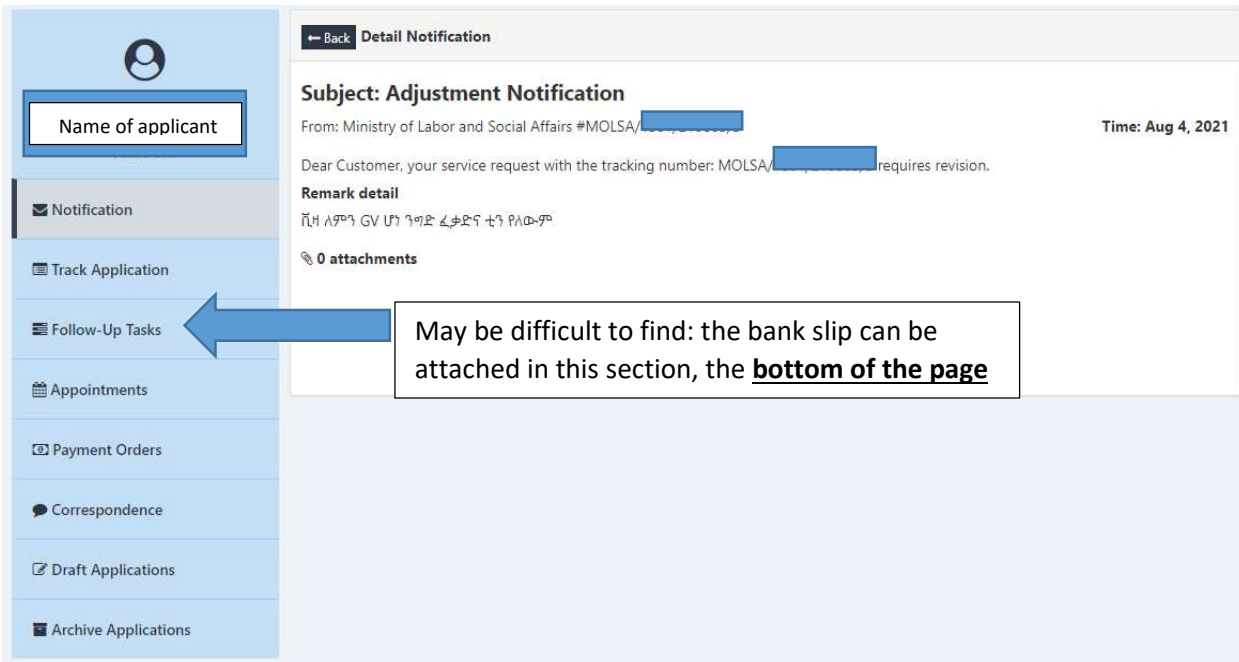
- D. Copy of the pages of the expat's travel document that shows his/her particulars, date of entry and type of visa, extended visa (Government VISA)
 - Include your first VISA and possible Extended VISA (Tourist VISA not accepted)
- E. Attachment of passport
 - The hard page of your passport: the page with your personal info, passport number, place of issue etc...
- F. Attachment of arrival date
 - Scan of VISAs to show arrival dates (GV VISA)
- G. Valid investment or Business license or Certificate of registration (for NGOs and Religious organizations) as appropriate
 - For COWASH, this means the bi-lateral agreement
- H. Contract of employment of the expat
 - Attach the English translation of the employment contract
- I. Letter of delegation of the liaison officer accompanied with his/her valid IDs of the organization and kebele (i.e. resident ID); or Power of attorney as appropriate
 - Delegation of the liaison = the Ethiopian person who is helping you to sort things out
 - Letter from the CTA, IDs from the liaison
- J. Attachment of the TIN certificate
- K. Attach commercial registration certificate (this is not a mandatory attachment)
 - Not required for COWASH

3. Once you have submitted your application, wait to be contacted by the MoLSA case handlers (1-2 days). They will check your application and inform you, if there is something lacking or missing.
 - MoLSA case handlers will contact you by email or as a text message (contact information given to MoLSA website during registration)

1.1. After the online application

4. Go to the MoLSA office to:
 - A. To get the supporting forms (annexes 1 & 2) for your online application
 - You will need 3 pieces of the form “Information Sheet on Expatriate Workers” (annex 1) to support the bi-lateral agreement (step 2 G)
 - You will need 1 piece of the form “additional information of expatriate” (annex 2)
5. Return to the MoWIE to:
 - To fill form(s): Information Sheet on Expatriate Workers (annex 1) and to get Dr. Negash’s signature and stamps from MoWIE
 - Attach your passport pictures (3 pictures) to the form
 - To fill form: Additional Information of The Expatriate (annex 2)
6. Return to MoLSA offices:
 - A. Return the forms (annex 1 & 2)
 - After MoLSA case handlers accept the forms, they will set the status of your application to be accepted after payment
 - B. Then complete the payment
 - Complete the payment in the Commercial Bank of Ethiopia (2000 Birr, bank account info in the text message/email from MoLSA)

- Take a photo of your payment slip and attach it to the online application
(note the picture below)




- C. Have a 4th passport photo at hand to give to the MoLSA case handler, who will finalize the work permit and give it to you
- D. The process is completed


1.3. Renewing the work permit

- 7. The work permit is given for a maximum of 1 year at a time.
 - A. When renewing your work permit, apply for the “renewal of work permit”
 - When applying for renewal of work permit, you will only need the “final letter from MoLSA to MoWIE” (annex 4)


Annex 1. Information Sheet on Expatriate Workers



Ministry of Labour & Social Affairs
Information Sheet on Expatriate Workers
Instructions: Please PRINT letters in spaces provided.



Ministry of Labour & Social Affairs
Information Sheet on Expatriate Workers
Instructions: Please PRINT letters in spaces provided.



3 pieces of this form, so 3 passport photos also

Photo

Ref no: _____
Date: _____

Application Type: ☐ New ☐ Renewal

Basic Data:

Full Name: _____

Other Name(s): _____

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

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

Passport Number: _____ Date of Issue: _____

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

Date of Employment: _____ Length of Employment: _____

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

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

Education Data:

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

Level of Qualification: ☐ Elementary ☐ Junior Secondary ☐ Secondary Level ☐ Secondary Complete

☐ Vocational Level ☐ Vocational Complete ☐ College Level ☐ College Complete

☐ Post Graduate Level ☐ Post Graduate ☐ Non-formal Education

☐ Others _____

Year Completed: _____ Field of Study: _____

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

Professional Skill: _____

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

Type of Occupation: _____ Occupation Code: _____

Current position in the Firm: _____

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

Employer Data:	
Organization Name: _____	
Address-Region: _____	Kebele: _____
City/Town: _____	Tel.: _____
Sub-city/Zone: _____	Fax: _____
Woreda: _____	P.O.Box: _____
E-mail: _____	
Major Activity: _____	Activity code: _____
Type of Organization: <input type="checkbox"/> Private Organization <input type="checkbox"/> Governmental <input type="checkbox"/> NGO <input type="checkbox"/> Religious <input type="checkbox"/> Other _____	
Industry/Engagement: <input type="checkbox"/> Agricultural, Hunting, Forestry & Fishing <input type="checkbox"/> Mining & Quarrying <input type="checkbox"/> Manufacturing	
<input type="checkbox"/> Electricity, Gas & Water	<input type="checkbox"/> Construction
<input type="checkbox"/> Wholesale and Retail Trade	<input type="checkbox"/> Transport, Storage and Communication
<input type="checkbox"/> Finance, insurance and Business Services	<input type="checkbox"/> Community, Social & Personal Services
Number of Ethiopian Employees: _____	Number of Expatriates: _____
Investment Permit or Business License Number: _____	

Certification	
I hereby confirm that all the particulars furnished in this application are free and correct.	
Name of the employer or employer's representative _____	
Title _____	
Signature: _____	Date: _____

For Office Use Only:	
File Number: _____	Application Number: _____
Support Letter Ref.no: _____	Signed By: _____
Date Signed: _____	
Work Permit – Type: <input type="checkbox"/> New <input type="checkbox"/> Renewal Work Permit Number: _____	
Issue/Renew Date: _____	Expiry Date: _____
Residence Permit – Residence ID: _____	
Residence ID Issue Date: _____	ID Expiry Date: _____
Approved by: _____	Signature: _____
Date Approved: _____	

Annex 2. Additional information of the expatriate



Additional information of the expatriate who is issued work permit by MoLSA

Reg. no

E	M	R					
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 (For office purpose)

States of work permit ☒ New ☐ Renewal ☐ Cancellation

1. Place of employment

1.1 Project / Organization Name

1.2 Address

- Region _____
- Town _____
- Zone _____
- Woreda _____
- Kebele _____
- House No. _____
- Tel. No. _____

Local people who can verify your whereabouts, if you cannot be contacted personally (e.g. work mates)

2. Counterpart (Not of employment of expatriate)

2.1.1 Counterpart name 1 _____

2.1.2 Counterpart position in the firm _____

2.2.1 Date of assignment

Date	Month	Year

2.2.1 Counterpart name 2 _____

2.2.2 Counterpart position in the firm _____

2.2.3 Date of assignment

Date	Month	Year

2.3.1 Counterpart name 3 _____

2.3.2 Counterpart position in the firm _____

2.3.3 Date of assignment

Date	Month	Year

3. Name of the person who filled the form

- Name _____
- Position _____
- Signature _____
- Date _____

Annex 3. Example of a legalized study certificate



UNIVERSITY OF JYVÄSKYLÄ

Faculty of Mathematics and Science

MASTER OF SCIENCE

Ville Mikko Hermann Juusela

(born on 22 November 1983) has been awarded the degree of Master of Science as required by the Finnish Government Decree (794/2004) on University Degrees. The degree was completed in the Master's Degree Programme in Sustainable Management of Inland Aquatic Resources.

The degree includes the following studies:

Major subject: Aquatic Sciences 115 ECTS credits advanced studies, grade: very good
Other Studies in the Major 11 ECTS credits

A pro gradu thesis "Turbidity and suspended solids distribution in an open channel flow" (in English), grade: very good, is included in the advanced studies in the major subject.

Other studies 13 ECTS credits.

The total extent of studies is 139 ECTS credits.

The degree grantee has completed his secondary school education in English and written a maturity essay in Finnish. The required language and communication studies are included in the degree of Bachelor of Engineering.

Jyväskylä, 17 April 2013

Vice Dean


Hannu Häkkinen

Head of Academic Affairs


Marja Korhonen



CERTIFICATE M.Sc. 25/2013



11-1-2024

SUPPLEMENTARY INFORMATION for the diploma for the Master of Science degree awarded by the University of Jyväskylä Faculty of Mathematics and Science

According to the Finnish Government Decree on University Degrees (794/2004):

Education leading to a higher university degree, a Master's degree, is based on the lower university degree or education of a corresponding level. In fields to be enacted by Government Decree, education for the higher university degree may be organised without the inclusion of a separate lower university degree where appropriate in terms of the professional demands of the field. (Universities Act 558/2009)

The extent of studies leading to the degree of Master of Science is 120 ECTS credits. Courses are quantified according to the work load required. The average input of 1600 working hours needed for studies of one academic year corresponds to 60 ECTS credits.

The education for the degree of Master of Science provides the student with good overall knowledge of the major subject or a corresponding entity and conversance with the fundamentals of the minor subjects or good knowledge of the advanced studies included in the degree programme; knowledge and skills needed to apply scientific knowledge and scientific methods; knowledge and skills needed for independently operating as an expert and developer of the field; knowledge and skills needed for scientific postgraduate education as well as good language and communication skills. The education is based on scientific research and professional practices in the field.

To be awarded the degree of Master of Science, the student must complete advanced studies in the major subject or a corresponding entity or the advanced studies of a degree programme and the internship supervised by the university possible included in the degree. The sufficient studies in minor subject(s) must also be completed, unless these have been completed in education leading to a lower university degree. In subject teacher education, studies in teaching subjects and teachers' pedagogical studies are included in the degree.

The extent of *basic studies* in the subject or a corresponding entity is a minimum of 25 ECTS credits. The extent of *intermediate studies* is a minimum of 60 ECTS credits. The extent of *advanced studies* is a minimum of 60 ECTS credits. The major subject or a corresponding entity or the advanced studies of a degree programme includes a thesis, a pro gradu thesis, of at least 20 and at most 40 ECTS credits.

Grading system

Basic, intermediate and advanced studies,
and a pro gradu thesis from 1 August 2011:

excellent (5)
very good (4)
good (3)
satisfactory (2)
sufficient (1)
or
no grade assigned

A pro gradu thesis until 31 July 2011:

laudatur
eximia cum laude approbatur
magna cum laude approbatur
cum laude approbatur
non sine laude approbatur
lubenter approbatur
approbatur



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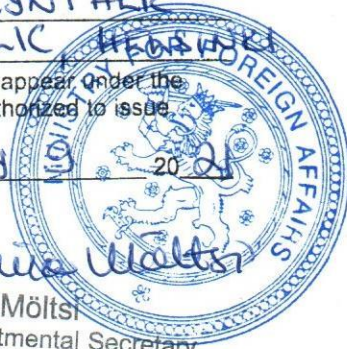
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Helsinki, JUNE 9 2021

No. 2429

Fee € 20,-

Aino Möltsi
Aino Möltsi
Departmental Secretary



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**Embassy of The Federal
Democratic Republic of Ethiopia
Stockholm RR116/21**

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Aino Möltsi

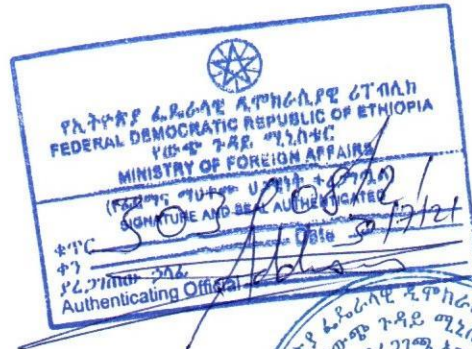
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Annex 4. Final MoLSA letter to MoWIE



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የሠራተኞች ማዕከራዊ ጉዳይ ሚኒስቴር
The Federal Democratic Republic of Ethiopia
Ministry of Labour and Social Affairs

August 04, 2021

5.3/J2/498

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የውጭ ዜጋው ስም JUUSELA VILLE MIKKO HERMANNI

NAME JUUSELA VILLE MIKKO HERMANNI

ዜግነት Finland

የፓስፖርት ቁጥር FP

የገባበት ቀንና የቪዛው ዓይነት July 11,2021 Business

ሥራው JUNIOR PROFESSIONAL OFFICER

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የአሠራሩ ድርጅት ስም MINISTRY OF WATER IRRIGATION AND ENERGY

አድራሻ ክልል Addis Ababa ስልክ 0116-61-6111 ፋክስ 0116-636909

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የውጭ ግር ዜጎች የሥራ
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- ለፌዴራል ፖሊስ የፎረንሲክ ምርመራ ዋና መምሪያ

ለ MINISTRY OF WATER AND ENERGY

አዲስ አበባ