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Terre des hommes
Helping children worldwide

Project "RIF4UA – Scaling-up Integrated Services within Resilience and Innovation Facilities
for Ukrainian Refugees Inclusion", funded by the European Social Fund

GUIDE TO EMPLOYMENT

For Refugees from Ukraine in Braşov County, Romania



Social
Innovation 
Initiative



Co-funded by
the European Union

What this guide offers

P.2



About the Project

What this project offers

Insights from responses of 200 Ukrainian Refugees from Braşov and Budapest

Summary of the Analysis



P.5

P.6



Regulatory Framework

Refugees' Rights to Access Work in Romania

Guide to employment step by step

Guidance Manual for Supporting the
Employment of Ukrainian Refugees in Romania



P.7-8

P.9



Your Rights as an Employee

Main Rights

The Right to Safety and Respect at Work

What to Do in Cases of Abuse or Harassment



P.10

P.11



Engaging the Local Community

Local Support – Braşov County,
Romania



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RIF4UA – Scaling-up Integrated Services within Resilience and Innovation Facilities for Ukrainian Refugees Inclusion

This guide is intended for Ukrainian refugees living in Braşov County, Romania, who benefit from temporary protection and wish to find employment in Romania.

Its purpose is to support refugees in the process of integrating into the labor market.

Inside the guide, you will find essential information about labor legislation in Romania, the steps you need to follow to get a job (mandatory documents, sample CVs, cover and recommendation letters, examples of interview questions, etc.), as well as online sources where you can search for job opportunities.

The guide also explains your rights as an employee, the types of employment contracts, and what actions you can take in cases of abuse or harassment. In addition, it introduces the counseling services available through the project, together with the institutions and organizations that provide support to Ukrainian refugees.



About the Project

The RIF4UA Project is funded by the ESF and aims to support the integration of Ukrainian refugees in Romania and Hungary.

Implemented by Terre des hommes (Tdh) Romania, Terre des hommes (Tdh) Hungary, and the Braşov County Agency for Sustainable Development (ADDJB), the project provides integrated services in social and educational support, skills development, and access to the labor market, through the Resilience Innovation Facilities (RIF) established in in Braşov and Budapest.

These centers will provide support for the whole family, including information and counseling services, language training, complementary education for children, psychological and psychosocial assistance, as well as support for employment and social inclusion.

In the first phase, the project implementation began with an assessment of the needs of the Ukrainian refugee community, as well as a mapping of the relevant local actors, with the aim of identifying existing gaps in the support provided to refugees in Braşov and Budapest.

Based on the assessments carried out within the project, Ukrainian refugees will benefit from personalized support in the process of integrating into the labor market, as well as access to local language courses and skills development programs.

The project also involves collaboration with local actors, aiming to strengthen the capacity of communities to effectively respond to the needs of refugees, thus facilitating constructive interaction between refugees and local communities.

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[The Project RIF4UA](#)



What is offered through the project



Social Support for Access to Services

- **Social Assistance**

At least **200 Ukrainian** refugees in difficult situations will receive **personalized** support, based on the needs identified together with the social workers involved. When needed, translation services are also provided to make it easier to access medical and educational services, as well as state benefits.

Skills Development and Educational Support

- **After-School Program for Children Aged 4–15**

The After-School Program supports parents while they work or look for a job, by offering children educational and recreational activities in a safe and organized environment. The activities focus on psychosocial support rather than school homework. The program runs for 4 hours per day, in various locations with limited access and rotation, in order to help as many families as possible.

- **Digital and Technology Skills Workshops at the RIF Centers**

The functional RIF (Resilience Innovation Facility) provides a safe and friendly space for children and adolescents, where learning is combined with creativity and technology. With access to modern equipment (3D printers, laser and vinyl cutters, embroidery machine, heat press, 3D scanner), participants can design, build, and collaborate in a practical and enjoyable way, gaining confidence in their own abilities.



- **Soft Skills – Workshops/Sessions for Adults**

The Soft Skills Program is dedicated to adults and offers practical workshops for personal development, as well as psychological and psychosocial support. Our goal is to help at least 100 people go through the process of adapting to a new country more easily and to find employment. The workshops will cover topics related to integration, socialization, and independent living, with a focus on education, career guidance, and employment.

- **Language Learning Program**

Within this program, we aim for at least 100 people to take part in Romanian language courses and non-formal learning activities, tailored to participants' needs. These include conversation clubs, small group support sessions, and practical activities for those who have already attended courses but need more confidence in using the language in everyday life.



Support for Labor Market Integration

- **Employment Counseling**

The colleagues from ADDJB will conduct workshops dedicated to developing the skills needed for employment: writing a CV and cover letter, preparing for interviews, understanding employee rights, and improving communication with employers, etc. Participants will also receive personalized counseling to help identify suitable job vacancies, understand the labor market, and validate previously acquired skills and qualifications. Information will be shared about reskilling courses and the steps needed to make the most of previous professional experience in a new context.



- **Partnerships**

To support the integration of Ukrainian refugees into the labor market, partnerships will be established with public institutions, employers, and specialized organizations, such as AJOFM Braşov. Each month, lists of relevant job vacancies will be published on the website www.addjb.ro, while personalized counseling will facilitate professional integration according to each person's experience and needs.

What We Learned from the Responses of 200 Ukrainian Refugees from Braşov and Budapest

Summary of the Analysis on the Needs Assessment of Ukrainian Refugees

Within the RIF4UA project, we analyzed the needs and challenges of Ukrainian refugees in Braşov and Budapest, based on 200 questionnaires, 31 interviews with refugees, 12 interviews with local actors, and 6 focus groups. The research, carried out between June 16 and July 16, 2025, aimed to capture both the overall picture and personal experiences. Data were collected in compliance with the principles of confidentiality and participants' safety.

• Profile of Ukrainian Refugees

Most refugees are women (82%), aged between 31 and 50. Over 90% of respondents arrived together with their families and children. In Braşov, young people and larger families predominate, especially mothers with children, while in Budapest there is a higher presence of refugees over the age of 50. In both countries, the majority has been living there for more than two years.

• Housing and Services

The majority of respondents (87%) live in rented accommodation, often in modest conditions, and local authorities provide limited support in finding housing. Regarding health, more than half of the refugees report having full access to public medical services, but almost 40% benefit only from emergency care, while 9.5% have no access to medical services at all — highlighting gaps in information and administrative barriers. Educational support for children is requested by about 64% of respondents, while public transport and integration activities are among the most sought-after services.

• Economic Situation

Of the 200 respondents, about 70% have higher education, yet the employment rate remains low: 40.5% are employed, while another 40% are looking for a job. Employment is higher in Budapest (46%) than in Braşov (33%), where mothers with children predominate, which explains the higher level of economic inactivity (27% in Braşov compared to 11% in Budapest). The main barriers to labor market integration are the lack of local language skills, limited access to career counseling, and the non-recognition of previous qualifications.

• Psychological and Social Needs

Almost one third (60%) of refugees face emotional difficulties, and two thirds (65%) state that they either need or are unsure if they need psychological support. Participation in group activities is moderate, but many consider that informal support from the community is more effective than that provided by institutions.

• Priorities for Integration

From the open-ended responses, the most frequently mentioned needs for better integration include language courses (67), housing (53), financial support (47), children's integration (33), legal counseling (24), psychological assistance (20), access to employment (19), support for vulnerable persons (18), and recognition of diplomas and professional qualifications (9). Many respondents also emphasized the importance of interaction with locals, involvement, and participation in mentoring or volunteering initiatives.



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[Report on the Needs
Assessment of
Ukrainian Refugees](#)

Regulatory Framework

Refugees' Rights Regarding Access to Work in Romania



The Right of Residence on the Territory of Romania

Ukrainian citizens who legally enter Romania have the right of residence for a period of 90 days or may regulate their stay by obtaining a temporary protection permit, accompanied by a personal numerical code (CNP) issued by the General Inspectorate for Immigration (IGI).

Refugees benefiting from temporary protection in Romania enjoy socio-economic rights, including access to employment, healthcare, education, and social assistance.

The Right to Access Employment in Romania

Beneficiaries of temporary protection can exercise their right to work through:

- Employment based on an individual labor contract;
- Self-employment, by establishing an Authorized Natural Person (PFA) or a Limited Liability Company (SRL);
- Carrying out activities under a copyright assignment contract.

Legal Basis:

- EU Council Directive 2001/55/EC on temporary protection
- Law no. 122/2006 on asylum in Romania
- Emergency Ordinance no. 194/2002 on the regime of foreigners
- Emergency Ordinance no. 20/2022 amending and supplementing certain normative acts, as well as establishing support and humanitarian assistance measures (support granted to Ukrainian refugees)

Legal Basis:

- **Labor Code**
- Law no. 76/2002 on the unemployment insurance system and the stimulation of employment
- Order of the Ministry of Labor and Social Solidarity no. 1,938 of July 30, 2024

Procedure for the Employment of Ukrainian Citizens Coming from the Armed Conflict Area in Ukraine

- Ukrainian citizens who have entered Romania legally and do not apply for asylum can work without the need for an employment permit. (Emergency Ordinance no. 20/2022):
- Ukrainian citizens coming from the armed conflict area can be employed in Romania even without documents proving their professional qualifications, based on a declaration on their own responsibility and with the support of AJOFM or employers.
- Refugees in Romania can obtain the [European Qualifications Passport for Refugees \(EQPR\)](#), issued by CNRED and the Council of Europe, which validates higher education qualifications even in the absence of complete documentation, and facilitates access to employment and education across Europe.



Employment Step by Step

Counseling Guide for the Employment of Ukrainian Refugees in Braşov

1



Obtaining Temporary Protection Status

- This status is granted by the Romanian authorities based on an application submitted to the General Inspectorate for Immigration (IGI).
- The residence permit confirms the right to work and to benefit from other socio-economic services.

2



Participation in Romanian Language Courses

- Although not mandatory, knowing the Romanian language significantly improves employment opportunities and makes communication at the workplace easier.
- The Romanian language courses organized through the project are free of charge.

3



Preparing the Set of Documents Required for Employment

- Curriculum Vitae (CV) – including personal details, work experience, education, and skills (CV template)
- Cover Letter – tailored to the position applied for (template available)
- Recommendation Letter (if available) – from a former employer or collaborators (template available)
- Documents confirming studies and qualifications

4



Registration with AJOFM Braşov

- People with temporary protection can register with AJOFM Braşov to benefit from career counseling, professional training, job market mediation, and access to available vacancies. Registration with [AJOFM can also be done online](#).
- If a Ukrainian citizen finds an employer directly, without using AJOFM services, they can complete together with the employer a declaration on their own responsibility regarding professional qualifications and experience required for the job.

Scan/Click Here for More Information



• [CV Templates](#)

• [Cover Letter](#)



• [Recommendation Letter](#)



• [Employment procedure](#)



Employment Step by Step

5



Consulting Job Platforms

- National Employment Agency (ANOFM) website:
- <https://www.anofm.ro>
- Private online recruitment platforms:
- <https://www.ejobs.ro>
- <https://www.hipo.ro>
- <https://www.bestjobs.eu>
- Social networks or directly at company offices

6



Selecting and Applying for Suitable Jobs

- Choose jobs according to your qualification, experience, and language proficiency.
- Send your CV and cover letter by email, via online forms, or directly to the employer.

7



Attending the Interview

- Prepare for the employer's questions, learn about the company, and present your skills with confidence.

[\(Examples of interview questions\)](#)



8



Employment

- Signing the Individual Employment Contract (CIM)
- The contract must be in written form and must clearly state the salary, working hours, responsibilities, and rights (sample employment contract).

Do You Need Employment Counseling?

Request support from ADDJB by filling out the form



Scan/Click Here for More Information
[Application Form for
Employment Support and
Counseling](#)



Your Rights as an Employee



- As an employee, the Romanian labor legislation offers you protection and guarantees to work under fair and safe conditions.
- It is important to know and respect these rights, so that you are protected from possible abuses.

Main Rights:

• Written Employment Contract

Every employment must be confirmed through an individual labor contract, signed before starting work. It must include details about salary, working hours, responsibilities, and the contract period. Employment contracts may be either permanent or fixed-term, both concluded in writing and officially registered, with a clear specification of the rights and obligations of both parties.

• Guaranteed Minimum Salary

In 2025, the gross minimum wage is 4,050 RON per month. Employers cannot pay less than this amount for a full-time job.

• Legal Working Hours

The standard duration is a maximum of 8 hours per day and 40 hours per week. Overtime must be paid or compensated with time off.

• Paid Annual Leave

You are entitled to at least 20 working days of paid annual leave.

• Health Insurance

Through your employment contract, you are automatically insured in the public health system and can benefit from free or subsidized medical services.

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- [Types and Examples of Employment Contracts in Romania](#)



- [Individual Employment Contract \(IEC\) Template](#)

Attention:

- Do not work "off the books"! You must have an employment contract. Ask your employer for confirmation from REVISAL.
(The official electronic labor registry).
- Do not sign anything you don't understand – ask for help (ADDJB: addjb.ro/contact)
- Keep a copy of your employment contract.

The Right to Safety and Respect at Work



Harassment and abuse in the workplace are prohibited by law in Romania. These may include verbal, physical, or written behaviors that intimidate, humiliate, or discriminate against a person. In such situations, it is important to act promptly and keep proper documentation.

Steps to Follow in Cases of Abuse or Harassment

• Recognizing the Situation

- Identify abusive or harassing behaviors (e.g., insults, threats, discriminatory comments, offensive gestures, non-consensual touching).
- Remember that harassment may be related to gender, origin, religion, disability, sexual orientation, or other criteria protected by law.

• Documenting the Incidents

- Write down the date, time, place, and people involved.
- Keep copies of messages, emails, or any other evidence.
- If there are witnesses, ask them for written confirmation.

• Reporting Within the Organization

- Report directly to your immediate supervisor, the HR officer, or a person designated to handle such situations.
- Submit the complaint in writing, using clear and factual language.

• External Support

- The Braşov Territorial Labor Inspectorate (ITM) – for counseling and filing complaints.
- In serious cases – contact the Police, the Prosecutor's Office, or the Court of Law.
- You can also request support from institutions that provide free legal assistance, such as:
 - Braşov Social Assistance Directorate (DAS)
 - National Council for Combating Discrimination (CNCD)
 - National Agency for Equal Opportunities between Women and Men (ANES)

• Protecting Your Own Safety

- If you feel threatened, remove yourself from the situation and seek help immediately.
- Inform a trusted person about what is happening.

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[Legal Framework on Abuse and Harassment in the Workplace](#)

Important:

- Employers have the legal obligation to ensure a safe workplace, free from harassment or abuse, and to investigate any complaint in this regard.

Engaging the Local Community

Local Support – Braşov County, Romania

Who?

Actors Involved:

The integration of refugees is achieved through joint efforts that combine the initiatives of authorities with the solidarity and direct involvement of the community. In Braşov, the project brings together a diverse support network made up of:

- Public institutions – local city halls in Braşov County, the Prefect's Institution, specialized county-level institutions, educational and medical institutions, etc.
- NGOs – providers of social, educational, and professional integration support.
- Business sector – companies and entrepreneurs.
- Civic community – volunteers, local groups, and community leaders.



How?

Ways of Involvement:

The local community in Braşov can actively contribute to the integration of refugees through various initiatives, such as:

- Job fairs and other community events – creating opportunities to meet employers and community members.
- On-the-job training – offering the chance to learn directly alongside local employees.
- Mentoring and volunteering – providing tailored support to each person's needs to facilitate integration.
- Cultural and educational activities – fostering mutual understanding and social cohesion.



Why?

Impact:

Support actions dedicated to Ukrainian refugees will have a significant effect on the Braşov community by:

- Facilitating quick access to jobs and support services.
- Increasing opportunities for socio-economic integration.
- Strengthening ties between refugees and the local community.
- Developing an inclusive and supportive environment.



[Scan/Click Here for More Information](#)

[Contact Details and Support Services for Refugees Provided by Public Institutions, NGOs, and Other Relevant Actors in Braşov](#)



Contact info

Adresa: str. Poienelor nr. 5,
Administrative Building, 3rd floor,
Pro Roman Industrial Park,
Brașov, Brașov County, Romania

Email: contact@addjb.ro

Web: www.addjb.ro



Contact info

Adresa: str. Părăului nr. 7A,
Brașov, Brașov County, Romania

Email: rou.office@tdh.org

Web: www.tdh.ro



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[Support and Counseling](#)

