Personnel

Personnel work in the institution

Leading Human Resources Specialist Boyko-Gladkaya Inga Valerievna reports directly to the Director of the Institution.In her work, the leading specialist in human resources is guided by:

- the legislation of the Republic of Belarus;
- orders and instructions of the director of the Institution;
- the Charter of the Institution;
- internal labor regulations;
- employment position instruction.

The leading HR specialist conducts personnel records management, accepts, transfers, relocates, dismisses employees, draws up orders for the provision of labor and social holidays, prepares documents for attestation of employees, advanced training, promotion for awards and promotion, disciplinary sanctions, security issues labor, preparation and submission of documents for assigning pensions to employees, is the person responsible for maintaining military records, searches for candidates for filling positions, prepares lists of candidates for inclusion in the reserve of leading personnel; prepares documents for transfer to storage in the archive; takes part in meetings of commissions established in the Institution, prepares and submits information for statistical reporting and the Social Security Fund, etc.

Administrative procedures

Upon application, telephone or electronic appeal, employees (former employees) may apply for certificates and extracts,

copies of documents provided for by law.List of administrative procedures

- issuance of an extract (copy) from the work book to the employee
- issuance of a certificate of employment and position
- issuance of a certificate of the period of work
- issuance of a certificate of entry to work, service before the expiration of leave to care for a child under the age of 3 years
- issuance of a certificate of being on parental leave until the child reaches the age of 3 years
- issuance of characteristics for an employee at the request of the organization

Certificates are issued **within 5 days from the date of application.**



Boyko-Gladkaya Inga Valerievna

Leading Human Resources Specialist

Contact information

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Working hours

- **Mon – Fri**: from 8.30 to 17.30
- **Lunch break:** from 13.00 to 13.45
- **Days-off:** Saturday, Sunday and public holidays