



ADVICE & TIPS – ROMANIA



UK graduates are most likely to find a job in Romania in big international companies.

- *Typical problems encountered:* local employers are more likely to consider recruiting Romanian graduates.
- *How to improve your chances:* recent advertised job vacancies indicate that some professional experience is likely to be essential. However, the influx of foreign investment in Romania has increased the demand for native English speakers with various positions being advertised from teaching and journalism to project management and construction.
- *Language requirements:* Romanian is the official language of Romania. English is the most used foreign language and in the main cities you can often communicate in basic English for work and everyday living. However, Western Europeans who live in Romania say that speaking the local language is very important for a normal life. The Romanian people appreciate those who make the effort to speak their language and this makes work and life easier.

Many companies in Romania still work in a traditional way: the top management decides and all the layers beneath abide by the decisions made. However, this is slowly changing. The best piece of advice regarding job hunting in Romania is: 'network'. As most business is done at an informal level in Romania, the importance of establishing personal relationships is eminent.

The local offices of the employment services (Oficiul Fortei de Munca) often advertise their vacancies in local newspapers. Moreover, the Internet is a useful resource to find a job.

The application letter

- This should usually be typed. Handwritten letters are sometimes requested
- Copies of diplomas are generally not included with your application, however, it might be necessary to bring them to the interview.
- A passport-sized photograph is occasionally requested for an application

The Curriculum Vitae

- The key focus of your Curriculum Vitae (CV) should be to persuade the employer to invite you for an interview. Your CV is basically a marketing tool, which should be adapted to the audience who will receive it for a specific position.
- A Romanian CV should include information about your education and qualifications.
- You should detail your past work experience and responsibilities
- List your skills by area and highlight areas of specialist knowledge
- Mention your hobbies and other extracurricular activities
- Include three references at the bottom of your CV

The application procedure

- For many positions there will be two interviews
- Mention several reasons why you are the right candidate for the job

- Provide examples to demonstrate your achievements and why you are ideal for the job
- If you do not understand a question, ask for it to be repeated. Clear communication is appreciated
- It is not uncommon to be interviewed in English depending on the position
- Answer questions as fully as you can, avoiding 'yes' and 'no' answers
- Do not criticize former employers

Where can I work?

- Major industries: oil and gas, construction, pharmaceuticals, metallurgy, IT and engineering.
- Recent growth areas: automobile manufacturing, real estate, tourism and furniture industry. In the financial sector there are foreign retail banks opening branches in Romania, leading to a growth in the range of financial products on offer.
- Industries in decline: textile plants in Romania have been contracted by companies like Zara, Christian Lacroix, Dolce & Gabbana, and H&M but now the industry faces severe competition from Asia and has not been helped by the relative strength of the Euro. The predictions are that by 2010 the sector will shrink by 25% (Ziarul Financiar, 2008).
- Shortage occupations: due to the migration of highly skilled workers Romania faces a serious shortage in the labour market, mainly for skilled white and blue collar workers and it is lacking staff in the healthcare, agricultural and construction sectors (project managers, architects, engineers).
- Major companies: UniCredit Tiriac Bank, ABN AMRO Bank (Romania) S.A., Lukoil Romania S.R.L, EGL Romania, Petrom, Erdemir Romania, bergCOMPUTERS, Siemens, Novensys, COSMOTE Romania.
- Major cities: Bucharest (capital and largest), Iași, Timișoara, Constanța, Brasov.

What's it like working in Romania?

- Average working hours: 8 per day and 40 per week. The traditional working hours are 9am to 6pm, Monday to Friday. The working week cannot exceed 48 hours, consistent with the EU working time directive.
- Holidays: Paid annual leave is 20 working days. In addition to that, employees are entitled to eight paid public holidays.
- Average graduate starting salary: Around €2,976 per year. Note that, in Romania, salaries are usually quoted per month.
- Tax rates: The basic rate of income tax is 16%. Employees also pay 9.5% social insurance, 1% contributions to unemployment and 6.5% health insurance (Federation of International Trade Associations, 2008).
- Working practices and customs: Business dress is formal. Greetings are also formal and honorary titles are very important and widely used along with surnames. To use someone's first name you should have known them for a while. Business meetings tend to be formal. They follow a strict routine of introductions, handshakes and an exchange of business cards. To arrange a business appointment you should contact the other side well in advance. Your punctuality will be valued but don't expect others to be punctual. Networking is crucial in Romanian business culture. The system is still quite bureaucratic and so, in business, things can take a while.