



**MINISTRY OF LABOUR, PUBLIC SERVICE
& HUMAN RESOURCE DEVELOPMENT**



MLPS&HRD/GOSS/J/WP/50.C.1.VOL 1XR/47.A.1

20th October 2008

CIRCULAR NO 5/2008

Recalling in the recent past this competent office issued various circulars to Indigenous and International Non Governmental Organizations and companies pertaining to **Labour issues and administration in formal and informal economy** suitable to Southern Sudan.

Whereas, this competent Office is yet aware that some of these establishments are still adamantly neglecting the rightful use of Labour administration and Labour Standards relevant to the development of Southern Sudan especially in the formal economic sector,

By this Circular therefore, this competent office has come up with some changes to re-enforce the Labour Laws and Standards without prejudice to previously issued Circulars spelling the same.

The following are some of those changes that shall be in force effective the 20th October, 2008:

- Work permit fees shall increase from 100 to 200 US Dollars or an equivalent of 400 Sudanese Pounds only, for each Individual submitting an application for obtaining Work permit. This fee equally applies to the renewal of an individual alien work permit and all permits should be obtained prior to the coming of the said alien to the Country.
- No establishment is allowed to recruit an alien worker or securing position for him or her in any establishment operating in Southern Sudan without a prior consent of this competent office. All issues to do with recruitment of aliens and Sudanese nationals in any establishment shall be done in a mutual manner with this competent office.
- The following shall be the standard requirements for obtaining Work permit:
 - A. **Detail Curriculum Vitae/Personal History.** Stamped and signed by the Head of Unit/Supervisor recommending that individual competency for the same position and in any event this competent office is made aware to give validation to the same.
 - B. **Photocopy of passport/Traveling Permit** (Visa valid for a given period of stay here in Southern Sudan) and without any attached conditions the Boarder Pass (Visa) shall have to stipulate that individual shall come to a said establishment as an alien worker.
 - C. **Copies of Academic Qualifications** (Master, Degree, Degree in Arts/Sciences, Certificate, Doctorate/PhD).
 - D. **Two colored** passport size photographs.
 - E. **For those to be employed with government Institutions,** copy of Minutes of Board of Selection/Interviewer and well stipulated terms of employment with that government
 - F. **For companies,** copy of Registration Certificate by that competent government agent shall as well have to be attached



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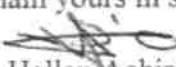
G. A **covering letter** on a headed paper of that Establishment where that Alien employee works clearly indicating subject line: **Application for Work-permit** addressed to: The Under-Secretary, Ministry of Labour, Public Service and Human Resources Development GoSS Juba.

Also recalling terms of previously issued Circulars from this competent Office, an individual Establishment was asked to submit to this Office **List of workers (Aliens and Sudanese nationals)** and the existing positions both filled and vacant. Some Establishments responded positively to this noble call but others ignored the circulars to-date. This competent Office shall therefore; still give a **grace period of a month and thereafter upon expiry, any individual Establishment found breaching this**, would result into serious action to be executed by this competent Office on such an individual Establishment.

Please, adhere to the terms of this Circular because any Establishment that shall contravened and be found executing Labour Administration contrary to this Circular or any existing rules on the ground approved by this competent Office but nevertheless available rules and Labour Standards agreed upon by International Labour Office shall immediately compel this competent Office to make laws take its course against such an individual Establishment.

I anticipate your positive response to this noble matter.

I remain yours in service,


Mrs. Hellen Achiro Lotara
Director General,
Directorate of Labour and Industrial Relations
Ministry of Labour, Public Service and
Human Resources Development GoSS Juba



C.C: H.E Minister
Ministry of Labour, Public Service and
Human Resource Development GoSS Juba

C.C: H.E Under-Secretary
Ministry of Labour, Public Service and
Human Resources Development GoSS Juba

CC: All Non Governmental Organizations

C.C: Private Sector Enterprises

C.C: Governmental Institutions