

What should you know about your labour and social rights?

- An individual written work contract registered with the Labor Inspectorate is very important. Such contract gives you an access to social protection measures and prevents any potential abuses from the employer's side.
- The employment contract must include the following elements: contract parties (employer and employee), subject, period, place and type of work, work duties, working hours, conditions of annual leave, salary specification, description of rights related to health and safe work conditions, other arrangements (probation period, notice period etc.) as well as rights and obligations of both parties.
- A usual working week has 40 hours, 8 hours per day. Maximum working hours including overtime may not exceed 48 hours per week.
- The minimum paid annual leave is 20 days. This right cannot be restricted by the work contract anyhow.
- The employer is obliged to provide all its employees with an insurance for risks of accidents at work and occupational diseases.
- In case you experience any violation of the law of labor relations (undocumented work, breaching the rule on overtime, holidays and weekends, salary payment, including individual employment contract illegal clauses etc.) report it to the Territorial Labor Inspectorate.

Useful contacts in Romania:

The Embassy of Georgia in Romania

Address: Str. Herăstrău nr.16, Sector 1, 011983, București
Phone: (0040-21) 210 06 02, (0040-21) 210 06 02 (04)
www.romania.mfa.gov.ge

The General Inspectorate for Immigration (work and residence permits)

Phone: + 40 21 311 88 96, +40 21 311 88 87
E-mail: ori@mai.gov.ro

Ministry of Labour, Family and Social Protection

Phone: + 40 21 313 62 67, + 40 21 315 88 12
E-mail: relatiicupublicul@mmuncii.ro
www.mmuncii.ro

Labour Inspectorate

14 Matei Voievod St., sector 2, Bucharest
0040 21 302 70 30
Phone: 00 40 21 302 70 30
www.inspectmun.ro

National Agency for Employment

www.anofm.ro

International Organisation for Migration

Phone: + 40 21 211 4565
E-mail: iombucarest@iom.int

ABOUT THE PROJECT

Targeted Initiative for Georgia (TIG) "Support reintegration of Georgian returning migrants and the implementation of EU – Georgia readmission agreement" is a 3 years project implemented in the framework of the Mobility Partnership concluded between Georgia and the European Union in 2009. The project is being implemented by a Consortium of 9 EU Member States (Belgium, Czech Republic, France, Germany, Italy, The Netherlands, Poland, Romania and Sweden) under the lead of the Ministry of Interior of the Czech Republic and in cooperation with the International Organization for Migration.

More information about the project can be found on

www.informedmigration.ge

or by contacting us:

E-mail: tig@tig-eu.ge;

Tel: (+995 32) 2600 955

EU-GEORGIA "MOBILITY PARTNERSHIP"



LABOUR MIGRATION TO ROMANIA



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Targeted
Initiative
Georgia

Are you interested in working in Romania?

This leaflet offers you a general guidance how to go through the admission procedure with the purpose of employment, provides you with brief summary of work related rights and gives you some useful contacts to search for additional information or assistance if needed in Romania.

What are the characteristics of the admission procedure?

- The Government of Romania annually defines the maximum number of work authorizations to be issued in a particular year (quota system). For 2012 the quota established is 5 500 work authorizations.
- The procedures on work authorization and residence permit are separated but assessed by the same institution – the General Inspectorate for Immigration (its responsible regional office).
- Your employer is responsible for arranging the work authorization for you and you are responsible for applying for a long term visa and residence permit upon your arrival to Romania.
- Besides this regular procedure there are special schemes for: highly qualified employees (Blue Card applicants) and seasonal workers (temporary work of seasonal nature for max 6 consecutive months within a year).

What are the STEPS to be taken?

1. Secure a job offer and a work authorization from an employer in Romania.
2. Apply for a long term visa.
3. Apply for a temporary residence permit in Romania.

Where to find information on job opportunities (Step 1)?

On line job portals: www.anofm.ro
www.bestjobs.ro, www.ejobs.ro
www.myjob.ro,

What is the standard procedure on work permit?

First, your employer must report a vacancy to the National Agency for Labor Force. A labour market test is conducted to check if the vacant position cannot be occupied by registered job seekers with given priority (Romanian or EU citizens). If there is no unemployed person to fit the vacant job, the employer can apply for a work authorization for you at the regional office of the General Inspectorate for Immigration. For that purpose your employer will need the following documents from you:

- Curriculum vitae (including the statements: on your clean criminal record, good health and basic command of Romanian language);
- proof of your education and qualifications according to the job description (your education/qualifications obtained outside Romania must be recognized by the Romanian Ministry of Education and Research). More information can be found on: www.cnred.edu.ro
- certificate confirming your clean criminal record issued by the competent authorities of your country of origin;
- copy of your valid passport;
- 2 recent passport photos

The decision on the work authorization shall be issued within 30 days (45 days in exceptional cases, only 15 days in case of procedure on Blue Card).

A new work authorization must be arranged whenever you intend to change the employer or type of work. However, in such cases you don't need to leave Romania and apply for a new visa.

When and where to apply for a long-term visa (Step 2)?

Within 30 days after the work authorization is issued you shall apply for a long-term visa for the purpose of employment at a consular section of the Romanian Embassy in Georgia:

Address: Lvov, nr.7, Tbilisi

Phone: (00-995.32) 2 38 32 10

E-mail: consulat32@caucasus.net

What documents are required for a long-term visa?

- one copy of the work authorization;
- a proof of financial means (minimum monthly salary in amount of EUR 160 (700 RON) for the entire period of requested stay);
- a subtract from your criminal record issued by the competent authority in Georgia
- health insurance for entire required period of the visa validity.

When and where to apply for a temporary residence permit (Step 3)?

Once the visa is issued, you are entitled to enter Romania and take up your employment. Within 90 days upon arrival and no later than 30 days prior to expiration of the validity of your visa you have to apply for a residence permit at the competent regional office of the General Inspectorate for Immigration.

The decision on the residence permit shall be issued within 30 days (45 days in exceptional cases).

What are the application fees?

- Work authorization: EUR 200 (paid in national currency by the employer). If the employee is a student/seasonal worker, the fee is EUR 50.
- Long term visa application: EUR 120.
- Residence permit: EUR 120 (+ 260 RON for the residence document)

What is the validity of long-term visa, work authorization and temporary residence permit?

The work authorization is valid for the entire period of the work contract. The validity of the residence permit corresponds to the work permit's validity, but never exceeds 1 year..