



GUIDE LINES FOR KENYANS LOOKING FOR WORK OUTSIDE THE COUNTRY

Who is eligible?

Any Kenyan Citizen male or female of 18 yrs and above of sound mind and with good conduct record.

How do I know I get the information about jobs outside Kenya?

- Through registered employment agencies
- Through websites
- Through media
- Individual or/and relatives

1. How do I establish whether the jobs are real or a hoax?

In case of employment agents establish whether agency:

- Has an office
- Is registered and recognized to do business by Attorney General and Local Authority.
- Is in possession of a valid Accreditation Certificate from the Ministry of Labour & Social Security authorizing the agency to engage in registration & Placement of jobseekers.
- Any fees or commissions will be charged

Insist on the:

- Actual job offer from the employer
- Terms and conditions of employment
- An official receipt in case of any fee

In case of individual job search establish whether:

- Jobs are genuine from the source

It is at times difficult to ascertain authenticity of jobs advertised through the Website. Therefore it is advisable to seek for more information especially where applicants are required to pay large sums of money before processing the applications. You may also

contact the local embassy of the destination country to find out if the recruitment company is known and its reputation.

3. Steps that should be taken to ensure your safety:

Before you leave the country:

- Ensure that the job offer is genuine.
- Ensure that you are traveling with the correct and legal documentations. Most countries require that you apply for a work visa if you plan to work in that country.
- Have the contact of people and organizations that can provide assistance once you arrive.
- Make sure you have the contact details for your country's Embassy or High Commission in the country where you wish to find employment.
- Notify the Embassy or High Commission on your arrival that you are in the country and provide them with an address and contact details.

What do I require?	Where Do I get It?	How do I get It?
Valid Kenyan Passport	Director of Immigration Services <ul style="list-style-type: none"> • Nairobi – Nyayo House • Mombasa • Kisumu – Re-insurance Plaza 	You require:- <ul style="list-style-type: none"> - Original Birth Certificate - National Identity Card - Two passport size coloured photographs (Not photo me) - Filled application form - Certificate of Good Conduct - Kshs.5,000/= - To visit the office in person
Original Birth Certificate	Ministry of Interior & Co-ordination of National Government – Civil Registration Department <ul style="list-style-type: none"> - District Registrar of Births and Deaths 	You require:- <p>When a birth was registered when it occurred:-</p> <ul style="list-style-type: none"> - acknowledgement of Birth Notification (ABN) - Certificate fee of Kshs.50/= - Record Amendment of Kshs.40/=, if any amendments are required. <p>When a birth was not registered when it occurred:-</p> <ul style="list-style-type: none"> - Filled birth registration forms - Own original ID Card - School-leaving certificate - Baptismal card - For minors, parents ID/Cards - Clinic card, where available - Those in permanent and pensionable employment, a letter from employer showing date of birth in personal file. - Certificate fees is as follows: <ul style="list-style-type: none"> - Born before district was declared compulsory registration – Kshs.50/= - Born after district was declared compulsory registration – kshs.150/=

Certificate of Good Conduct	Nairobi CID Headquarters along Kiambu Road	You require:- <ul style="list-style-type: none"> - To present yourself in person - Copy of Identity Card - Kshs.1,000/=
Valid contract of service	Employment Agent	Your require:- <ul style="list-style-type: none"> - copy of Foreign Contract of Service Forms (LD21) from Ministry of Labour, Social Security & Services.
Medical Certificate	<ul style="list-style-type: none"> - Recognized medical institution - A medical institution specified by the prospective employer or agent. 	Your require:- <ul style="list-style-type: none"> - Copy of Foreign Contract of Service forms (LD 21) from Ministry of Labour, Social Security & Services. - Medical examination fees (depending on institutions)