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# ANALYSIS OF JOB ANNOUNCEMENTS COLLECTED BY THE EMPLOYMENT SERVICE OF REPUBLIKA SRPSKA DURING 2020

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MARKET RESEARCH**



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# INTRODUCTION

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# INTRODUCTION

The need to consolidate information on published jobs has been cited as a priority of the European Union for Bosnia-Herzegovina in the last few years.

The Report on Bosnia and Herzegovina for 2019<sup>1</sup> states that BiH does not have a central database as a precondition for joining EURES - the European Network for Cooperation of Employment Services. It is stated that it is necessary to consolidate the data with the information published through public employment services, i.e. to create one point where all the information would be available. In this way, data on labour demand would be consolidated.

In the Report on Bosnia and Herzegovina for 2020 and 2021, accompanying the document Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions (Communication on the EU Enlargement Policy)<sup>2</sup>, in Chapter 5, ABILITY TO ASSUME THE OBLIGATIONS OF MEMBERSHIP, relating to Chapter 2 „Freedom of Movement for Workers“, it is stated that in the reporting period no progress was made regarding the development of a nationwide database of vacancies.

This issue remained one of the few unresolved within the Working Group on Free Movement of Workers (Acquis Chapter 2).

In order to analyze the interaction between employers and the Service, the project team, in cooperation with the Public Employment Service of Republika Srpska, collected available data on vacancies submitted by

employers to the Service. The Employment Service of Republika Srpska uses modern CRM, which enables comprehensive monitoring of published announcements, and very easy extraction of data in order to analyze the available data.

The year of analysis was chosen to be 2020, which has its limitations in terms of pandemic effects, but it is the last available year for researchers for which data could be obtained in full, i.e. for 12 months.

1 COMMISSION STAFF WORKING DOCUMENT Analytical Report Accompanying the document Communication from the Commission to the European Parliament and the Council Commission Opinion on Bosnia-Herzegovina's application for membership of the European Union

2 RADNI DOKUMENT OSOBLJA KOMISIJE Izvještaj o Bosni i Hercegovini za 2020. uz dokument Saopštenje Komisije Evropskom parlamentu, Vijeću, Evropskom ekonomskom i socijalnom odboru i Odboru regija Saopštenje o politici proširenja EU-a za 2020

# Information system of the Employment Service of Republika Srpska

In September 2019, the new CRM application was fully implemented in all organizational units of the Service. All offices were equipped with new computers for all users. The CRM also integrates the previous ELMO application, a subsystem for the entry and registration of unemployed persons in a single system for collecting contributions from the Tax Administration of Republika Srpska.

The CRM system is used to collect data on unemployed persons and needs of employers, and to mediate in employment by matching data on supply and demand. Also, the system monitors trends in records, profiling and individual employment plans, and provides input parameters for statistical and analytical reporting on unemployment, both within the institution and for all external users.

The information system of the Employment Service of Republika Srpska contains a module that records useful information about vacancy announcements and wanted workers in the territory of Republika Srpska. The information system enables the generation of a database in an Excel spreadsheet with the following information:

- Registration number of the announcement
- Branches (wider geographical areas) and offices (local branches)
- Unique identification number of the employer and name of the employer
- Description and code of activity<sup>1</sup>, and description and code of activity according to the classification of the RS Tax Administration
- Number of workers requested by the employer and how many workers were referred to the employer
- Occupation (occupation code, description and profession as a narrower description)
- Required level of education
- Job description
- What is required from the Employment Service of Republika Srpska – the database contains information on whether the job was advertised after the announcement was submitted, whether mediation is required upon the announcement was submitted without advertising, whether it is an announcement without advertising and whether the job vacancy was published on the bulletin board of the bureau.
- Application deadline
- Date of submission and date of receipt of the announcement
- Mode of employment (fixed, indefinite, etc.)

The information system established in this way represents a solid basis for regular reporting on a continuous basis.

1 Classification of Activities in Republika Srpska, produced on the basis of Statistical Classification of Economic Activities

# Methodology and analysis

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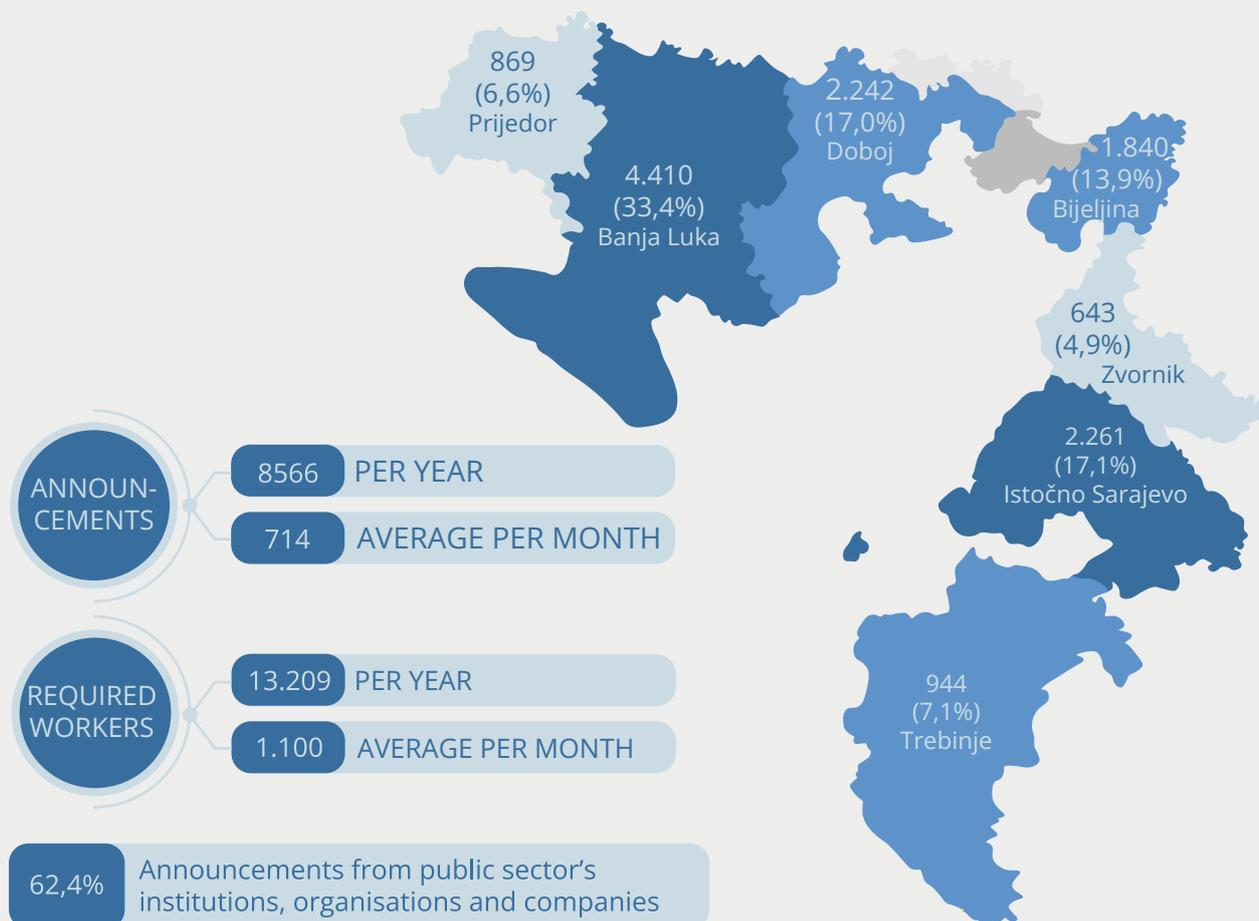
PHOTO: Dalibor1997, CC BY-SA 4.0

# Methodology and analysis

This report was created solely on the basis of data provided by the Service. The data were processed and prepared in accordance with the needs of the research, and they are interpreted exclusively through ratio analyzes. Ratio analysis is the most common method of analysis of this type of data. Indicators or ratios represent the relationships between the observed positions and have value only when properly interpreted. Interpretation of indicators is performed in relation to certain standards, with the aim of drawing conclusions about the quantity and type of advertisements that the institute manipulates in the observed period.

In order to draw adequate conclusions, it was necessary to make some preparations. The preparation of data for analysis primarily refers to the classification of legal entities into public and private. All legal entities that had a.d., d.o.o. or s.p. (independent entrepreneur) in their name were classified as private, while companies that had the terms public institution, public companies, preschools, municipalities and the like in their name were classified as public. For legal entities where there was no description of this kind, the Bisnode web service was used, with the aim of identifying the legal status. Other data were used in a form that was automatically exported from the information system of the Employment Service of Republika Srpska.

## Number of required workers by region in 2020



# Number of announcements and number of required workers by months

In 2020, there were a total of 8,566 announcements through seeking employees through the Employment Service of Republika Srpska, with 1,861 legal entities (companies, institutions, institutions or associations) looking for 13,209 workers. Given the present COVID-19 pandemic, there is a noticeable decline in the number of announcements and wanted workers in the months from March to July 2020. Taking all months into account, an average of about 1,100 workers were requested per month, whereas, if we exclude the months of March - July from the analysis, the average number of required workers per month is 1,451. The average number of announcements is about 714 per month, or about 962, if we exclude the months March-July from the analysis, as it was the period when the entire economy was stagnant due to the corona virus pandemic.

**Table 1.** Total and average number of announcements and required workers

Category	Announcements	Number of workers
Total	8,566	13,209
Monthly average	714	1,100
Daily average	23	36

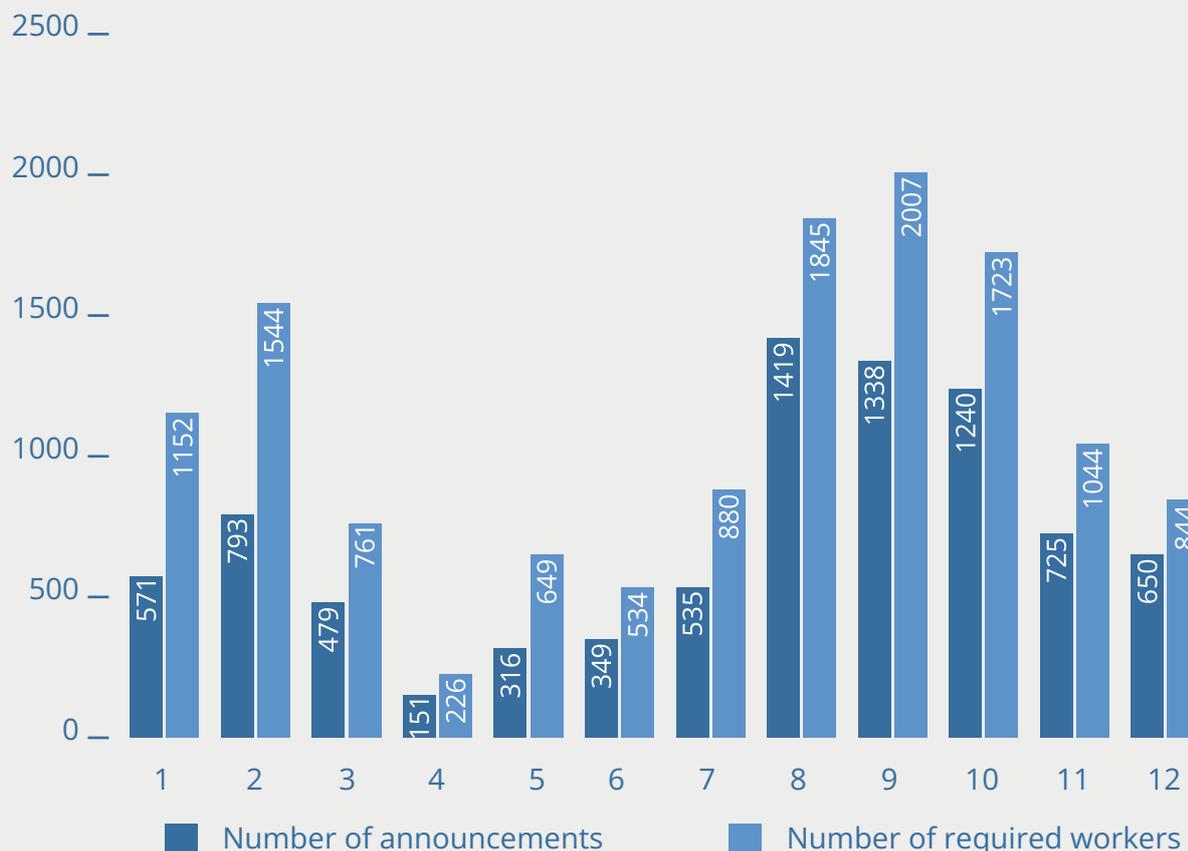
Most announcement in 2020 were published in the period August-October, when 42.21% announcements were published, or 46.6% jobs.

**Table 2.** Number of announcements and wanted workers by months

Month	Number of announcements	Percent	Number of workers wanted	Percent
1	571	6.7%	1,152	8.7%
2	793	9.3%	1,544	11.7%
3	479	5.6%	761	5.8%
4	151	1.8%	226	1.7%
5	316	3.7%	649	4.9%
6	349	4.1%	534	4.0%
7	535	6.2%	880	6.7%
8	1,419	16.6%	1,845	14.0%
9	1,338	15.6%	2,007	15.2%
10	1,240	14.5%	1,723	13.0%
11	725	8.5%	1,044	7.9%
12	650	7.6%	844	6.4%
Total	8,566	100.0%	13,209	100.0%

The oscillations in the number of announcements and the number of required workers per month can be clearly seen in Graph 1. As already pointed out, data for the first part of the year should be taken with a reserve as the COVID-19 pandemic reduced labour demand.

**Graph 1.** Number of announcements and number of required workers by months



Based on the criteria set by the employers, the Service performed a preliminary selection of candidates and informed them about the conditions of the job offers. Candidates were referred to employers, i.e. they were instructed to apply for published jobs.

According to the expressed needs of employers, 7,797 unemployed persons were employed, i.e. 59% of the expressed needs of employers were met. Employers gave up 490 requests as they no longer had the need for workers, while other needs were not met for various reasons, the following being the main of them<sup>1</sup>:

- There were no persons registered for the requested occupation in the records of the Service;
- The persons did not have the required knowledge and skills;
- The persons did not accept the employer's offer due to unsatisfactory working conditions;
- The employer did not provide feedback on whether their need was met, etc.

<sup>1</sup> Report on Work and Operation of the Public Institution of RS Employment Service for 2020

# Number of reported needs and number of employees by type of legal entity

Observed by type of legal entities, private companies (d.o.o. and a.d.) and independent entrepreneurs make up 37.6% of all reported employment needs and 52.6% of the total number of required employees. The largest number of reported employment needs (62.4%) still come from public institutions, enterprises, educational institutions, state administration activities and the like. In other words, a significant number of reported employment needs come from legal entities that belong to the public sector. However, private companies are looking for more workers, i.e. 52.6% of the total number of workers wer required by companies from the private sector, because they most often have announcements for a higher number of executors.

**Table 3.** Number of reported employment needs and required employees according to the type of legal entity

Type of company	Number of reported employment needs	Percent	Number of frequired workers	Percent
Private companies (d.o.o.)	1717	20,0%	4695	35,5%
Private companies (a.d.)	804	9,4%	1369	10,4%
Independent entrepreneurs (s.p.)	704	8,2%	880	6,7%
Other	5341	62,4%	6265	47,4%
Total	8566	100,0%	13209	100,0%

# Method of processing announcements of employment needs

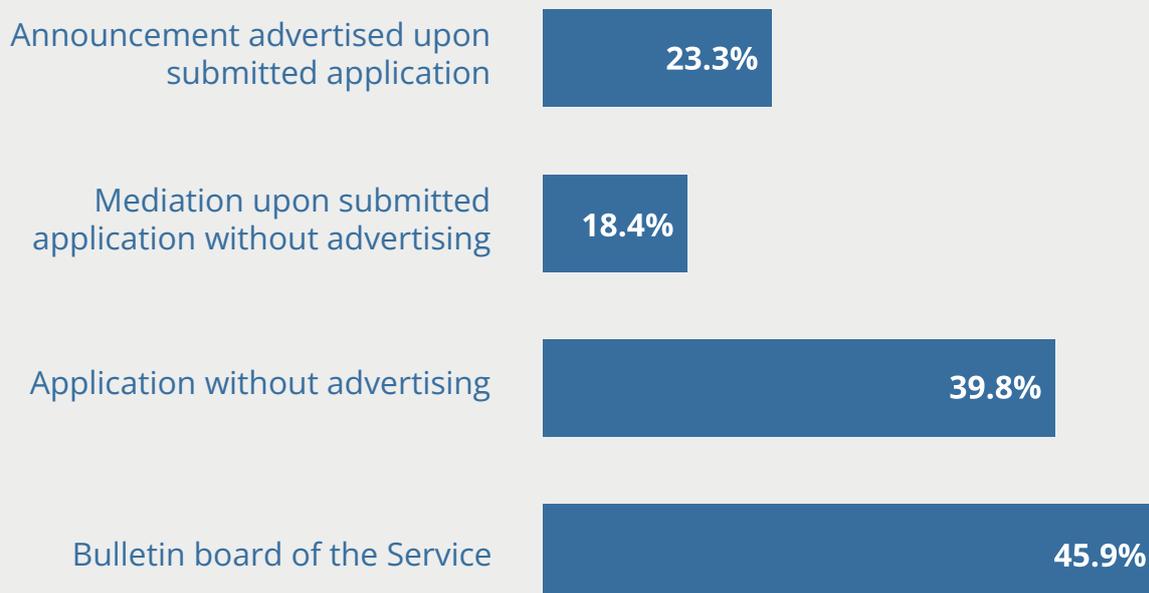
In accordance with Article 17 of the Law on Mediation in Employment and Rights during Unemployment of Republika Srpska, the employer has the obligation to report its need for workers to the Service, as well as to report on their employment.

It is essential how the Service processes these reports, i.e. what employers want to get from the Service and how the Service meets their expectations.

According to the Law, the Service is obliged to announce the needs for workers on the notice board and on its website and, if the employer so requests, in the media available to RS citizens, no later than three days from the day the announcement was submitted<sup>1</sup>.

The data available in the database do not give a completely clear picture of what employers expect. Namely, the submitted data show that out of the total number of reported needs (8,566), 39.8% were submitted as announcements without advertising requirements. This could be seen as announcements that will not be advertised in the media, but they must be advertised on the website and bulletin board of the Service. In 23.3% of cases, an advertisement was published after an announcement was submitted, and in 18.4% of cases, mediation was requested after an announcement was submitted without advertising.

**Graph 2.** Percent of employers who stated the need for different forms of advertising



It is important to note that due to the manual entry of data by different persons, there is a possibility that the analyzed entries do not reflect the actual situation in terms of how to process the reported employment needs. In this context, the results need to be interpreted as insufficiently accurate, but it is possible to get a general idea of how vacancies are advertised through the RS Employment Service.

<sup>1</sup> Law on Mediation in Employment and Rights during Unemployment of Republika Srpska

In total, 28.8% of advertisements were requested by public sector employers to be published upon announcement, compared to 14.2% of advertisements by private sector employers. In other words, employers in the public sector more often ask for advertisements to be published upon submitted announcements, and the reason for that may be the required procedures for filling vacancies. It can still be said that this is a very small percentage, because it is in the interest of the employer to advertise vacant positions, in this case completely free of charge.

**Table 4.** Advertisements published upon announcement by sectors

Advertisement published upon announcement	Number of vacancies	%	Number of required workers	%
Public sector	5,341	62.35%	6,265	47.43%
Yes	1,537	28.78%	1,790	28.57%
No	3,804	71.22%	4,475	71.43%
Private sector	3,225	37.65%	6,944	52.57%
Yes	459	14.23%	1,532	22.06%
No	2,766	85.77%	5,412	77.94%
Total	8,566	100.00%	13,209	100.00%

As can be seen in Graph 2, to a smaller percentage the Service is required to mediate upon submitted announcements, which should actually be the key role of the Service - to refer persons from the records to meet the reported needs for workers. During 2020, mediation was requested only in two cases, with a check of the psychological and physical abilities of the workers.

In a total of 15.5% of announcements from public sector employers, mediation was sought upon submitting announcements without advertising, compared to 23.4% of announcements from private sector employers. In other words, employers in the private sector are more likely to seek mediation without advertising upon announcement, which can be explained by more complex procedures for hiring public sector workers. It is still necessary to significantly strengthen this function, and to connect it with individual counseling.

**Table 5.** Mediation upon announcement without advertising, by sectors

Mediation upon submitted announcements without advertising	Number of vacancies	Percent	Number of required employees	Percent
Public sector	5,341	62.35%	6,265	47.43%
Yes	825	15.45%	1,023	16.33%
No	4,516	84.55%	5,242	83.67%
Private sector	3,225	37.65%	6,944	52.57%
Yes	754	23.38%	1,816	26.15%
No	2,471	76.62%	5,128	73.85%
Total	8,566	100.00%	13,209	100.00%

In a total of 56.7% of announcements from public sector employers it was requested that advertisements be posted on the Service's bulletin board, compared to 28.0% of announcements from private sector employers. In other words, public sector employers are more likely to ask for advertisements to be posted on the bulletin board.

**Table 6.** The Service's bulletin board, by sectors

Bulletin Board of the Service	Number of announcements	Percent	Number of required workers	Percent
Public sector	5,341	62.35%	6,265	47.43%
Yes	3,027	56.67%	3,473	55.43%
No	2,314	43.33%	2,792	44.57%
Private sector	3,225	37.65%	6,944	52.57%
Yes	903	28.00%	2,875	41.40%
No	2,322	72.00%	4,069	58.60%
Total	8,566	100.00%	13,209	100.00%

# Number of reported employment needs and number of required workers by branch offices

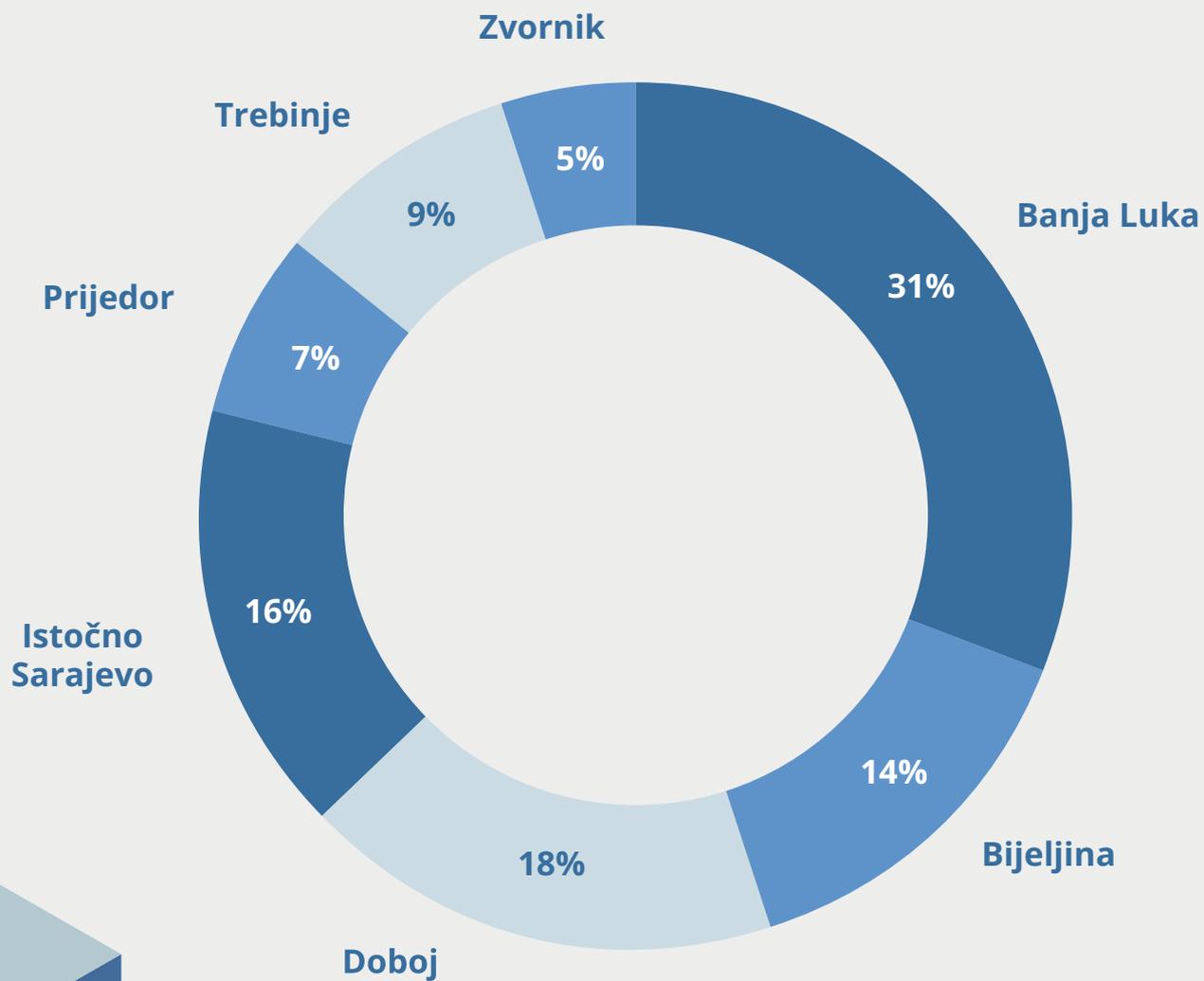
Most reported employment needs and required workers were registered in the Banja Luka branch office (31.4% reported needs and 33.4% of requested workers), followed by Doboj (17.7% reported needs, 17.0% of required workers) and Istočno Sarajevo (15.6% reported needs and 17.1% of required workers). These three branches account for 64.7% of all reported needs, or 67.5% of all required workers.

**Table 7.** Number of reported employment needs and number of required workers by branch offices

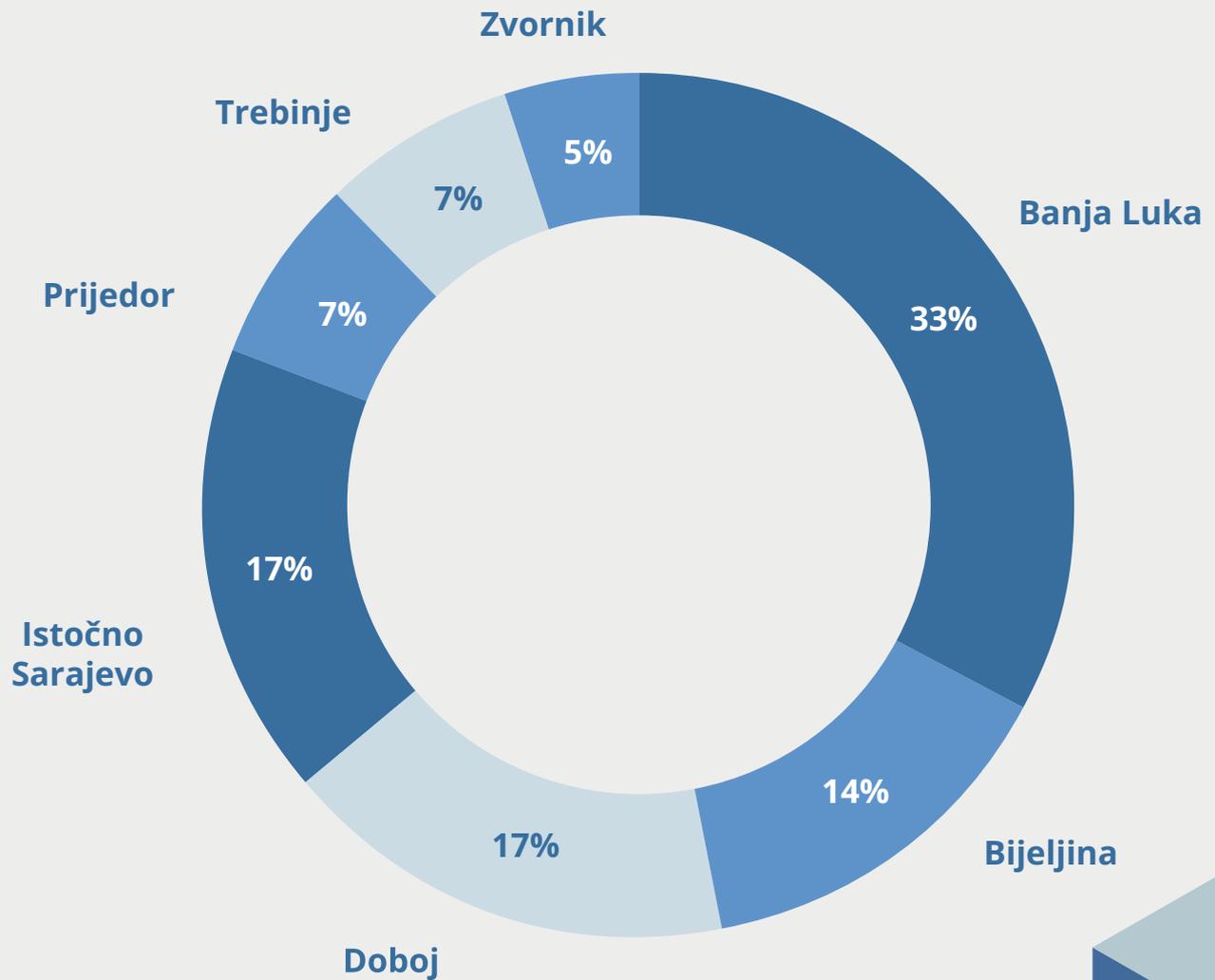
Branch office	Reported employment needs	Percent	Number of required workers	Percent
Banja Luka	2,691	31.4%	4,410	33.4%
Bijeljina	1,210	14.1%	1,840	13.9%
Doboj	1,512	17.7%	2,242	17.0%
Istočno Sarajevo	1,337	15.6%	2,261	17.1%
Prijedor	595	6.9%	869	6.6%
Trebinje	811	9.5%	944	7.1%
Zvornik	410	4.8%	643	4.9%
Total	8,566	100.0%	13,209	100.0%

**Graph 3.** Number of reported employment needs and the number of requested workers by branch offices

## Number of announcements



# Number of required employees



# Number of required workers by education level

The most sought-after jobs are those that require a university degree (40.8% of all required jobs), followed by skilled workers (31.3%). Considering the significant participation of educational institutions in the reported education needs, whose advertisements are published by the RS Employment Service, and having in mind that pedagogues and andragogues are the most sought-after occupations, such a high percentage of sought-after employees with a university degree is expected.

**Table 8.** Number of required workers, according to education level

Education level	Number of required workers	Percent
Non-skilled	1,080	8.2%
Medium-skilled and basic education level	831	6.3%
Skilled	4,140	31.3%
Secondary education	1,598	12.1%
Two-year post-secondary education	159	1.2%
University degree	5,392	40.8%
Not relevant	9	0.1%
Total	13,209	100.0%

Observed by type of enterprise, among private enterprises (d.o.o., a.d. and independent entrepreneurs), skilled workers dominate the most. Of the total number of required workers in this category, 55.0% refers to skilled workers. On the other hand, public companies dominantly require employees of higher education, which is the required level of education in 75.3% of the required jobs.

**Table 9.** Number of required workers according to education level and type of company (public/private)

Education level	Public	Percent	Private	Percent
1. Non-skilled	209	3.3%	871	12.5%
2. Medium-skilled and basic education level	91	1.5%	740	10.7%
3. Skilled	324	5.2%	3,816	55.0%
4. Secondary education	765	12.2%	833	12.0%
6. Two-year post-secondary education	148	2.4%	11	0.2%
7. University degree	4,719	75.3%	673	9.7%
Not relevant	9	0.1%	0	0.0%
Total	6,265	100.0%	6,944	100.0%

# Form of employment

The most common form of employment is for a fixed period of time, i.e. in 71.7% employers were looking for workers to be employed for a fixed period of time. Only 22% of jobs were foreseen as indefinite employment, followed by interns, with 5.6%. Seasonal jobs do not make up a significant number of reported employment needs in the context of employment mode (0.6%).

**Table 10.** Number of required employees according to the form of employment

Form of employment	Number of required employees	Percent
Not stated	2	0.0%
Indefinite	2,905	22.0%
Definite	9,473	71.7%
Intern	742	5.6%
Seasonal	84	0.6%
Part-time	3	0.0%
Total	13,209	100.0%

Observed by type of enterprise, both among private enterprises (d.o.o., a.d. and independent entrepreneur) and among public enterprises, the most common way of employment is for a fixed period of time. However, the share of fixed-term employment is higher in public enterprises (76.6% in public enterprises and 67.3% in private ones).

**Table 11.** Number of required employees according to the form of employment and type of company (public and private)

Form of employment	Public	Percent	Private	Percent
Indefinite	846	13.5%	2,059	29.7%
Definite	4,798	76.6%	4,675	67.3%
Intern	605	9.7%	137	2.0%
Seasonal	13	0.2%	71	1.0%
Part-time	3	0.0%	0	0.0%
Not stated	0	0.0%	2	0.0%
Total	6,265	100.0%	6,944	100.0%

# Number of required employees according to occupations

The most numerous occupations in demand are pedagogues and andragogues, who make up 2,670 required workers, i.e. 20.2% the total labour force required through the RS Employment Service, followed by jobs where the occupation is not important or not specified (8.2%), builders (7.5%), workers in finances workers and economists (5.9%), traders and related occupations (4.8%) and caterers and related occupations (4.3%). These six broad occupational categories make up 50.8% of all required workers in 2020.

**Table 12.** Most required occupations

Occupation	Number of required workers	Percent	Cummulative
Pedagogues and andragogues	2,670	20.2%	20.2%
No occupation / Not specified	1,080	8.2%	28.4%
Builders	990	7.5%	35.9%
Finance and economists	778	5.9%	41.8%
Traders and related occupations	628	4.8%	46.5%
Caterers and related occupations	568	4.3%	50.8%
Metal workers	507	3.8%	54.7%
Health workers	500	3.8%	58.5%
Electricians and electrical engineers	479	3.6%	62.1%
Textile processing	391	3.0%	65.0%
Leather processing and related occupations	364	2.8%	67.8%
Lawyers	340	2.6%	70.4%
Various	274	2.1%	72.4%
Mechanics and machinists	270	2.0%	74.5%
Drivers and related occupations	264	2.0%	76.5%
Health workers	492	3.7%	80.2%
Foresters	207	1.6%	81.8%
Wood processing	154	1.2%	82.9%
Social sciences - theologian	136	1.0%	84.0%
Mechanical workers	133	1.0%	85.0%
Farmers	132	1.0%	86.0%
Communal and related occupations	131	1.0%	87.0%
Other occupations	1,721	13.0%	100%
Total	13,209	100%	-

Pedagogues, andragogues and health workers make up 54.3% of all required workers among public enterprises. Table 13 provides an overview of the ten most required occupations in public enterprises, which make up 78.7% of all required workers in public enterprises.

**Tabela 13.** Occupations in highest demand among public companies, associations and other legal entities

Occupation	Number of required workers	Percent	Cummulative
Pedagogues and andragogues	2,487	39.7%	39.7%
Health workers	913	14.6%	54.3%
Finances and economists	400	6.4%	60.7%
Lawyers	270	4.3%	65.0%
No occupation	209	3.3%	68.3%
Foresters	178	2.8%	71.1%
Social sciences - theologian	136	2.2%	73.3%
Artists - musicians	122	1.9%	75.3%
Electricians and electrical engineers	118	1.9%	77.1%
Social sciences - pedagogue	97	1.5%	78.7%
Other occupations	1,355	21.3%	100%
Total	6,265	100.00%	-

Builders, workers without occupations, traders and related occupation, caterers and related occupations, metalworkers and textile workers make up 55.2% of all workers required for private companies (d.o.o., a.d. and independent entrepreneur). Table 14 provides an overview of the occupations most sought-after by private enterprises, which make up 71.1% of all workers required by private enterprises.

**Table 14.** Occupations in highest demand among private companies (d.o.o., a.d. and independent entrepreneur)

Occupation	Number of required workers	Percent	Cummulative
Builders	959	13.8%	13.8%
No occupation	871	12.5%	26.4%
Traders and relatives	617	8.9%	35.2%
Caterers and relatives	500	7.2%	42.4%
Metal workers	497	7.2%	49.6%
Textile processing	387	5.6%	55.2%
Finances and economists	378	5.4%	60.6%
Tanners and related	364	5.2%	65.9%
Electricians and electricity engineers	361	5.2%	71.1%
Various occupations	2,010	28.9%	100.00%
Total	6,944	100.00%	-

# CONCLUSIONS AND RECOMMENDATIONS

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# Conclusions and recommendations

In 2020, there were a total of 8,566 announcements of employers that requested employment through the Employment Service of Republika Srpska, with 1,861 legal entities (companies, institutions, institutions or associations) looking for 13,209 workers. A number of reported employment needs (62.4%) come from public institutions, enterprises, educational institutions, state administration bodies and the like. Private companies looked for more workers, i.e. 52.6% of the total number of workers were required by companies from the private sector.

It is interesting, and it would require further research, that 39.8% of the total number of announcements report a need for new employees without a requirement to advertise that. This could be seen as announcements that will not be advertised in the media, but must be advertised on the Service's website and bulletin boards. In only 23.3% of cases, an advertisement was published upon the submitted announcement, and in 18.4% of cases, mediation was requested upon the submitted announcement, without advertising.

The oscillations between the number of reported needs for employment and the number of required workers per month reflect the situation with the COVID-19 pandemic, as a result of which the number of reported employment needs fell to a minimum a few months after the pandemic was declared.

In line with the needs expressed by employers, 7,797 unemployed persons were employed, i.e. 59% of the expressed needs of employers were met. Of the 490 requests that were withdrawn, employers withdrew them because the need for new employees was no longer present, or for other different reasons.

The analysis of the entire work process of the Employment Service shows that there has been significant progress, especially in the field of individual counseling of unemployed persons, which includes their profiling, and in the field of databases. The Employment Bureau of Republika Srpska was the only institution on the labour market in Bosnia and Herzegovina that provided all the required data on the published announcements in a very short period of time. What is noticeable as a space for improvement is the relatively weak mediation function, i.e. a lack of connection between the counseling function and the function that should fill the vacancies announced to the Service. Another shortcoming was observed in the complete separation of the process of managing active employment measures and reporting of needs for workers, in particular with regard to financial incentives. It is particularly important to develop procedures for providing services related to reporting needs for employment, especially because employers are legally obliged to submit them. It is necessary to avoid that employment needs be reported only formally; instead, they should be used to create a more dynamic labour market, more transparent employment procedures, and more efficient linking of supply and demand for labour.

Recommendations related to the management of databases on announced job vacancies are the following:

- Define a standard set of reports that would be integrated into the information system of the Employment Service in order to continuously and automatically monitor the situation with reported needs for employment.
- Based on the available activity codes, improve the information system that would monitor the activity at the area level, the so-called a simple label that counts 21 categories and uses the letters from A to U. Such information would enable the monitoring of reported needs for employment by activity.
- Include the information on the size of enterprises (small, large and medium) in the information system so that reports can be prepared according to the size of enterprises, taking into account the specifics faced by these enterprises.
- Include the information on the broader categories of occupations in the information system, using the International Standard Classification of Occupations (ISCO), in order to better understand the nature of the occupations required.
- More detailed information on knowledge and skills could contribute to a better understanding of the needs of employers, and it would be useful to expand the database with a standard set of skills needed for jobs.
- The information system needs to be harmonized with the amendments to the rulebooks on records in the field of employment, i.e. the accompanying forms, which, among other things, envisage dividing companies into those from the private and public sectors.
- The information system needs to be harmonized with the Law on Employment Mediation and Rights during Unemployment of Republika Srpska, which prescribes the obligation to publish advertisements on the website and the notice board of the Service.
- In the future legal changes, employers should be released from the obligation to submit reports on the employment of workers; instead, the Service should regularly receive this information from the Tax Administration of Republika Srpska.

# Attachment: Form for reporting employment needs



Public institution  
Employment Service of Republika Srpska  
Pale

Form for reporting employment needs  
Form E-2

<p>TO BE FILLED IN BY THE SERVICE Branch office: _____ Office: _____ Reception method E-2: <input type="checkbox"/> personal <input type="checkbox"/> by e-mail <input type="checkbox"/> fax <input type="checkbox"/> telephone <input type="checkbox"/> mail</p>	<p>Registration number : _____ Date of receipt: _____</p>
<p><b>1. EMPLOYER INFORMATION</b></p> <p>Business Name: _____ Address and registered office of the employer: _____ Employer's unique identification number: _____ Form of ownership: <input type="checkbox"/> state <input type="checkbox"/> private Name of activity: _____ Activity code: _____ Contact person: _____ Telephone number: _____ Email: _____</p>	<p><b>3. TYPE OF EMPLOYMENT</b></p> <p>Indefinite employment: <input type="checkbox"/> newly created job <input type="checkbox"/> vacated position</p> <p>Fixed-term employment: <input type="checkbox"/> replacement <input type="checkbox"/> increased workload <input type="checkbox"/> trial work <input type="checkbox"/> trainee <input type="checkbox"/> seasonal jobs <input type="checkbox"/> other (specify) _____</p> <p>Work outside regular employment: <input type="checkbox"/> temporary and occasional jobs <input type="checkbox"/> service contract <input type="checkbox"/> professional training and advancement <input type="checkbox"/> additional work</p>
<p><b>2. INFORMATION ON THE JOB</b></p> <p>Job title: _____ Job description: _____ Required number of workers: _____ Possibility of employment of persons with disabilities: <input type="checkbox"/> no <input type="checkbox"/> yes, <input type="checkbox"/> number: _____ Occupation / title _____ Completed education: _____ Professional qualifications level: _____ Gender (due to the specifics of the job) <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> irrelevant Work experience: months: _____ year: _____ <input type="checkbox"/> no work experience <input type="checkbox"/> irrelevant Note: _____ <b>REQUIRED KNOWLEDGE AND SKILLS:</b> Foreign languages: _____ Level: A1, A2, B1, B2, C1, C2 <input type="checkbox"/> understanding: _____ <input type="checkbox"/> speech: _____ <input type="checkbox"/> writing: _____ Computer skills: <input type="checkbox"/> no <input type="checkbox"/> yes, <input type="checkbox"/> basic knowledge <input type="checkbox"/> advanced knowledge Driver's license: <input type="checkbox"/> no <input type="checkbox"/> yes, category: _____ <input type="checkbox"/> The job requires the use of your own vehicle State examination: 1. no 2. yes</p>	<p><b>4. WORKPLACE CONDITIONS</b></p> <p><b>Working hours:</b> <input type="checkbox"/> before noon <input type="checkbox"/> in the afternoon <input type="checkbox"/> night work <input type="checkbox"/> twice <input type="checkbox"/> two shifts <input type="checkbox"/> three shifts <input type="checkbox"/> work on weekends and holidays <input type="checkbox"/> in shifts</p> <p><b>Work time:</b> <input type="checkbox"/> full time <input type="checkbox"/> part-time Number of hours per week: _____</p> <p><b>Place of work:</b> Municipality and place of work: _____ <input type="checkbox"/> in one place <input type="checkbox"/> field work</p> <p><b>Other working conditions:</b> <b>Accommodation:</b> <input type="checkbox"/> secured <input type="checkbox"/> not provided <b>Food:</b> <input type="checkbox"/> organized <input type="checkbox"/> not organized <input type="checkbox"/> allowance <b>Transportation:</b> <input type="checkbox"/> provided <input type="checkbox"/> not provided <input type="checkbox"/> allowance</p> <p><b>5. INFORMATION ON SERVICES PROVIDED BY THE EMPLOYMENT SERVICE</b></p> <p>Reporting the need for employment of workers refers to: <input type="checkbox"/> mediation <input type="checkbox"/> advertising</p> <p>Mode of intervention:</p> <p>Contacts with the employer: <input type="checkbox"/> direct referral of candidates to the interview <input type="checkbox"/> organizing a group or individual interview with the candidate:</p>