



How to find a job in Latvia

Contents

Section A.....	3
1. Where to look for a job? General information	3
2. Online platform for job seekers (state run).....	5
3. Useful information for job seekers from foreign countries:EURES.....	6
Section B.....	8
3. Useful documents: EUROPASS CV and MOTIVATION LETTER.....	8
Section C.....	10
4. How to prepare for a job interview?.....	10
Section D.....	13
5. How to set up a cafeteria?.....	13
Section D.....	15
6. Mini dictionary for the foreigners coming to Latvia	15

Section A

1. Where to look for a job? General information

State Employment Agency is the main institution responsible for the implementation of unemployment reduction policy by providing efficient services and promoting employment in the public interests.

State Employment Agency and 25 offices in Latvia:

- 1) provide assistance to the unemployed, job seekers and people at risk of unemployment to promote their competitiveness in the labour market according to their needs, abilities and wishes;
- 2) create and carry out active labour market measures and preventive measures for unemployment reduction;
- 3) prepare proposals for the development and implementation of State policy to reduce unemployment and support the unemployed, job seekers and people at risk of unemployment;
- 4) licence and supervise the businesses providing work placement services;
- 5) register and record the unemployed and job seekers, provide information about their rights and obligations;
- 6) improve individual assistance to the unemployed to ensure the soonest re-entry into labour market;
- 7) organise cooperation and information exchange between the agency and employers, regularly update and improve the registry of vacancies announced by employers;
- 8) register and provide information on the vacancies announced by employers;
- 9) provide career consultations for the unemployed, job seekers, people at risk of unemployment and others, as well as regularly improve the informative and methodological basis of career consultation services;
- 10) prepare and provide information about state's unemployment situation;

- 11) cooperate with foreign and international institutions in the field of unemployment reduction, employment promotion and career consultations, and provide measures to ensure information exchange about labour force movement.¹

If you look for a job, you can get a consultation in one of the 25 offices of the State Employment Agency or use the online platform. You can also find here examples of good CV or motivation letter. There are also tests and learning groups provided.

¹ <http://www.nva.gov.lv/index.php?cid=1>

2. Online platform for job seekers (state run)

https://cvvp.nva.gov.lv/#/pub/ Pieslēgties

Nodarbinātības valsts aģentūra SĀKUMS VAKANCES E-PAKALPOJUMI KONTAKTINFORMĀCIJA

Mums ir reģistrēti **4589** aktuāli darba piedāvājumi.

Amata nosaukums, vieta, u.c.

Bruto alga no Vieta

Darbības joma

☐ Pilna darba slodze ☐ Nepilna darba slodze

MEKLĒT

JAUNĀKĀS VAKANCES

PROGRAMMĒTĀJS
Juro Rīga, SIA, Braslas iela 27 - 76, Rīga

ELEKTROATSLĒDZNIEKS
Rīgas satiksme, SIA, Vestienas iela 35, Rīga

ELEKTROMONTIERIS

versija 1.8.16

Izmantojiet NVA e-pakalpojumus

Kā **klients**, piesakies uz vakancēm un NVA organizētajiem pasākumiem, pārvaldi savus apmeklējumus un sadarbības vēsturi, papildini mūsu CV datu bāzi (reģistrēti: **41759**).

Vakanču meklēšana

Ierēdņu amatu konkursu rezultāti

CV reģistrēšana

Pieteikšanās bezdarbnieka vai darba meklētāja statusam

Pieteikšanās vizītei

Testi karjeras iespēju izzināšanai

Pieteikšanās uz karjeras konsultāciju

Pieteikšanās konkurētspējas paaugstināšanas pasākumiem

Pieteikšanās uz EURES konsultāciju

Darba tirgus īstermiņa prognozes

Informatīvie materiāli

Apmācību grupas

Other online platforms for job seekers:

https://www.visidarbi.lv/en/job-ads/where:daugavpils-and-region#results

VISIDARBI 27318 great job offers from 19 sources Looking for employees? Publish job ad

Job ads ▾ Job alerts ★ Saved job ads Log in Register 🇬🇧

Location **Search**

439 job vacancies were found Sort by Relevance

Locations	
Daugavpils and region	439
Latgale	437
Rīga	2
Liepāja and region	2
Valka and region	2
More options	
Job categories	
Manufacturing, Industry	89
Construction, Real estate	70

Subscribe to e-mail notifications about similar vacancies!

Spēļu prezentētājs/-a PREMIUM ☆ Save

Daugavpils and region 1 day ago From 700 (gross)

Sacco SIA Deadline 02.11

Nodarbinātības aģents ☆ Save

Daugavpils and region 2 days ago € 800 - 850 (gross)

SIA "Qbis Latvia" Deadline 31.10

LIFTU ELEKTROMEĢĀNIKIS/-E ☆ Save

HOW TO FIND A JOB IN LATVIA

https://teirdarbs.lv/#search/

teirdarbs

VAKANCES UZŅĒMUMI PIEVIENOT CV BLOGS PIEDĀVĀJAM PUBLICĒT VAKANCI

Meklēt ... Pilsēta ...

6

3. Useful information for job seekers from foreign countries: EURES

GENERAL INFORMATION ABOUT LATVIA

www.latvia.eu • www.latvia.travel/lv
www.travellatvia.lv

EURES – FAIR JOB MOBILITY IN EUROPE

eures@nva.gov.lv | www.nva.gov.lv/eures
2018

NATIONAL DEVELOPMENT PLAN 2020

EUROPEAN UNION
European Social Fund

INVESTING IN YOUR FUTURE

CHECKLIST for before and after you arrive in a country

BEFORE COMING TO LATVIA

Make sure you can answer the following questions:

Do I have a valid travel document?
Prior to entering Latvia, check that your personal identification document will be valid for the entire planned period of stay in Latvia.

Do I have a European health insurance card (EHIC) or another form of health insurance?
You can receive the European health insurance card from the competent institution in your home country. If you commence working in Latvia, you can obtain the EHIC free of charge at the National Healthcare Service in Latvia: www.vmnvd.gov.lv

Do I know about working conditions in Latvia and how employment contracts are concluded?
Before a person can start work, the employee and employer must conclude a written employment contract. Employment contracts are usually concluded for an indefinite term, except in specific cases.
You can find information about employment rights on the State Labour Inspectorate homepage: www.vdi.gov.lv

Do I have the appropriate European social security documents?
If you wish to continue receiving unemployment benefits granted by your home country while you are looking for a job in Latvia, you will need a portable document U2 issued by the competent institution in your home country.
To be entitled to benefits in Latvia, your insurance or employment periods accrued in another Member State may be taken into account. To have your insurance or employment periods aggregated, you require a U1 certificate issued by the competent institution in your home country.
The State Social Insurance Agency is the body responsible for coordinating European social insurance

Is my education suitable for working in Latvia?
It is the employer who evaluates whether your professional and academic education is suitable for the job, but in cases where you wish to work in Latvia in a regulated profession, for example, as a physician, engineer, teacher, etc., you must obtain recognition for your educational documents and qualifications before starting work. You can do this at the Academic Information Centre – www.aic.lv, where the list of regulated professions in Latvia can also be found.

Do I have sufficient knowledge of the Latvian language?
In Latvia the state language is Latvian and it is used in state institutions and the majority of workplaces. Knowledge of Russian and in some cases English or German may also be of advantage to you. Learn Latvian www.valoda.lv

AFTER ARRIVING IN LATVIA

- You must register with the Office of Citizenship and Migration Affairs and obtain a residence registration certificate if you wish to stay in Latvia longer than three months (6 months if you are actively looking for a job): www.pmlp.gov.lv
- If you are looking for a job and want assistance or wish to export unemployment benefit to Latvia, you can register with the State Employment Agency: www.nva.gov.lv. You can register in any local employment office as long as you have your passport or ID card with you.
- When you find a job, you must be registered as a taxpayer with the State Revenue Service. You will be registered by your employer: www.vid.gov.lv
- If you want to start a business, you must register the type of business you want at the Register of Enterprises: www.ur.gov.lv and register as a taxpayer with the State Revenue Service: www.vid.gov.lv. More information about starting a business on mentioned webpages and www.liaa.gov.lv, www.een.lv, www.latvija.lv

FINDING A JOB IN LATVIA

NVA	State Employment Agency	www.nva.gov.lv
NVA	Portal of CV and Vacancies	cvvp.nva.gov.lv
EURES	The European Job Mobility Portal	www.eures.europa.eu
EURES Latvia	EURES network in Latvia	www.nva.gov.lv/eures

RECRUITMENT AGENCIES

www.nva.gov.lv list and contact information of licensed private recruitment agencies (see section „Licensed private recruitment agencies”).

RECOGNITION OF FOREIGN QUALIFICATIONS, EDUCATIONAL SYSTEM

Academic information centre – Latvian ENIC / NARIC	www.aic.lv
Ministry of Education and Science	www.izm.gov.lv
Studies in Latvia	www.studyinlatvia.eu
National Database of Learning Opportunities	www.niid.lv
Europass	www.europass.lv

TAXATION & SOCIAL SECURITY

State Revenue Service	www.vid.gov.lv
State Social Insurance Agency	www.vsaa.lv
National Health Service	www.vmnvd.gov.lv

Section B

3. Useful documents: EUROPASS CV and MOTIVATION LETTER



Curriculum Vitae

PERSONAS DATI Jānis Ozols

📍 Bērzu iela 7-12, Rīga, LV-1029

☎ 67212317 📠 29115472

✉ janis.ozols@latnet.lv

🌐 www.janisozols.lv

💬 Skype janis.ozols

Dzimums Vīrietis | Dzimšanas datums 02/04/1979 | Pilsonība Latvijas

VAKANCE Datortīkla administrators

DARBA PIEREDZE

08/08/2005 - pašlaik

Datora operators

Biznesa informācijas un konsultāciju birojs, Lāčplēša iela 114, Rīga

Informācijas meklēšana un analizēšana

Nozare Ekonomikas un biznesa konsultācijas

25/09/2003 – 14/07/2005

Servisa inženieris

SIA BTSC

Biroja iekārtu tehniskā apkope

Nozare Tirdzniecība un pakalpojumi

IZGLĪTĪBA

09/2000-06/2002

Informācijas tehnoloģiju vadības maģistrs

Rīgas Tehniskā universitāte

09/1997-06/2000

Datorzinības bakalaurs

Rīgas Tehniskā universitāte

PRASMES

Dzimtā valoda Latviešu

Citas valodas

SAPRATNE		RUNĀŠANA		RAKSTĪŠANA
Klausīšanās	Lasīšana	Dialogs	Monologs	
Angļu	C1	C1	B2	C1
Krievu	C1	C1	C1	B1

Līmeņi: A1/2: Pamatlīmenis - B1/2: Vidējais līmenis - C1/2 Augstākais līmenis
 Eiropas kopīgās pamatnostādnes valodu apguvei

Komunikācijas prasmes

labas saskarsmes prasmes, kas iegūtas, strādājot par servisa inženieri
 spēja prezentēt savas idejas un priekšlikumus

Zane Liepiņa

📍 Liepu iela 1-2, Rīga, LV-1001

📞 234567890 📧 zane.liepina@mail.lv

Cien. Ilzei Gravai
SIA "ABC Latvija"
Bērzu iela 17
Rīga, LV-1002

30/09/2014

Pieteikums

Cien. I. Gravas kundze!

Atsaucoties uz SIA "ABC Latvija" interneta vietnē www.siaabc.lv publicēto informāciju, vēlos pieteikties uz sabiedrisko attiecību asistentes amata vietu uzņēmumā ABC Latvija.

Šī gada jūnijā absolvēju Rīgas Stradiņa universitātes sabiedrisko attiecību programmu un pašlaik meklēju iespējas pielietot savas zināšanas praksē un attīstīt savu profesionālo kompetenci.

Mana līdzšinējā darba pieredze ir bijusi saistīta ar medijiem. Strādājot par projektu vadītāja asistenti mediju aģentūrā, esmu apguvusi iemaņas, kas nepieciešamas projektu vadībā un pārliecinājusies par savām spējām iekļauties profesionālā vidē. Manos darba pienākumos ietilpa sadarbība ar medijiem un atbalsta sniegšana klientu reklāmas projektu koordinēšanā. Šajā pieredzē gūtais man noderēs arī darbā sabiedrisko attiecību jomā.

Man piemīt augsta atbildības izjūta un precizitāte, esmu komunikabla, atsaucīga, ātri apgūstu visu jauno un spēju pielāgoties jauniem apstākļiem.

ABC Latvija ir uzņēmums, kurā es saskatu profesionālas izaugsmes iespējas. Tā kā man piemīt liela mērķtiecība, esmu pārliecināta, ka šādā vidē kā profesionāle ātri pilnveidošos un spēšu dot savu ieguldījumu uzņēmuma darbībā.

Augsti novērtēšu Jūsu uzaicinājumu uz darba interviju, lai pārrunātu manas iespējas kandidēt uz sabiedrisko attiecību asistentes amata vietu.

Ar cieņu,



Zane Liepiņa

📎 Pielikumā: Curriculum Vitae, Eiropas Prasmju pase

Section C

4. How to prepare for a job interview?

On the homepage of the State Employment Agency you can find useful advices for the job interview:

Type of dress. The clothes can be used to judge your views and lifestyle.

Posture. When entering a room, try to be as natural as possible. When you sit down, try to settle down more comfortably so that you are not disturbed during the interview.

Eye contact. Look in the eyes of your interlocutor and keep your eyes open even when talking.

Gesture. People who are very gestured have to find a way to control themselves, for example by holding hands together. But gestures are no fault if they reinforce what you say and are true.

Voice intonation (tone, rhythm, tempo, pauses) requires a rehearsal at home before the interview.

Written communication (CV, cover letter, e-mail, etc.). Before submitting your CV, cover letter, ask someone to read it, correct the mistakes. It should not be a work of art, but a businesslike and enjoyable document. If you bring documents with you for the interview, make sure they are not wrinkled and have outdated information

What to do before the interview?

Collect company information, job vacancies, find out basic job responsibilities.

Organize your portfolio! Read all the documents, especially remembering what you have written in your CV. Check that your "portfolio" has all the required documents.

Think about your strengths for this job!

Reflect on your educational and self-development goals!

The employer may ask the following questions during the interview:

Why do you want to work for us?

What are your job skills?

What skills and experience have you gained lately?

What do you expect from this job?

How does your education so far affect your readiness for the job?

What do you think is the most important thing in this job?

What working hours are right for you?

If you were able to choose a salary, what would it be?

Who would recommend you?

Do you consider yourself successful?

How have you achieved your success?

What would you like to do in five years?

Do you want to continue your education?

What are your negative features?

Tips for the day of the interview:

Arrive on time! Better 5 minutes before so it's time to prepare!

Tune in positively and be open to this discussion! For example, before entering the interview room, remember your favorite joke or the most adventurous, a smile will be fake.

When entering the room, try to be as natural as possible!

Turn off your mobile phone!

Say hello to everyone involved in the interview.

Remind yourself why you are here: get started!

Suggestions during the interview:

Take the interview as a normal conversation with strangers about you!

Be prepared for different questions, don't treat them as humiliation or rejection!

Give specific answers!

In your answers, emphasize your skills, your strengths!

Don't criticize yourself and diminish your abilities.

Remember, the way you behave during the interview is also important. Make eye contact and try to maintain eye contact as you speak. Follow your gestures!

Ask about contract terms and social security.

Ask at the end of the interview when and how you will get an answer about the interview results!

At the end of the interview you will also be asked questions. Ask for it - it will show interest in your job and your next job. You can ask the following questions:

Why is this vacancy created?

What are the day-to-day responsibilities of this post?

What special knowledge is needed?

What are the training options for employees?

When will the interview results be known?²

² <http://www.nva.gov.lv/karjera/testi/handbook/book/page/4/3>

Section D

5. How to set up a cafeteria?

According to the Immigration Law, foreign nationals are entitled to enter and reside in Latvia if they have valid travel documents. *If foreign nationals wish to stay and work in Latvia for more than 90 days within a 6-month period, they must (1) obtain a visa or residence permit.*

Citizens of other EU Member States do not require visas or a residence permits, but must obtain a registration card from the Office of Citizenship and Migration Affairs if their stay in Latvia exceeds 90 days and

(2) a valid health insurance policy,

(3) a health certificate issued by a Latvian health care institution stating that the foreign national does not suffer from tuberculosis in active phase (upon receipt of an initial temporary residence permit or a temporary residence permit after an interruption exceeding 90 days),

(4) documents certifying the expected place of residence (should not be submitted if lodged along with a summons or residence permit request and if the foreign national has a declared place of residence in the Republic of Latvia).

(5) Work permits are issued by the Office of Citizenship and Migration Affairs on the basis of visa or residence permits. If employers intend to employ a foreign national, they must register a job vacancy with the State Employment Agency (SEA) at least one month before applying to the SEA for approval of invitations for visas or sponsorship for residence permits.

Foreign nationals must receive separate work permits if they will work for more than one employer or in several positions. Where the employment of foreign nationals relates to short-term stays in Latvia that do not exceed 90 days in a six-month period, work permits can be issued in accordance with the validity of visas.

Starting a business

When starting a business, it must be based on an idea. One of the most common ways is to find a business idea in a field that you know and close to, but it can just as well be a hobby, professional skills and abilities, or some other source of initiative.

The next step is *to decide what form of business to choose*. The most popular form of business is a limited liability company (SIA) because it is suitable for both small and medium sized and large companies. The owner of the SIA is responsible for the liabilities of the company only with the property of the SIA, so there is no risk of personal assets or property. Similarly, unlike an individual merchant, which is considered a natural person, the company acquires legal personality.

(6) Company registration is done by the Register of Enterprises.

If the company is not going to be established,(7) the natural person has the opportunity to register as an economic operator and the taxpayer at the State Revenue Service.

The first steps for set up your business on www.vid.gov.lv :

- 1) register the form of the business,
- 2) choose your tax payment mode,
- 3) register employees, workplace, and tools,
- 4) use the electronic declaration system.

To open a cafeteria, you need to register your business in Food and Veterinary Service.

Section D

6. Mini dictionary for the foreigners coming to Latvia

Hello! Labdien! Sveiki!

Good morning /afternoon / evening! Labrīt! Labdien! Labvakar!

Goodbye ! Uz redzēšanos!

What's your name? Kā Jūs sauc? Kā tevi sauc?

Where do you come from? No kurienes Jūs esat?

How are you? Kā Jums klājas? Kā jūtaties?

Fine, thanks and you? Paldies, labi! Un Jūs?

Do you speak English? Vai Jūs runājat angliski?

How do I get to..... Kā nokļūt...?

Where do I find..... Kur var atrast...?

How much does it cost? Cik tas maksā?

I come from... Es esmu no... .

Pleased to meet you. Priecājos Jūs satikt!

Thank you! Paldies!

You are welcome! Laipni lūdzam!

Excuse me. Atvainojiet, lūdzu!

I do not understand. Es nesapratu.

What does ... mean in English? Ko tas nozīmē agļu valodā?

I need some help. Man ir nepieciešama palīdzība!

Please, speak slowly. Lūdzu, runājiet lēnāk!