Information Meeting
Part-time jobs in Norway
Location
Frederikkebygningen
Agenda today

- What kind of part-time jobs are easiest to find?
- How to find the vacant positions
- How to apply: CV and cover letter
- Some useful links
Want the presentation slides?

You will find them at:

www.uio.no/english/student-life/part-time-work/
The language challenge

- Most employers require good Norwegian skills
- English skills are absolutely necessary

- It is possible to find part-time jobs, mostly unqualified work, where Norwegian skills are not required
- The longer you stay, the greater the chances

- **Alle**: 18% Norsk på morsmålsnivå, 47% Svært gode norskkunnskaper, 30% Gode norskkunnskaper, 2% Norskkunskaper er ikke nødvendig hos oss, 2%4% noe norskkunnskaper.
- **1000 og over**: 14% Norsk på morsmålsnivå, 51% Svært gode norskkunnskaper, 33% Gode norskkunnskaper, 11% noe norskkunnskaper.
- **200 - 999**: 14% Norsk på morsmålsnivå, 45% Svært gode norskkunnskaper, 37% Gode norskkunnskaper, 2%2% noe norskkunnskaper.
- **50 - 199**: 16% Norsk på morsmålsnivå, 52% Svært gode norskkunnskaper, 25% Gode norskkunnskaper, 3%4% noe norskkunnskaper.
- **20 - 49**: 23% Norsk på morsmålsnivå, 41% Svært gode norskkunnskaper, 30% Gode norskkunnskaper, 2%3% noe norskkunnskaper.
- **under 20**: 20% Norsk på morsmålsnivå, 47% Svært gode norskkunnskaper, 28% Gode norskkunnskaper, 2%4% noe norskkunnskaper.
Reality check!

• Qualified / non-qualified work:

• Many of you are highly qualified and might have experience to hold advanced jobs

• But no Norwegian skills → non-qualified work most realistic

• Most exchange students hold a part-time job to earn money, and to practise Norwegian.
Salary – what to expect?

Minimum wage – general application of collective agreements

- Generally applicable collective agreements
- Who do the regulations apply to?
- Responsibility
- Wages – Construction sites
- Wages – Maritime construction industry
- Wages – Agriculture and horticulture
- Wages – Cleaning
- Wages – Fish processing enterprises
- Wages – Electricians
- Wages – Freight transport by road
- Wages – Passenger transport by tour bus
- Working hours
- Travel and board and lodging expenses
- Working clothes
- The duty to provide information and to ensure compliance and the right of inspection
- Exceptions
- Right of residence for workers who are EU/EØS/EFTA citizens
- The role of the Labour Inspection Authority
No Norwegian - what kind of job?

- Delivery person/driver
- Advertisement distribution / Newspaper delivery/ (e.g. Norpost / Aftenposten)
- Warehouse work
- Cleaning
- Logistics
More examples

- Teaching (international schools, private courses, private teacher of languages etc.)
- Embassy work
- Businesses with English as a working language, or companies from your country
And more examples

- Packing of food, books etc
- Seasonal work in agriculture
- Production within industry
- Transport, moving companies
- Temp companies/recruitment agencies
Even more!

- Providing private services (gardening, baby-sitting, domestic work, cleaning, handiwork)
- Restaurants/pubs/cafeterias
- Tourism/hotels (esp. if you master several languages)
- Street recruiting (e.g. Amnesty, Medecins Sans Frontiers)
Student societies

- More than 450 societies
- Political societies
- Study programmes
- Sport societies
- Music / arts
- Humanitarian societies
Voluntary organizations & cultural activities

• Serve as a meeting place
• Make friends during your stay
• Be part of a team
• Get a Norwegian network that will be valuable in your job search process
About the Association of NGOs in Norway

The Association of NGOs in Norway (Frivillighet Norge) is an umbrella organization for the voluntary sector in Norway, founded in September 2005. The mission of the Association is to coordinate the voluntary sector's dialogue with the authorities on issues that are common to the voluntary sector, and to voice the voluntary sector's opinions to the public and the authorities. Another important task is to produce information and give advice to the member organizations.

Some of our current issues are VAT and the voluntary sector, new public register for Norwegian NGOs, more research on the voluntary sector, as well as inclusion of the immigrant population in the voluntary sector.

Currently, the Association of NGOs in Norway consists of more than 300 member organizations, including all sectors of society (organizations for children, youth and grown-ups, sports, culture, humanitarian work, religious congregations, music, theatre, etc).

The Association of NGOs in Norway is a member of ENNA (The European Network of National Civil Society Associations) and CIVICUS (World Alliance for Citizen Participation).

For more information about our goals and the issues we are working with now, see our Voluntary sector policy platform.

The voluntary sector in Norway consists of 115,000 non-governmental and non-profit organizations. The majority of organizations are based locally, have no employees and very small financial means.

There are 10 million memberships in NGOs and 80% of Norwegians are members of one or more organization(s).

48% of the grown-up Norwegian population participates in voluntary work annually. The total contribution of Norwegian volunteers is equivalent to 115,000 full-time employees.

36% of the funding of the voluntary sector comes from central and local governments, 7% comes from private donors, and 57% of the funding comes from membership fees and sales.

- Download a presentation of the fiscal treatment of voluntary NGOs in Norway (pdf)
- Download a report that compares Norwegian voluntary sector to the Scottish voluntary sector (written by one of our interns in English)
- Download our Voluntary Sector Policy Platform (pdf)
Jeg vil engasjere meg i hele landet med alt mulig

1392 oppdrag som du kan gjøre. Vis 1367 organisasjoner?

Vi trenger flinke voksne vakter til store konsert!
Stiftelsen Kongsberg Jazzfestival

Ønsker du relevant salgserfaring og samtidig støtte en givende sak?
Utdanningshjelpen

- Vi finner en tid som passer deg
- Politikk og internasjonalt, Utdanning, Barn og unge
- Oslo

Sosialt samvær på KaffeLykke
Refugees Welcome Oslo

4 juli til 8 juli
Kultur og festival
How to find vacant positions?
How to find vacant positions

Internet resources:

- Nav.no
- Finn.no (vacant positions, including part-time)

NB: these sites are mostly in Norwegian
Målrettet annonsering!
Vår grafiske avdeling hjelper deg å nå dine jobbsøkere og produsere dine annonser både til nett, papir og sosiale medier. La erfaring og kunnskap telle og send din bestilling i dag!
Web sider og portaler for jobb

- nav.no (NAV's jobdbase)
- EURES (NAV EURES-side)
- Bribb.no (bransjemens stillingsmarked)
- Careerjet (sokemotor for jobb)
- Gibbs Norge (jobbportal med ledige stillinger for svensker som søker jobb i Norge)
- dittarbjob.no (finn jobb eller ansatte)
- Fastsjob.no (jobbsokerjenesti for ungdom)
- EURES - The European Job Mobility Portal (EURES jobdbase)
- FINN jobb (jobbportal med ledige stillinger i alle kategorier)
- Helseogsocialjobb.no (ledige stillinger innen helse, sosial og omsorg)
- Indeed (sokemotor for ledige stillinger. Kan lastes ned som app)
- Indeed (stillingsportalen og bemanningselskaper som har hovedfokus på å rekrutere innvandrere og minoriteter)
- Instaunt (mobiljeneste som gir rekrutterings tiltak til å hente inn skikk som er åpen for jobbstillinger)
- Jobba i Norge (informasjonsside for svensker som søker jobb i Norge)
- jobbdirekto.no (CV-bane og stillingsbase)
- jobbforalle.no (stillingsmarked som er opprettet for å bidra til å fremme et inkluderende arbeidsliv i praksis)
- Jobbportalen.no (portal for jobb og karriere)
- jobbforalle.no (oversikt over stillinger annonser på Internett i Norge)
- Jobbtotal.no (ledige stillinger i kommuner, fylkeskommuner og annen virksomhet)
- jobbmore.no (ledige stillinger i Norge)
- Jobb24.no (jobbase)
- Jobbstaten.no (jobbannonser for ledige stillinger i dagspressen, fagpresse, tv, radio og tidsskrifter)
- Jucan.no (viser stillingsannonserde til de virksomhetene som benytter rekrutteringsløsningen Web happily)
- Job (jobbseksjonen)
- Kamerasiden - jobbnettsted
- Kamerasiden.no (ledige stillinger)
- Kamerasiden.no (ledige stillinger. Her finner du ledige stillinger og traineeprogrammer)
- Kommunalsjobb.no (jobber i kommuner og fylkeskommuner)
- Kommunikasjon.no (ledige stillinger i kommunikasjonsbransjen)
- LinkedIn (verdens største profesjonelle netværk)
- Logonjobb.no (ledige lognestillinger)
- Logonjobb.no (legejobber og sykepleierstillinger nasjonalt og internasjonalt)
- Logonjobb.no (stillingsportalen for utdanningssektoren)
- Medrec.no (her kan du gjøre jobbsek innen helse- og omsorgsområdet, tannhelse og Life Science)
- Mitt Monsterne (karrierennettverk for jobbsøkere)
- Maja (jobbrekreeringstjeneste - jobbmarked på mobilen)
- Musicalchairs.info (ledige stillinger for musikere - internasjonal nettside)
- Oslo Business Region (etablerenestillingen)
- Oslo kommune (ledige stillinger i Oslo kommune)
- Quick Personell (jobbportalen)
- Politibjobb.no (sivile og politifaglige stillinger i politiet)
- ResearchGate (research jobs / forsker jobber)

Bemannings- og rekrutteringsbyråer

- Academic Work (bemanningsbyrå som specialiserer seg på utleie og/eller rekruttering av nyutdannede eller personer under utdanning)
- Adecco (bemanningsbyrå)
- Ading (formidler personell innen ulike fagfelt til mekanisk industri, energibransjen, manntindustri og petroleumsindustrien, on- og offshoredessinsen)
- AMBIO Helse (vikarbyrå innen helse og omsorg med kontorer både i Norge og Sverige)
- AMBIO Rekruttering (bemannings- og rekrutteringselskap)
- BackUp Personell (bemanningsbyrå)
- Bege/Bees (rekruttering og bemanningsbyrå)
- BrygFjell.no (vikar- og konsulentbyrå)
- Capus HR Management (kompetansehus)
- Centric (bemanningselskap som har spesialisert seg på områdene: IT, informasjonsteknologi, økonomi, kontor og administration)
- Dreamwork (rekruttering og bemanningsbyrå som har spesialisert seg innenfor salg, ledelse og marked)
- Eterni (rekrutterings- og bemanningsbyrå med mange oppdrag innen bygg og anlegg, industrin, produksjon og mekanisk)
- Expertis (rekrutteringsbyrå med rekruttering innen Engineering, Finance og IT)
- Frontica Advantage AS (bemanningselskap som jobber med selskaper i Norge og generelt i markedet)
- Gammel nok (seniornemnd)
- GC competence (rekrutterings- og bemanningsbyrå som specialiserer seg på senior kompetanse)
- Hamilton People (bemanningsbyrå og rekrutteringselskap)
- HumanFit (personalkurgy og vikarbyrå)
- Jobzone (bemanningsbyrå)
- Kelly Services (bemanningsbyrå som rekrutterer til både faste og midlertidige stillinger)
- Lenaas Helsepersonell (bemanningsbyrå som har spesialisert seg på helsepersonell)
- Logret (bemanningsdrivere innen logistik og industri)
- Manpower (et av Norges ledende bemanningsbyrå)
- Medrec.no (bemanningsbyrå rettet mot mediebransjen og andre medierelaterte virksomheter)
- NextJob (rekruttering, formidling og utleie av personell til maritim næring)
- Partner1 Bemann (bemanningsløsninger til privat og offentlig virksomhet)
- Peoplebyyou (bemannings- og rekrutteringsløsninger)
- Personelhuset (rekruttering, personaleutleie og stillingsutvikling)
- Proffice (Personaleutleie, Rekruttering, samt Kamera & Utvikling)
- Prime People (rekruttering, utforsking og HR-måling)
- Rett bemannings (nettverk av bemanningsbyrå)
- Service Broker AS (rekruttering, og bemanningsbyrå)
- Solid Bemannings AS (bemanningsbyrå innen bygg og anlegg, industri og andre tekniske fagområder)
- Studiebemannings (bemanningselskap)
- Techconsult (konsulent- og rekrutteringsbyråer til oppdragsgivere innen de tekniske og prosjektadministrative fagområdene)
- Techogarden Engineering Resources AS (bemanningsbyrå innen de fleste tekniske
Flinke folk hjelper deg med:
 ...
...montering

Nå får 90% slik hjelp innen 1 time

Legg ut en småjobb

Sett bort småjobben til flinke folk!
Profesjonelle finner du på FINN oppdrag
How to find vacant positions II

• Most part time jobs are never advertised!

• Contact employers directly – call or visit, send speculative applications

• Get a network! Ask friends and other acquaintances for tips and information

• Help each other!
Contacting Norwegian employers

• You can call if you need more info
• Sometimes it’s ok to visit
• Consider how formal their recruitment procedures are, how busy they might be and whether you will get to speak to the person in charge.
How to apply

Usually:
- forward your CV and cover letter – either by e-mail or personal delivery
- sometimes online application (job portal)

Sometimes you are invited to a short meeting/interview right away, ask them if you should bring CV or other documents

Different procedures for qualified and unqualified jobs!
The CV

• Simple or advanced? Always consider who the recipient is when deciding what kind of CV you send

• For unqualified work, a basic CV is sufficient - no need to elaborate on academic achievements

• In Norwegian or English? Ask the recipient.

  In most cases English is ok

• Preferably one page, state accurate and relevant information, clearly laid out and typed

• Present the most recent experience first
The CV

Should contain these sections - at the minimum:

- Personal details
  (name, address, telephone, e-mail)
- Education
- Experience (both work and other)
- Language skills
- IT-skills
- References
Jane Jobseeker
Sandakerveien 40C
0473 OSLO
Tel. 999 222 999
Date of birth: 17 07.93 (optional)
E-mail: janejob@chello.com

International student looking for part time job
Available evenings and weekends until June 2018

EDUCATION

mm.yy – present Master Studies in Mathematics
The University of Oslo
International student from UK,
staying in Oslo until June 2018

mm.yy – mm.yy Bachelor in Mathematics
The University of Leeds

EXPERIENCE

mm.yy – mm.yy Marketing Assistant
Sainsbury’s, Leeds
Co-ordinated a small research team in a project
looking at customer satisfaction (summer intern)

mm.yy – mm.yy Kitchen Assistant
Elaine’s Café, Leeds
Assisting the chef, serving and cleaning
(part time and summer job)

mm.yy – mm.yy Girl Guide Leader
Cheltenham Girl Guides
Leading a group of 15 girls. Planning and leading
meetings and hikes.

mm.yy – mm.yy Miscellaneous part time and summer jobs
Newspaper delivery, gardening, Check-Out
Operator, Switchboard Operator

LANGUAGE SKILLS

- English: mother tongue, fluent
- French: conversational
- Norwegian: understand some words, attend classes now to learn more

ICT SKILLS

- Good knowledge of MSOffice (Outlook, Word, Powerpoint, Excel)

REFERENCES

- Elaine Simons, Owner of Elaine’s Café Tel. + 44 113 233 5655, elsi@gmail.com
- Ola Nord, Supervisor at the University of Oslo Tel. 22 65 50 50, ola.nord@ui.no
The cover letter (søknaden)

- One page!
- Explain why you are suitable for the job
- Show motivation!
- Neat typing and correct grammar
Your name and address

Company’s name and address

Place and date

**Heading: Application for ... (repeat the name of the position)**

**First paragraph: The formal statement**
Mention the position you are applying for and where you found the job listing. Include the name of the person you have spoken to on the phone/in person, if you did!

**Second paragraph - Short introduction**
Write approximately three lines about your background and your motivation for applying for this position.

**Third paragraph: What makes you suitable for the job?**
Tell the employer the reasons why you can do the job tasks in a good way. Make reference to prior relevant experiences and emphasise your relevant skills.

**Fourth paragraph: Personal strengths**
Tell the employer about personal strengths and how you can use them at work. You can use an example from the past to illustrate your traits.

**Optional paragraph: Other qualifications that might be useful to the employer**
If you have something special to offer, e.g. good language skills, you’re an excellent programmer or an outstanding cook, don’t hesitate to mention it if you think it is relevant.

**Last paragraph: Availability**
If the employer has not asked you to work specific hours, mention at what days/hours you will be available to work, and at what date you can start working. Give information on your working permission being OK.

Sincerely

*(signature)*
The interview

• Prepare a short self presentation
• Show motivation for the job tasks
• Tell them what makes you suitable for the job – illustrate with relevant examples from previous experience
• Be polite and friendly!
• Show up on time
• Dress-code for the interview?
The Working Environment Act & The Annual Holidays Act

- Written contract of employment
- Work hours
- Work on Sundays and public holidays
- Pay
- Overtime
- Rest breaks
- Night work
Problems at work?

If you need to know about your rights and duties:

The Norwegian Labour Inspection Authority
arbeidstilsynet.no

Or relevant trade unions
1. Searching for a job
You can register as a job seeker and search for jobs on nav.no. You can also register your CV, receive enquiries from employers and subscribe to job adverts.
- Search for jobs in Norway.
- Search for jobs via NAV EURES.

2. You need a good, complete CV
Registering your CV on nav.no and in other vacancy databases makes it easy for employers to contact you.
You can read more about creating a good CV here.

! Working conditions
You can find information about employment contracts, pay, working hours, working environment and holiday from the Norwegian Labour Inspection Authority.

! NAV's English job adverts
The jobs database on nav.no is available in Norwegian only, but you can search for job adverts in English by simply searching for the word "English".
Looking for a job in Oslo?

EURES Oslo is a part of a large European network of 31 countries and nearly 800 advisers, http://eures.europa.eu.

Information and service to EU/EEA jobseekers:

EURES Oslo holds information meetings called “Living and working in Norway” every Tuesday and Friday at 10:00 at NAV Frogner, Sommerrogt. 1 in Oslo.

- Labour marked situation
- Where and how to look for a job
- Public authorities
- Language courses
- Accommodation
Planning to work in Norway after graduation? If you are a student at UiO or another institution with an agreement with SiO, you can use the Career Services at the University of Oslo.

Upcoming events

- **today**: Information Meeting Part-time Jobs in Norway
  4:15 PM, Suphus bugges hus, and 2
- **11 Oct.**: Job Search Workshop
  4:15 PM, SiO Kursrom, Frederikke
- **01 Nov.**: Job Search Workshop
  12:15 PM, SiO Kursrom, Frederikke
## Job Search Resources

### To find vacant jobs
- Finn.no: Norwegian job portal
- Nav.no: Norwegian job portal
- Nav.no in English: Vacancies on nav.no in English
- Eurojobs: European site
- The Career Centre's job portal: The Career Services’ job portal. Most job advertisements are in Norwegian
- Jucan.no: Norwegian job portal owned by Webcruiter
- Job portals and recruitment agencies: Overview of various job portals, recruitment agencies and business/industry organizations

### Research sites
- The Career Centre: The Career Services’ website in English
- Nortrade: The Official Norwegian Trade Portal
- Prof: Company information (in Norwegian, but efficient)
- Yellow Pages: With search possibility in English
- Oslo Chamber of Commerce: Service organization for the business community
- ‘The World Chambers Network’: The global portal of Chambers of Commerce

### The formalities
- UDI: The Norwegian Directorate of Immigration (UDI)
- The Association of Government Authorized Translators in Norway: If you need to translate your certificates/documents
- Norwegian tax administration: Information from The Norwegian Labour and Welfare Administration
- The Service Centre for Foreign Workers: Guide to public services in Norway

### Career/working in Norway
- Career Norway: Webpage about career in Norway
- New in Norway: Leaflet from UDI: New in Norway
- UIO: Info - Student life
- Work in Norway: Work in Norway the official guide
- Study in Norway: The Norwegian Centre for International Cooperation in Education (SIU)

### Language
- Google Translate: Translate webpages into your own language
- NTNU: English matters resource bank
- "Bergenstesten": About “Bergenstesten”, an official examination in Norwegian
- Røde Kors: Language training with the Norwegian Red Cross
- Norwegian courses: Different Norwegian courses
Workshops Spring 2018

- Job Search Workshop
  (14.03.2018)

**Sign up at:**
http://www.uio.no/english/studies/career/
Drop in – Every day

- Get feedback on your CV and cover letter
- Prepare for the job interview
- ... or other career related questions