If refugee already has a work permit:
- Work permit
- MOI card #
- Phone #

Registration of WP

Azraq Centre for Employment (ACE)

If refugee doesn't have a work permit:
- Photograph
- Copy of MOI card
- Phone #

Application for new WP

UNHCR staff prepare a list and shares it with SRAD

Security check for all names having/requesting a work permit

Accepted

UNHCR staff receive the names and put them on list of accepted

ACE

ILO staff call refugees to come and pay fees

ACE

Refugee comes to ACE, pays fees and gets receipt from ILO staff

PEACE

ILO on behalf of TU & Cooperatives sends the requests to MoL

ACE

ILO staff take all documents and fees to TU & Cooperatives

Refugee asks UNHCR staff in ACE to register work permit to the system

ACE

ILO staff collect and bring back work permits to the camp

ACE

WP cards return back to ILO staff on behalf of TU & Cooperatives

CARE calls refugees to come, take photograph in CARE centre, then gives it to them

Azraq Camp

Refugee comes to ACE and registers name to take photograph

UNHCR staff share the list with CARE

Refugee asks UNHCR staff in ACE to register work permit to the system

- MOI: Ministry of Interior
- MoL: Ministry of Labour
- SRAD: Syrian Refugee Affairs Directorate
- ILO: International Labour Organization
- WP: Work Permit
- TU: Trade Union
- ACE: Azraq Centre for Employment

Work Permits & Mobility - Flowchart

ACE - Azraq Camp April 2018