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International
Labour
Organization



Kingdom of the
Netherlands

Employment Services Centres for Jordanians and Syrians: Our services



Employment Centres for Jordanians and Syrians

Beneficiaries of the services of the office:	<ul style="list-style-type: none">• Jordanian and Syrian jobseekers who wish to find a job or a training opportunity.• Employers currently employing or wishing to employ Syrian workers and/or those qualifying for preferential trade access to EU markets.
Service locations:	<ul style="list-style-type: none">• Employment centres at the labour directorates / Ministry of Labour.• Refugees camps (Al- Azraq, Al- Za'atari).
Required documents:	<ul style="list-style-type: none">• National ID for Jordanians.• Ministry of Interior card for Syrians.
1- Services provided to job seekers:	
	<p>The Employment Services Centre is staffed with certified employment specialists and marketing officers who will accomplish the following:</p> <ul style="list-style-type: none">• Assist job seekers in filling out request forms.• Provide career counselling and labour law awareness (rights and duties).• Guide job seekers to available job opportunities and following up with you and the employer.• In cases where suitable job opportunities are not immediately identified, the employment specialist will take the job seeker's information and communicate when appropriate vacancies or training opportunities arise.• Communicate the importance of formalising employment in Jordan through work permits and related procedures. To this effect, employment specialist will facilitate the process of issuing work permits and completing related procedures.• Follow up with jobs seekers to insure successful work permit procedures are completed and employment situation made formal.

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2- Services provided for employers	
Documents required from employer	<ol style="list-style-type: none"> 1. A Government issued ID for the employer or representative. 2. Practicing license. 3. Commercial record.
Services provided for employers	<ul style="list-style-type: none"> • Assistance filling out labour requests and related forms. • Facilitate identification of qualified job seekers, including suitable job seekers in need of supplemental training to satisfactorily fill vacancies. • Ongoing communication with the employer to update job vacancies and training opportunities. • Facilitate the participation of employers in career fairs with interested job seekers. • Communicate and advertise job vacancies in close coordination with the employer. • Organize job interviews as requested and needed by the employer • Provide quiet and professional space for the employer to conduct interviews. • Provide information on relevant labour legislation.
3- Job fairs and career days	
	<ul style="list-style-type: none"> • The Employment Services Centre will organize regular job fairs and career days to help job seekers identify suitable employment and training opportunities. Subsequent interviews will be coordinated and arranged by the Employment Services Centre staff. • Announcing dates and times of job fairs and career days through the employment offices and other means of social media beforehand.
Confidentiality	All data received will be treated with complete confidentiality
Free Services	All services are provided for free.

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Location and addresses of employment services centres

ESC	Address	Outreach Officer	Number
Sahab ESC	Amman employment directorate (Sahab) Sahab / King Abdullah II bin Alhussain city	Noor Alajarmeh	0795271089
		Gaith Alabadi	0791981909
Irbid ESC	Irbid employment directorate Irbid / Cinema st. / civil status building	Wasan Khrais	0798792528
Alhassan Industrial City ESC	Alhassan Industrial labour directorate Irbid / Alhassan Industrial City	Morsi Abu Damis	0789211077
Jarash ESC	Jarash labour directorate Jarash / City Centre / King Abdullah st. / Dandan building	Banan Alatoum	0797475485
Madaba ESC	Madaba labour directorate Madaba / Aletisalat / Nibo trade complex	Abeer Qbailat	0796579947
Karak ESC	Karak labour directorate Karak / Marj area / Almohafatha st. / Near Social Security	Nihal Alsarairoh	0795912874
Zarqa ESC	Zarqa labour directorate	Nivine Alfanjiry	0796042453
AIDulail ESC	AIDulail labour directorate AIDulail / AIDulail industrial complex	Omar Alawar	0798001573
		Eman Mustafa	0797475485
Mafraq ESC	Musawat Centre for civil society development Mafraq /Baladya st. / Bab Albaraka building / near Aliskan Bank / second floor / Office #12	Mohammad Alzboun	0792819267
		Ahmad Khawaldeh	0796082028
Zaatari office for employment ZOE	Services area	Mohamad AlAzam	0792972180
		Khaled Alsarhan	0796674692
		Moukled Shobasy	0772256316
Azraq ACE	Services area	Mazen Karaymeh	0797753624
		Mamoun Alqadi	0788886873
		Mouhamed Al oun	0795115451

Do not hesitate to call the outreach officers' number to inquire about any topic related to employment

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