

## MINISTRY OF LABOUR

★ Office Of The Minister ★

Ref: RSS/MoL/MO/J/6/1

31<sup>st</sup> October 2024

H.E The Governor,  
Upper Nile State - Malakal  
Republic of South Sudan

**Subject: Issues of Labour Administration in Upper Nile State**

The National Ministry of Labour takes this opportunity to present its compliments to your esteemed office and would like to draw your attention to some issues related to the Ministry of Labour in Upper Nile State.

It has been brought to my attention that the following is happening in Upper Nile State Labour Office:

1. Deduction of **10%** from the terminal benefits of workers whose contract has ended.
2. Registration of NGOs staff travelling to the field and payment of a sum of \$9 nine dollars as registration charges at the airport.
3. Various charges for services delivered to the NGOs by the Labour office.
4. Registration of NGOs at the State level charging (**USD 1,500**).

These issues have been raised to my office by the NGOs Forum and other organizations. All charges that are made are backed up by the law, there is no law giving the Ministry of Labour at the state level to deduct 10% of workers terminal benefits nor registration of workers going for a mission to the state offices.

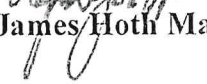
The only instance for the ministry to get some fees is when issuing the Labour card to National job seekers and when reviewing job advertisements. (**Circular No. 01/2021**) attached, all other services are rendered free of charge.

All NGOs are registered by South Sudan Relief and Rehabilitation Commission at the level of the National Government. The Ministry of Labour has no mandate to carry out registration of NGOs. I am drawing this to your attention for review as the list of fees is decided by the cabinet.

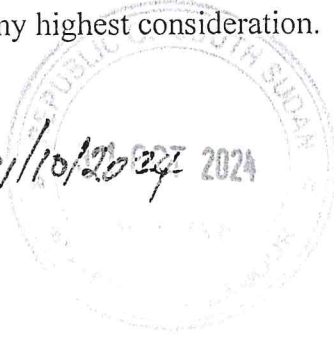


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Accept please the assurance of my highest consideration.

  
Hon. Gen. James Hoth Mai  
Minister  
Ministry of Labour  
RSS-Juba

31/10/2024 2024

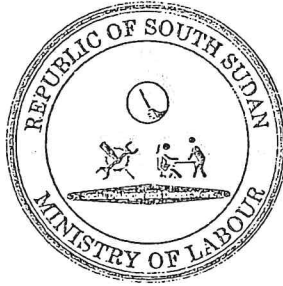


C.c. Undersecretary, Ministry of Labour

Cc. State Ministry of Labour

Cc. NGOs Forum

Cc. File



## MINISTRY OF LABOUR

\* Office Of The Undersecretary \*

Ref: RSS/MoL/J/33

3<sup>rd</sup> September 2021

Circular No. 01/2021

To All States Ministries of Labour:

**Subject: Fees Charged on Services Provided by the Ministry of Labour**

Following the State Coordination Workshop convened in Juba on the 4<sup>th</sup> to 7<sup>th</sup> August 2021 and the discussion that followed with regard to fees that the Ministry of Labour is entitled to charge. In order to harmonise the work of the Ministry you are hereby advised to charge fees as follows:

1. Issuance of Labour card: SSP 500
2. Clearance of Advertisement: SSP 1,000

Please note that the Labour card is to be issued to job seekers who have completed their studies and are ready to join the Labour Market. Job advertisement presented by the NGOs or companies for clearance the fee is levied for the advertisement not the number of people needed in the Job Advertisement.

You are hereby requested to adhere to the above without fail.

Sincerely,

Mary Hillary Wani Pitia  
Undersecretary  
Ministry of Labour  
RSS-Juba



Cc. Hon. Minister, Ministry of Labour  
Cc. DG Labour and Industrial Relations, Ministry of Labour  
Cc. File