

The Centre for Peace Studies (CPS)

Udruga Are you Syrious

How to find a job in Croatia

Guide for asylum seekers and
foreigners in Croatia



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Welcome

Job hunting can be a challenging, but also an exciting process. It is an opportunity to find a job that matches your skills, interests and needs. There are many employment opportunities in Croatia, but it is important to know where and how to look for a job, how to prepare and what your rights are. This guide will help you navigate the job search process more easily and be confident in your steps.

First steps in job hunting

Before you start looking for a job, it is important to prepare yourself – not only practically, but also mentally. Job hunting can take time, but with good organization and persistence, success is possible. Here are some tips to help you get started:

- **Set goals:**

Think about the kind of job you are looking for. Do you want to work in a certain industry? Do you have specific skills you want to use? Setting goals will help you focus on jobs that match your interests and abilities.

- **Prepare for challenges:**

Job hunting can be stressful, especially if you are new to the country or do not speak the language. Be patient and do not get discouraged if you do not get an answer right away. Every step you take brings you closer to your goal.

- **Organize your time:**

Job hunting takes time and effort. Set aside part of your day to search for ads, send applications and prepare for interviews. Regularity and discipline are key to success.

- **Be open to learning:**

If you don't have enough experience or skills for the job you want, consider taking courses, learning a language or volunteering. This will help you gain new skills and increase your chances of getting hired.

- **Seek support:**

Don't be afraid to ask for help. Reach out to friends, family, organizations or the Croatian Employment Service (hrv. Hrvatski zavod za zapošljavanje). There are people and organizations that are there to help you.

Why is it important to be proactive and persistent?

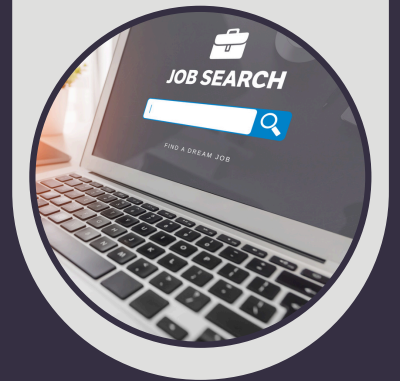
Job hunting is not just about passively browsing ads – it is an active process in which you build your network of contacts, research opportunities and present yourself to employers. Every CV you send, every job interview you go to and every new skill you learn brings you a step closer to your goal. Be persistent and believe in your abilities.



NEW JOB
CHAPTER ONE

1. Where and how to look for a job?

When looking for a job, it is important to understand that the job market is dynamic and constantly changing. Some jobs are advertised publicly through advertisements and platforms, while others are found through personal contacts, recommendations or direct communication with employers. That is why it is crucial to use all available resources – from online tools and social networks to networking and personal connections. Job hunting is not just about sending applications – it is a process that includes researching the job market, understanding the needs of employers and working on your own presentation. Updating your CV, writing motivation letters, preparing for interviews and actively networking are just some of the steps that can bring you closer to the desired job. Every action, no matter how small, contributes to your progress – whether it is applying for an advertisement, talking to an acquaintance who can help you or even participating in training that will improve your skills. It is also important to remain open to different possibilities and adapt to changes. Sometimes opportunities appear in unexpected places, and flexibility and proactivity can be key factors for success. Below you will find an overview of the most important ways to look for a job in Croatia, as well as tips on how to make the most of them. With the right approach and perseverance, every step you take will take you closer to your goal.



Websites and portals

- MojPosao.net – The largest job search site in Croatia. You can search for jobs by category, location and type of employment. You can also upload your CV (resume) to make it easier for employers to find you. (Web: www.moj-posao.net)
- Posao.hr – Another popular site with many job listings. (Web: www.posao.hr)
- LinkedIn – A professional network that allows you to connect with employers, follow companies and apply for jobs. (Web: www.linkedin.com)
- [Labor Exchange \(HZZ\) – The Croatian Employment Service has its own job listings page, and you can also apply in person at their office for additional assistance.](http://Labor Exchange (HZZ) – The Croatian Employment Service has its own job listings page, and you can also apply in person at their office for additional assistance.) (Web: www.hzz.hr)

How to use LinkedIn?

LinkedIn is a professional network that allows you to:

- Find job listings.
- Connect with employers and colleagues.
- Showcase your skills and experience.

Create a profile:

- Enter your information, experience, and skills. Add a professional photo.
- Connect with people: Add colleagues, friends, and employers.
- Apply for jobs: Use the "Jobs" feature to search for jobs.
- Be active: Post, comment, and participate in discussions.

Social networks and groups

Social networks and applications such as Facebook and WhatsApp have become an important tool for job hunting, as they enable quick and easy communication between employers and job seekers. However, it is important to note that the information in these groups changes frequently – new groups are opened, while some become inactive. The following list contains currently active and verified groups that are reliable and useful for job hunting in Croatia. We recommend that you regularly monitor the activities in the groups and use them as an additional resource in your job hunting process.



Facebook groups

Jobs in Croatia - This group is designed to connect employers and job seekers in Croatia. It has a wide range of offers, from seasonal jobs to permanent positions
Link: <https://www.facebook.com/groups/601688708616031/>

CROATIA - JOB SEARCH - Jobseeker & Employers - A group for anyone looking for a job or offering a job in Croatia. It is active and frequently posts various offers.
Link: <https://www.facebook.com/groups/966873841598640/>

Foreigners in Croatia GO-JOB CRO - Ideal for foreigners looking for a job in Croatia, but also for locals. The focus is on international and local opportunities.
Link: <https://www.facebook.com/groups/912202354200661/>

Freelancers Croatia - If you are interested in freelance work, this is a great group for finding projects and networking with other freelancers.
Link: <https://www.facebook.com/groups/966873841598640/>

Best Jobs Croatia, Zagreb - Focused on jobs in Zagreb, but there are often offers from other areas as well of Croatia.
Link: <https://www.facebook.com/groups/601688708616031/>

IT Jobs Croatia - If you are in the IT sector, this is the group for you. Jobs for programmers, designers and other IT experts.
Link: <https://www.facebook.com/groups/601688708616031/>

LOOKING FOR/NEED - videographer/photographer - Specific group for creative people, especially photographers and videographers. If you are in artistic waters, this is the right community for you.
Link: <https://www.facebook.com/groups/601688708616031/>



Whatsapp groups

Join Opportunities WhatsApp Group Croatia

A group for searching for jobs in Croatia, especially for foreign workers and in deficit occupations. You can find more information on the page: Croatia Work VISA 2024.

(Website: <https://daadscholarship.com/croatia-work-visa-2024-types-application-process-and-requirements/>).

Croatia Job WhatsApp Groups

On the GroupSor page you can find a list of WhatsApp groups for jobs in Croatia. Search "Jobs/Career" section.

(Website: <https://groupsor.link/group/country/Croatia>)

Europe WhatsApp Groups for Jobs

If you are looking for jobs in a wider European context, visit Whats Link Hub and join groups like "JOBS Europe" or "Abroad Jobs Only".

(Website: <https://whatslinkhub.com/europe-whatsapp-group-links/>)

Interstaff Croatia

Recruitment agency that uses WhatsApp to communicate with candidates.

Kontakt: +38599 477 14 54 (WhatsApp, Viber, Telegram).

(Website: <https://interstaff.hr/en/jobseekers/>)

Personal contacts and recommendations

- Ask people you know: Many jobs in Croatia are found through personal recommendations. Let friends, acquaintances, and community members know that you are looking for a job.
- Networking: Attend events, job fairs, and workshops where you can meet employers and other people who can help you.
- Contacting employers directly
- If you know of a company you would like to work for, you can email them your resume and cover letter, even if they don't currently have any open positions.

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2. How to prepare for job hunting?

Before you start looking for a job, it's important to prepare yourself.

Here are some steps to help you:

Think about your skills, experience, and interests. What kind of jobs would you like to do? What kind of jobs can you do with your qualifications?

If you don't have enough experience, consider volunteering or taking courses to gain new skills.

Preparing a CV

What is a CV? A CV (Curriculum Vitae) is a document that presents your education, work experience, skills and personal information.

How to write a good CV?

Be clear and precise. Use a simple format and professional language. Adapt your CV to each job you are applying for.

What should a CV contain?

Personal information: Name, surname, contact (phone, email), address.

Education: Schools you have completed, courses or certificates.

Work experience: Jobs you have held, with a description of your tasks.

Skills: Languages you speak, computer skills, other specific skills.

Hobbies and interests (optional): What you like to do in your free time.

Online CV tools:

- Canva (www.canva.com) – Free CV templates.
- Zety (zety.com/resume-builder) – Professional CV builder.
- Europass (<https://europass.europa.eu/en/create-europass-cv>) – CV builder



Writing a motivation letter



How to write a motivation letter?

A motivation letter is your opportunity to introduce yourself to the employer and show why you are the right person for the job. It is important that it is clear, professional, and tailored to each job you are applying for. Here are some key tips:

Tips for writing a motivation letter:

- Tailor your letter to the job and company – Research the company and match your skills to what they are looking for.
- Be specific – Instead of general phrases, use examples of your achievements.
- Stick to one page – Keep your letter short and to the point.
- Show enthusiasm – Employers like to see that you are excited about the opportunity.
- Check your spelling and grammar – Make sure your letter is error-free.

Structure of the motivation letter:

- Introduction: Introduce yourself and write what position you are applying for.
- Body: Explain why you are interested in the job and how your skills fit requirements.
- Conclusion: Thank you for the opportunity and express your desire to talk.

Motivation letter example

Dear [Name of person or "hiring team"],

I am applying for the position [position name] at your company [company name], because I believe that my experience in [field of work] and skills [e.g., organization, communication] can contribute to your team.

While working at [name of previous company], I was responsible for [specific task, e.g., "project management"], which resulted in [positive outcome, e.g., "increased team efficiency by 15%"]. I was particularly attracted by your commitment to [company value, e.g., "innovation"], an area that personally inspires me.

I look forward to the opportunity to discuss in more detail how I can contribute to your team. Thank you for considering my application.

Sincerely,

[Your name]

[Contact details]

Additional tips for job hunting



Prepare for the job interview:

Be punctual, neat, and ready to answer questions about your experience. Prepare a few questions for the employer (e.g., about working hours, salary, working conditions).



Check the employer:

Before accepting a job, research the employer online. Check reviews from other employees if available.



Know your rights:

In Croatia, you have the right to a minimum wage, paid vacation, and safe working conditions. Ask for help if necessary.



What You need to work in Croatia

PROCEDURES AND DOCUMENTS

Work permit certificate

A work permit is a document that allows foreign workers to legally work in Croatia. Depending on the type of permit, it can be issued based on quotas or outside of quotas.

- It is issued by the Ministry of the Interior (MUP) through police departments and stations.
- Either the employer or the worker can apply.
- Required documents include: an employment contract or a certificate of intent to employ, proof of accommodation and identification documents.
- More information: <https://gov.hr/>

Certificate of employment status (e-workbook)

The e-workbook is a digital record of work experience and registration in the pension system. It can be used to prove employment and exercise rights from work.

- It is available through the e-Citizens system.
- It can be downloaded from the website of the Croatian Pension Insurance Institute (HZMO).
- NIAS authentication is required (e.g. bank token, eOI, mToken).
- More information: hzmo.hr

Registration of residence and accommodation conditions

Every person coming to work in Croatia must register their place of residence within 15 days of entering the country. Registration is done at the competent police station according to the place of residence. Required documents:

- Identity card or passport
- Proof of accommodation (rental contract, landlord's statement)

If you are a foreign worker, your employer may be obliged to provide you with accommodation. In this case, it is necessary to ensure that the accommodation meets the minimum hygienic and housing requirements.

DOCUMENTS AND PROCEDURES

Tax card

The tax card contains personal data about the taxpayer and is used for calculating income tax.

- It is issued by the Tax Administration.
- The application can be submitted in person or via the e-Citizens system.
- Required documents: identification document, OIB, proof of employment.
- More information: porezna-uprava.hr

Certificate of no criminal record

This document proves that a person has not been convicted of a crime and is required for certain types of work.

- It is issued at the Municipal Court according to the place of residence or through the e-Citizens system.
- The application can be submitted in person or online.
- The fee depends on the purpose of the certificate.
- More information: pravosudje.hr

e-Citizens System

E-Citizens is a digital platform that enables access to government services online.

- It provides access to the e-work book, tax data, registration of residence and many other services.
- Access requires a NIAS user account (bank token, eOI, mToken).
- More information: gov.hr

Supplementary health insurance

Supplementary insurance covers the participation fee for health services that are not fully covered by mandatory insurance.

- It can be contracted through the Croatian Health Insurance Institute (HZZO) or private insurers.
- It can be contracted by anyone who has mandatory health insurance.
- More information: hzzo.hr

Opening a bank account

To receive a salary, it is necessary to open a current account in a bank.

- Required documents: identification document (passport, ID card), OIB.
- It is recommended to check the offers of different banks because the conditions may vary.
- A bank account can also be used for online payments and receiving government fees.
- More information is available on the websites of individual banks.



Employment CONTRACT

What is an employment contract?

An employment contract is a document that you sign with your employer before you start working.

It contains:

- Your working conditions (working hours, salary, job description).
- The rights and obligations of you and your employer.

Why is an employment contract important?

Protects your rights: A contract ensures that you receive a salary and work under the agreed terms. Legality: Working without a contract is illegal in Croatia.

Important notes:

Do not sign documents that you do not understand.

If something is not clear, ask for an explanation or help.

The contract must be in a language that you understand.

If it is not, you have the right to ask for a translation.

The contract is mandatory.

If the employer does not offer you a contract, do not accept the job.



Working conditions and EMPLOYEE RIGHTS

Working hours and overtime

- Standard working hours: 40 hours per week.
- Overtime may not exceed 180 hours per year, unless otherwise agreed in a collective agreement.

Minimum wage and contributions

- The employer pays the net salary and pays contributions for health and pension insurance.
- When negotiating salary, it is important to understand the difference between gross and net amounts.

The right to take sick leave

- If an employee falls ill, he or she must provide a medical certificate within three days and notify the employer.
- During sick leave, the employee receives salary compensation.

Termination of employment

- The employment relationship may be terminated by mutual agreement, by dismissal by the employee or the employer.
- The notice period depends on the length of service.

Protection of labor rights

- If you believe that your rights have been violated, you can contact the Inspectorate work or file a complaint with the competent court. There are also trade unions that provide legal advice help. Address: <https://dirh.gov.hr/podnosenje-prijava/83>
- IMPORTANT: You must not start working before you sign the contract and be registered for mandatory insurance!

Additional resources: Aid organizations



Are You Syrious?

An organization that provides support to refugees and asylum seekers in Croatia, including help with integration and job search. More information: www.areyousyrious.eu Specific support contact: You can find a section on their site "Support Services" which includes employment assistance.



Borders:None

An organization that focuses on supporting migrants and refugees, including education and employment assistance. Facebook page: www.facebook.com/bordersnone It is recommended to contact directly via their Facebook page for information on current support programs.



JRS Croatia Jesuit Refugee Service

Jesuit Refugee Service (JRS Croatia) JRS Croatia offers various forms of assistance to refugees and asylum seekers, including job search support and integration. More information: hrv.jrs.net Specific employment link: On their site there is a section "Support in integration" which includes assistance in employment. Direct contact recommended via their site.




Thank you!

Job hunting can be a challenging process, but we believe that with the right information, support, and persistence, you can find an opportunity that matches your skills and needs. It is important to remember that you are not alone in this process – there are always people and organizations ready to help. The Center for Peace Studies is here to support you on your journey. If you have any questions, need additional information, or simply want to discuss your options, please feel free to contact us. Our doors are always open, and our team is ready to help you every step of the way.


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