EMPLOYMENT

Who can work in Greece?

All, having

1. A Tax Registration Number (ΑΦΜ)
2. A Social Security Number (ΑΜΚΑ / ΠΑΑΥΠΑ)

Please note:

If you are an asylum applicant, you also need your asylum applicant's card.

If you are a recognized refugee, you also need the residence permit.



TAX REGISTRATION NUMBER (ΑΦΜ)

What is the Tax Registration Number (ΑΦΜ)?

It is a unique personal number comprised of 9 digits, required for any type of transactions with public services, banks, getting employed, renting a house etc.

All individuals who reside permanently in Greece, either Greek or foreigners, have the right to obtain it.

How do I obtain a Tax Registration Number?

You need to visit the Tax Agency of your residence. Please find the closest to you at http://www.gsis.gr/gsis/info/gsis_site/PublicIssue/Info_DOY.html

You can either show up in person or someone else on your behalf with written authorization attested by the authentication of your signature.

What documents are required for obtaining a Tax Registration Number?

-you have to show original proof and submit a photocopy of your residence permit in Greece (asylum applicant's card, residence permit, passport, Identity Card, visa, etc.). All documents proving your legal residence must be valid and not have expired.

Please note:

If reside at a camp you may submit a certificate issued by your local Police Department

If you live in an apartment rented by an NGO on your behalf, you may submit a certificate issued by this NGO.

- you fill a document entitled “Tax Registration Number submission statement” (M1) as well as a “statement of taxpayer’s relationship” (M7). You may find sample of these documents at:

http://www.gsis.gr/gsis/export/sites/default/gsis_site/Services/Polites/documents_e_entipa_2/M1.pdf

&

http://www.gsis.gr/gsis/export/sites/default/gsis_site/Services/Polites/documents_e_entipa_2/M7.pdf

How long does it take for me to obtain a Tax Registration Number?

On the same day that you will submit the necessary documents, provided they are complete.



SOCIAL SECURITY NUMBER (AMKA)

What is the Social Security Number (AMKA)?

It is a registration number for employment and social security, it is actually the insurance identification of all citizens and it is mandatory for everybody.

All individuals who reside permanently in Greece, either Greek or foreigners, have the right to obtain it.

It is mandatory for everyone who intends to be insured, get employed, receive unemployment benefit, access hospital and medical healthcare of the public health services etc.

How do I obtain a Social Security Number?

You need to visit the Citizen Service Centre (ΚΕΠ) of your residence. Please find the closest to you at http://www.kep.gov.gr/portal/page/portal/kep/kepfind

You can either show up in person or someone else on your behalf with written authorization attested by the authentication of your signature.

What documents are required for obtaining a Social Security Number?

-you have to show original proof and submit a photocopy of your residence permit in Greece (asylum applicant’s card, residence permit, passport, Identity Card, visa, etc.). All documents proving your legal residence must be valid and not have expired.

Please note:

If reside at a camp you may submit a certificate issued by your local Police Department

If you live in an apartment rented by an NGO on your behalf, you may submit a certificate issued by this NGO.

-a birth certificate is needed for minors that were born in Greece

How long does it take for me to obtain a Social Security Number?

On the same day that you will submit the necessary documents, provided they are complete.

NATIONAL MANPOWER EMPLOYMENT ORGANIZATION (ΟΑΕΔ)

National Manpower Employment Organization (OAED) is the official entity supervised by the Hellenic Ministry of Labour, Social Insurance, and Welfare for (i) promotion to employment; (ii) unemployment insurance and social protection of maternity and family; (iii) vocational education and training.

'Free access for all'

All services are free of charge and provided to all unemployed aged 15-74 living in Greece, who are not a student of any educational level, desire to work and actively seek employment.

FAQ

How do I register as unemployed?

OAED operates numerous local Public Employment Services(PES), so you need to visit the one closest to you in order to be assisted. Please visit the official site http://www.oaed.gr for up to date information.

What documents are required for registering (getting an unemployment card)?

- The last income tax statement, or a copy of a registered income tax return. The unemployed who appear as dependent members will present the last income tax statement of the person whose protection is under protection.

For those not obliged to submit an income tax return, only the filing of a declaration of Law 1599/1986, which will bear the certificate of the signature of the declarant, is required.

- A utility bill or a copy of a lease of residence.
- Authentication document in force (ID Card, Passport, etc.)

- Official document of Social Security Number (AMKA)
- Residence or work permit for unemployed citizens of third country nationals.

The Service reserves the right to request any supporting documents deemed necessary for the control of unemployment.

How long does it take for me to obtain an Unemployment Card?

On the same day that you will submit the necessary documents, provided they are complete.

After registering, you will be provided with the passwords required for accessing the e-services portal of the organization and use it as a certified user, in which you can find info such as:

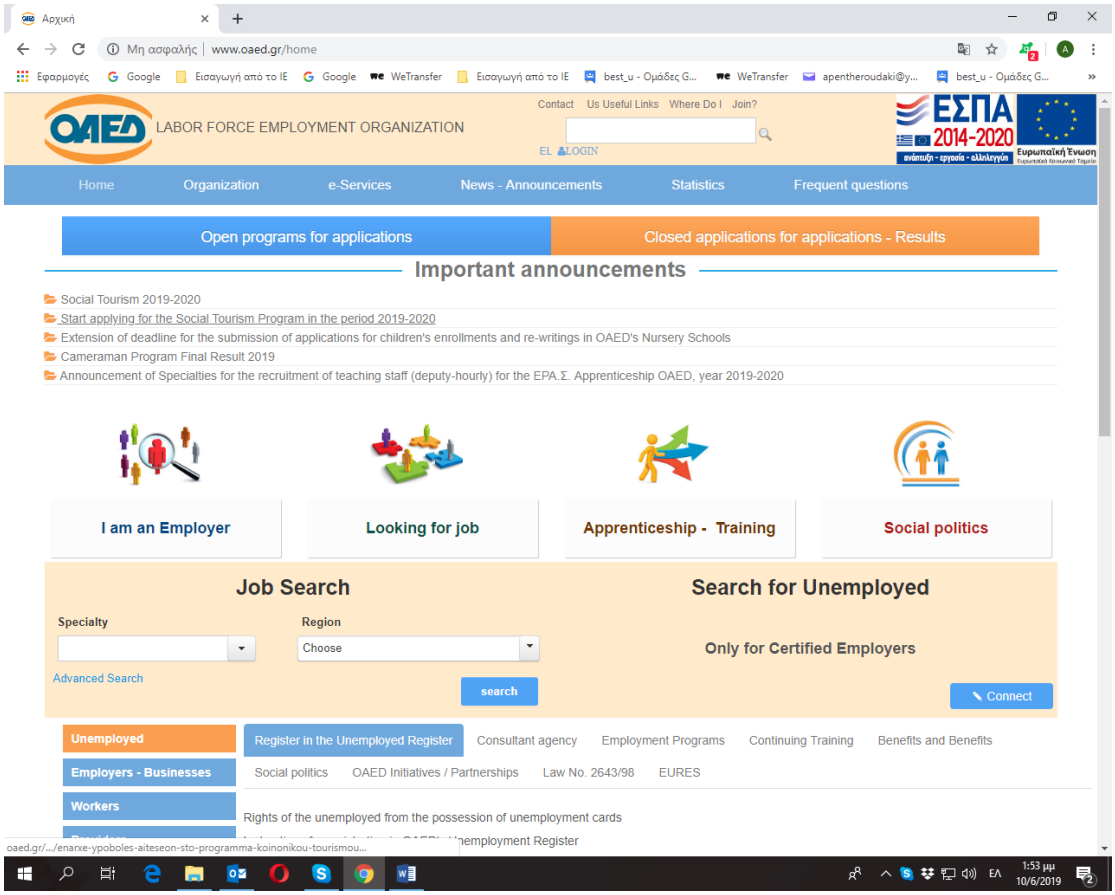
- Rights of the unemployed from the possession of unemployment cards
- Renewal of Unemployment Card
- Issuance of Unemployment Certificates
- Available for application, training or job placement programmes etc.

What are my rights / benefits after registering?

There are numerous rights and benefits, which are subject to the annual planning of the organization and the social protection national programme. Some of them are also subject to certain provisions, however a non-exhaustive list follows:

- Unemployment proven by a valid unemployment card, is used as an awarding criterion in all state recruitment calls,
- Job search
- Participation in initiatives, especially designed for unemployed, providing tailored counselling, mentoring & vocational training
- Participation on Social Protection Programmes such as free of charge social tourism or campsite tourism
- Discounts in utility bills (e.g. electricity)
- Free of charge use of public transport, museum and monuments entry, use of municipal swimming pools and facilities etc.
- Various allowances, as in force, such as heating allowance
- Social Solidarity Income

For up to date information however, all users are advised to visit regularly the e-portal of the organization http://www.oaed.gr/.



What is the Regular Unemployment Grant?

It is a benefit granted to employees whose employment relationship has expired (fixed-term contract) or terminated by the employer, with a duration of between five and 12 months depending on the days worked have been carried out by the beneficiaries at specified intervals prior to the termination or termination of their employment relationship, defined as critical.

What are the prerequisites for being entitled to the Regular Unemployment Grant?

The following general conditions are required to grant the regular unemployment benefit to beneficiaries:

1. Being insured as employee by the OAED unemployment insurance
2. Work Contract Termination (not Voluntary Withdrawal) or
3. Be preceded End fixed term contract (rather Voluntary Withdrawal)
4. Not self-employment
5. To be unemployed when applying for the grant

Additionally, there are supplementary conditions for first – time beneficiaries such as predefined number of working days in the year prior to contract termination, certain number of working days in the last few days etc.

What Special Aid provision entails?

Depending on certain provisions that vary from case to case or from time to time there are special aid tolls also in place such as:

- Special Aid Due to Job Backup or Discontinuation of Work
- Special Aid After Ending Regular Unemployment Grant
- Special Aid after three months stay in the Register of Unemployed
- Special Aid to those serving custodial sentences (Prisoners)
- Special Seasonal Aid

How do I know if I am entitled to a certain benefit by the organization?

You may visit the local Public Employment Service(PES) so as to get advised or use the e-services portal, in which you can find all information as in force with regards to procedures, applications, documents required etc.

Please note, that there are specific deadline and time restrictions per category of benefit, aid, programme etc. that you need to take in mind.

FEW STATISTICS ON LABOUR MARKET DATA & TRENDS

To gain a general idea of the current labour market data, trends etc. in Greece we refer to the Hellenic Statistical Authority (ELSTAT). The Hellenic Statistical Authority (ELSTAT) is an independent Authority enjoying operational independence, as well as administrative and financial autonomy. It is not subject to the control of governmental bodies or other administrative authority. http://www.statistics.gr/en/home

The role of ELSTAT is to coordinate all the activities that concern the development, production and dissemination of the country's official statistics and forward them to European Statistical Authority (Eurostat).

A few notes of the latest Labour Force Survey for the 4th quarter of 2018:

- The number of employed amounted to 3,833,745 persons while the number of unemployed amounted to 881,099 persons
- The unemployment rate was 18.7%

You may wish to take a look at the infographic http://www.statistics.gr/en/infographic-lfs-2018

You may also want to take a look at the table below, in which all employed of 15 years and over are listed based on the type and the category of occupation:

Persons employed of 15 years and over by one-digit categories of economic activities, occupational status– 4th Quarter 2018 – in thousands					
One-digit categories of economic activities and sex	**Total**	**Occupational status**			
		Employers	**Own-account workers**	**Salaried employees**	**Unpaid family workers**
Greece, Total	**3.833,7**	**294,8**	**844,9**	**2.560,5**	**133,6**
Agriculture, forestry and fishing	467,6	36,0	327,2	48,0	56,4
Mining and quarrying	11,7	0,2	0,0	11,5	0,0
Manufacturing	357,0	28,3	36,8	283,0	8,9
Electricity, gas, steam and air conditioning supply	30,3	0,1	0,7	29,4	0,0
Water supply; sewerage, waste management and remediation activities	32,3	0,8	0,5	30,9	0,1
Construction	153,7	16,2	45,9	88,6	3,0
Wholesale and retail trade; repair of motor vehicles and motorcycles	685,2	79,2	144,6	428,7	32,6
Transportation and storage	184,6	10,2	46,1	127,4	0,9
Accommodation and food service activities	350,9	52,4	35,4	236,1	27,0
Information and communication	99,6	3,7	6,8	88,9	0,2
Financial and insurance activities	86,8	1,3	6,3	79,2	0,0
Real estate activities	5,1	0,8	1,7	2,4	0,2
Professional, scientific and technical activities	219,4	23,6	100,4	95,2	0,2
Administrative and support service activities	88,0	8,4	8,2	69,4	2,0
Public administration and defence; compulsory social security	347,2	0,0	0,0	347,2	0,0
Human health and social work activities	240,6	11,7	36,3	192,5	0,2
Arts, entertainment and recreation	52,9	3,4	6,6	42,7	0,2
Other service activities	78,8	8,3	19,5	49,9	1,1
Activities of households as employers	27,6	0,0	3,4	24,2	0,0
Activities of extraterritorial organisations and bodies	2,4	0,0	0,0	2,4	0,0

JOB SEEKING IN GREECE...

It is possible to find employment in Greece via a number of channels: through OAED job centres, personal contacts, newspaper classified ads, employment websites or via private employment agencies (which must be authorised by the Ministry of Labour and Social Protection).

OAED job centres

To register for job, search assistance with the OAED, submit an application at the nearest OAED centre. Centres can be found in the telephone book (*tilephonikos odigos*). European Employment Services (EURES) staff members are available at the main OAED office in Alimos, and speak foreign languages. They are specially trained to help unemployed people find work in EU countries, and match job seekers to available jobs. In addition, it is possible for job seekers to post their qualifications on the EURES website for potential employers to see.

- For the EURES jobseekers website: **Click here**

Newspaper classified ads

Clerical and mid-level jobs are often advertised in newspapers, with advertisements for many upper-level jobs published in Greek and English. The Athens News is an English-language newspaper and has a classifieds section for job openings.

- For links to the main Greek daily newspapers: **Click here** (in Greek)
- For an extensive list of links to Greek newspapers: **Click here**

Employment agencies

Employment agencies in Greece must be authorised by the Ministry of Labour and Social Protection. Two of the largest recruiting agencies are Manpower and Adecco.

- For the Manpower Greece website: **Click here**
- For the Adecco Greece website: **Click here** (in Greek)

Unsolicited applications

Applications sent for a position which has not been advertised are not unusual in Greece. This is generally done by speaking with the human resources department of a potential employer and/or sending a CV and cover letter (in Greek; English if applicable). Trade directories found in local libraries include company mailing addresses. Chambers of commerce can also be a good source of information about potential employers.

Job search resources

An efficient job search requires browsing job adverts on a daily basis on several valid websites that are updated regularly, below you will find an indicative list of data sources:

- Just Jobs
- Kariera
- ICAP

- Jobs in Athens
- Top Language Jobs
- People Cert
- Skywalker
- Skywalker
- Γραφειο Διασύνδεσης Δημοκρίτειου Πανεπιστημίου
- Diorismos
- Careernet
- Joboolo
- Χρυσή Ευκαιρία
- Randstad
- Indeed
- Adecco
- KSM HR
- Manpower
- douleuw.gr
- Mediatel
- Workathlon
- Workable

Qualifications

Europass is a programme for individuals looking for employment, enrolling in school or seeking work experience in Europe. It's a collection of documents that aim to clearly communicate, from one country to another, academic and professional qualifications.

It is not necessary to use all of the Europass documents (some people may choose to use just the Europass CV).

FAQ ON EUROPASS

What is Europass?

Five documents to make your skills and qualifications clearly and easily understood in Europe:

Two documents freely accessible:

- The **Curriculum vitae** helps you present your skills and qualifications effectively and clearly. Create your CV (+ cover letter) online.
- The **Language Passport** is a self-assessment tool for language skills and qualifications. Create your Language Passport online.

Three documents issued by education and training authorities:

- The **Europass Mobility** records the knowledge and skills acquired in another European country.
- The **Certificate Supplement** describes the knowledge and skills acquired by holders of vocational education and training certificates.
- The **Diploma Supplement** describes the knowledge and skills acquired by holders of higher education degrees.

How to contact a National Europass Centre?

In every country (European Union and European Economic Area), a National Europass Centre coordinates all activities related to the Europass documents. It is the first point of contact for any person or organisation interested in using or learning more about Europass, in Greece:

National Organisation for the Certification of Qualifications & Vocational Guidance (EOPPEP)

http://europass.eoppep.gr

Email: europass@eoppep.gr

Address: 41 Ethnikis Antistaseos Av., Nea Ionia, 14234 Athens,GREECE

Telephone: +30 210 27 09 180

How much do Europass documents cost?

Europass documents are free of charge.

Can I complete Europass documents myself?

You can complete yourself the Curriculum Vitae and the Language Passport. Go to the Europass online editor.

Certificate Supplement, Diploma Supplement and Europass Mobility are issued by relevant organisations at national level.

What is the European Skills Passport?

It is an electronic portfolio to give a comprehensive picture of your skills and qualifications.

Create your European Skills Passport online to gather documents such as Language passport, Certificate/Diploma supplement, copies of degrees or certificates, attestations of employment, etc.

Is Europass a certification or recognition tool?

No.

- **Curriculum Vitae** is a self-declaration document.
- **Language passport** is also a self-declaration document.
- **Europass Mobility** is a description of knowledge and skills acquired during an experience in a European country.
- **Certificate and Diploma supplements** are not substitutes for the original certificates or degrees. They do not guarantee recognition of qualifications.

I am not a European citizen. Can I use the Europass CV?

Yes.

The Europass CV is in free access and can be used by anybody, irrespective of his/her nationality or country of residence.

Europass is not available in my language

The Europass portal is available in the official languages of:

- the European Union (Member States, candidate and potential candidate countries (subject to agreement);
- the European Free Trade Association / European Economic Area (Iceland, Liechtenstein, Norway, Switzerland).

Important: Europass CV can be used outside Europe.

Can I use Europass with a mobile device?

Yes

The Europass portal and online editor are responsive to tablets and mobile phones, and different web browser window sizes across different resolutions.

I am blind or visually-impaired. Can I use the Europass CV?

Yes

Use the CV editor specifically developed for blind and visually-impaired people. This editor contains keyboard shortcuts that enable you to automate tasks.

Working in Europe, useful links

Drop'Pin @ EURES

Whatever kind of opportunity you're looking for to improve your chances of finding a job in Europe, Drop'pin@EURES has something for you. With apprenticeships, traineeships, training programmes, e-learning courses, language training, mentoring and coaching schemes, as well as various social services (e.g. help with housing), in a range of sectors, Drop'pin is Europe's youth opportunities platform. Drop'pin and go far.

https://ec.europa.eu/eures/public/opportunities

EUROGUIDANCE - European portal to guidance

Euroguidance is the network of National Resource Centres for Vocational Guidance. Main functions:

- provide information on education and training opportunities in Europe, mainly for guidance practitioners, who should relay it to citizens at large;
- support the exchange of quality information on education and training systems and on qualifications in the European Union, the European Economic Area and Central and Eastern European countries;
- support the Ploteus portal.

http://www.euroguidance.eu/

Working in Europe – your rights

Working in Europe – your rights

http://europa.eu/youreurope/citizens/work/index_en.htm

ENIC-NARIC networks

The ENIC network (European Network of Information Centres) is made up of national information centres. The role of these centres is to provide information and advice on:

- the recognition of foreign diplomas, degrees and other academic or professional qualifications;
- education systems in other European countries and one's own country;
- opportunities for studying abroad, including information on loans and scholarships, as well as on practical questions related to mobility and equivalence.

The NARIC network (National Academic Recognition Information Centres) was created in 1984. The network aims at improving academic recognition of diplomas and periods of study in the Member States of the European Union, the European Economic Area and Central and Eastern European countries.

http://www.enic-naric.net/

Professions needing a specific qualification

Professions needing a specific qualification

http://ec.europa.eu/growth/tools-databases/regprof/



EURES - The European Employment Service

EURES (European Employment Service) aims to facilitate the free movement of workers within the countries of the European Economic Area. Partners in the network include public employment services, trade unions and employer organisations. The partnership is coordinated by the European Commission.

Main functions:

- inform, counsel and provide advice to potentially mobile workers on job opportunities and living and working conditions in the European Economic Area;
- assist employers in recruiting workers from other countries;
- provide pertinent advice and guidance to workers and employers in cross border regions.

http://ec.europa.eu/eures/