

## PRE DEPARTURE INFORMATION

# ROMANIA

Plan, Prepare and Protect  
3 P's of working abroad for Pakistani nationals

## Romania



Romania is the 12th largest country and the seventh most populous member state of the European Union



With a total area 238,391 sq. km. Romania has almost 21.7 million inhabitants



Romanian Leu is the currency (01 Romanian Leu = 37.28 PKR).



Romania is a secular state but the majority identifies as Christian

Romania has a transitional climate, experiencing both temperate and continental conditions and receiving all four seasons.



## Important Documents



Passport valid at least three months beyond intended period of stay with protector done



ID card copy



2 recent colour photos 3 cm x 4 cm, on a white background



Signed Foreign Service Agreement (FSA)



Original work permit issued by the Romanian Immigration Office/ Labour Department



Letter of recommendation from the recruiting company in 5



Medical insurance valid in Romania, covering one day longer beyond the intended period of stay and of a value not less than 50,000 EUR (original and copy);



Polio vaccination certificate

## Step I- Plan your travel and be informed



Be aware about the duration of your overseas stay and plan accordingly



Contact Romanian embassy about import duties or restrictions



Keep all necessary documents with you and a copy with your family



Contact your bank or financial institution about accessing your funds while overseas.



Stay in touch while you travel and contact and register with your embassy



You must ensure that you have already signed a Foreign Service Agreement (FSA)



Your employment contract must contain all necessary details



Check the duration of the job for visa renewal

As a registered overseas worker, you are also insured for 5 years by BEOE. In case of workers' death, 1 million PKR will be given to the family member or in case of serious injury/disability 300,000 PKR will be given to the worker. Please note injury claims may vary and depends upon injury type.

## Step II- Prepare yourself and be aware

Tips to prepare yourself and work well;



Take care of your health



Take precautions to avoid sexually transmitted diseases.



Do not consume illegal drugs



Abide by the rules and regulations



Learn the basic norms and laws



Respect the culture and religion



Learn the local language



Be respectful to women



Check expiry date of documents



You can send money back to your family through a bank or money transfer company



You may also directly deposit your earnings into a bank account in Pakistan



## Working time, trial/ probationary period and vacations:

- ▶ There are 5 working days in a week (40 hours per week).
- ▶ The trial/probationary period depends on the type of employment agreement:
  - 90 calendar days for execution position
  - 120 calendar days for management position
- ▶ Trial/probationary periods for short term contracts may be agreed upon as long as they do not surpass:
  - 5 work days for a contract shorter than 3 months
  - 15 work days for a contract of 3-6 months
  - 30 work days for a contract longer than 6 months
  - 45 work days for a contract longer than 6 months for employees occupying a management position
- ▶ The employee is entitled, according to the provisions of the labour law, to a minimum of 20 vacation days per year (working days, not calendar days).

## Daily workplace safety measures:



Use each piece of equipment for its intended purpose



Wear proper safety equipment, proper uniform / clothes for work



Always keep work areas clean and clear



Use correct posture when lifting an item



Take work breaks from time to time

## Tips to fit and adjust to a new working environment



Be friendly and socialise with your coworkers and offer to help



Respect your work culture. It is crucial to be punctual



Ask for feedback whenever you get the chance to, especially during your first several months.

## Medical leave

You have the right to take medical leave. But you will need a medical certificate from a doctor and you must inform your employer within two days of being absent. You can avail of the discount and privileges of your health card for treatment and medicines at the specified hospitals and clinics. You have the right to receive your income during a period of illness. Based on your medical report, each year you are entitled to a maximum of 15 days of sick leave with full pay, the next 10 days with three-quarters' pay, the subsequent 10 days with half pay, then another 10 days with quarter pay and the remaining 30 days without pay.

## Step III- Protect yourself by knowing your rights and duties

As a registered migrant worker, you have the right to complain and seek protection, if any of your rights are violated. If you think you have been cheated, wronged or treated in a way that discriminates against you because you are not a Romanian or EU citizen, your rights may have been abused. See the contact details at the end of this booklet and seek assistance.



Keep your documents with you all the time



Get a residence permit from your employer



Demand accommodation facilities if they are mentioned in the contract.



You have to be paid once a month, on a working day



You have to be paid for work completed even if you are arrested

If you experience a dispute with the employer regarding non-payment of wages, leave, end-of-service benefits or some other work-related issue, you can contact the Pakistani Embassy in Romania, BEOE ( in Pakistan), OPF- recovery of dues and compensation section (<https://www.opf.org.pk/services/foreign-employment-dues-compensation/> and MRCs to guide you in sorting your problem best.

## Manage your Remittances:

Moving to a new country can be hard. There are massive cultural differences and simply re-acclimating yourself can prove to be difficult. And money, of course, can be a major point of concern when moving abroad



Open a local bank account



Use online banking



Keep an account open at home

## Important local numbers

General emergency numbers: 112. This is a toll-free, general number & can be dialed from any phone, even when locked.

### Police units in Bucharest

District 1	+40212 242 887
District 2	+40212 525 770
District 3	+4021 9543
District 4	+40214 601 472
District 5	+40214 106 490
District 6	+40214 131 620

## Common words/ phrases in Romanian Language

### Romanian

Salut/ Bună ziua

Ce mai faceți? (frm)

Bine, mulțumesc. Și dumneavoastră?

Alo

Cum vă numiți?

Eu sunt din ...

Mă numesc ...

Bună dimineața

Bună ziua

Îți doresc

Da/ Nu

Vorbiți engleză? (frm)

Am înțeles/ Nu înțeleg

Pardon

Scuzati- ma!

Cât costă?

### English

Hi

How are you?

Fine thanks, and you?

Hello

What's your name?

I'm from ...

My name is ...

Good morning

Good afternoon

Have a nice day

Yes/ No

Do you speak English?

I understand/ I don't understand

Sorry

Excuse me

How much is this?

You can send your remittances through formal banking and other legal channels such as Pakistan Remittances Initiatives (PRI), western union, Money Gram etc. Avoid using illegal means such hawala / hundi.

### Hospital Contact Numbers and Addresses

Hospital name	Address	Contact
Bagdasar Hospital	A12 Berceni St.	+40213 343 025
Colentina	A 19-21 Șos. Ștefan cel Mare	+40213 173 24
University Hospital	A169 Splaiul Independenței	+40213 180 519
Floreasca	A8 Calea Floreasca	+4021 9622

## PRE DEPARTURE INFORMATION

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FOR MORE INFORMATION CONTACT THE MIGRANT RESOURCE CENTRES  
ALL SERVICES ARE PROVIDED FREE OF COST

**Hotline Number: 0304 111 2 123**

### Islamabad:



Mezzanine Floor,  
Shaheed-e-Millat  
Secretariat, Blue Area,  
Islamabad.



Skype:  
mrcislamabad



Working hours:  
9AM - 5PM  
(Mon- Fri)

### Lahore:



Industrial Relations  
Institute, Adjacent to  
Rescue 1122, Near Chandni  
Chowk, Town Ship, Lahore.



Skype:  
mrc.lahore



Email:  
help@mrc.org.pk

[www.mrc.org.pk](http://www.mrc.org.pk)

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IMPROVING MIGRATION  
MANAGEMENT IN THE SILK ROUTES

Implemented by



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