Information Meeting - Part-time jobs in Norway
28.01.2019
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, 3% noe norskkunnskaper, 2%4% norskekunnskaper er ikke nødvendig hos oss.
- 1000 og over: 14% Norsk på morsmålsnivå, 51% Svært gode norskkunnskaper, 33% gode norskkunnskaper, 11% noe norskkunnskaper, 1%4% norskekunnskaper er ikke nødvendig hos oss.
- 200 - 999: 14% Norsk på morsmålsnivå, 45% Svært gode norskkunnskaper, 37% gode norskkunnskaper, 2%2% noe norskkunnskaper, 3%4% norskekunnskaper er ikke nødvendig hos oss.
- 50 - 199: 16% Norsk på morsmålsnivå, 52% Svært gode norskkunnskaper, 25% gode norskkunnskaper, 3%4% noe norskunnskaper, 2%3% norskekunnskaper er ikke nødvendig hos oss.
- 20 - 49: 23% Norsk på morsmålsnivå, 41% Svært gode norskkunnskaper, 30% gode norskkunnskaper, 2%3% noe norskunnskaper, 2%3% norskekunnskaper er ikke nødvendig hos oss.
- Under 20: 20% Norsk på morsmålsnivå, 47% Svært gode norskkunnskaper, 28% gode norskkunnskaper, 2%4% noe norskunnskaper, 2%4% norskekunnskaper er ikke nødvendig hos oss.
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.
Minimum wage

Even if there is no general minimum wage in Norway, minimum wages has been introduced in certain sectors in general application of collective agreements.

<table>
<thead>
<tr>
<th>Wages - Construction</th>
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</thead>
<tbody>
<tr>
<td>Wages - The maritime construction industry</td>
</tr>
<tr>
<td>Wages - Agriculture and horticulture</td>
</tr>
<tr>
<td>Wages - Cleaning workers</td>
</tr>
<tr>
<td>Wages - Fish processing enterprises</td>
</tr>
<tr>
<td>Wages - Electricians</td>
</tr>
<tr>
<td>Wages - Freight transport by road</td>
</tr>
<tr>
<td>Wages - Passenger transport by tour bus</td>
</tr>
<tr>
<td>Wages - Hotel, Restaurant and Catering</td>
</tr>
<tr>
<td>Wages - Other sectors</td>
</tr>
</tbody>
</table>
No Norwegian - what kind of job?
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
Find your association

- https://www.sio.no/en/associations/find-your-association
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 500 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)
Vi trenger flinke voksne vakter til store konsørter!
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

1392 oppdrag som du kan gjøre. Vis 1367 organisasjoner?
In 2018 there were over 2600 amazing volunteers who worked at the festival. Volunteers are the backbone, the core of the festival and one of the main reasons why the festival last year became the best ever! As a volunteer at Øya, you get a unique experience, a chance to work in the background and be part of what makes the festival go round.

Be quick to register and your chances are higher for getting exactly the job you want. However, we advise that you read all of the information on this page before registering.

What kind of jobs can I get?

Here are some tasks you can get as a volunteer:

- **Rigging** – up or dismantling of fences, tents, etc.
- **Security** – ensure that everyone is doing well at the festival and not get lost in the festival area.
- **Bar** – tap and sell beer, soda, snacks and other bar merch to our guests
- **Drivers** – drive back and forth to festival area with equipment and people
- **Cooking** – help to create good organic food for volunteers and artists
- **Delta Force** – The festival “all in one” force that works everywhere at the festival, where needed, when needed.
- **Furniture Group** – Assist with the assembly and installation of furniture – prior to and/or after the festival.
How to find vacant positions?
How to find vacant positions I

Internet resources:

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

NB: these sites are mostly in Norwegian
Ledige stillinger

Søk etter stillinger...

Skriv inn søkeord

Søk

...eller finn i kategori

Velg stillingskategorier

- Admin./økonomi, kontor og jus (1628)
- Handel, kundeservice, restaurant og reiseliv (1353)
- Helse, omsorg, medisin og biologi (1507)
- Industri, bygg/anlegg, håndverk og verkstedsarbeid (1189)
- Jord-/skogbruk, fiske og matproduksjon (32)
- Kultur, religiøs arbeid, idrett og informasjonsformidling (201)
- Service- og sikkerhetsarbeid (476)
- Skole, fritid, undervisning og forskning (826)
- Transport, logistikk, kommunikasjon og IT (403)

Velg fylker

- Akershus (627)
- Aust-Agder (133)
- Buskerud (324)
- Finnmark (146)
- Hedmark (196)
- Hordaland (695)
- Møre og Romsdal (360)
- Nord-Trøndelag (132)
- Nordland (306)
- Østfold (241)
- Oppland (243)
- Rogaland (646)
- Sogn og Fjordane (137)
- Sør-Trøndelag (389)
- Telemark (197)
- Troms (322)
- Vest-Agder (197)
- Vestfold (241)
- Øvrige områder (11)
- Generelt for Norge (16)

Vis 1708 annonser

Alle ledige stillinger (9195) Stillinger registrert i dag (262) Stillinger i EØS (50) Stillinger i resten av verden (17)
Søk blant 9 705 stillinger

Alle stillinger  Lederstillinger  Deltidsstillinger

FINN foreslår

ACADEMIC WORK

Housing Coordinator
Academic Work - Oslo

Association Coordinator & Board Assistant / Organisasjonssekretær
Leger uten Grenser Norge (MSF) - Oslo

ETTERRETNING STJENESØKER RÅDGIVERE
Etterrettningsjrenesten - Oslo

180.no
180.no nummeropplysningen

Selger (B2B)
180.no Nummeropplysningen AS, Oslo

Har du CV på FINN?
Logg inn, og se hvor mange som har sett deg, eller ligg inn ny CV.

Lurer du på hvem som har sett din CV?

0
Jucan.no
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!

Jobbsøk

Jobbsøkere kan opprette en egen profil der de logger inn sin CV og kan søke på ledige stillinger. Jobbnorge har mer enn 50.000 unike brukere pr. uke, og mer enn 1.4 mill. sidevisninger pr. måned.

Se ledige stillinger

Jobbadmin

Vårt rekrutterings-verktøy gir deg muligheter for utnyttelse av stillinger på papir og nett, salgsavtale og profesjonell kommunikasjon med søkeene.

Les mer om rekrutteringsverktøyet

Annonsering

Du bestiller enkelt dine annonser til trykte medier igjenom verktøyet Jobbadmin. Vår grafiske avdeling utformer stillingsannonser til papir, interaktive og sosiale medier.

Les mer om annonsering
Flinke folk hjelper deg med:

...monteringer

Nå får 90% slik hjelp innen 1 time

Legg ut en småjobb

Sett bort småjobben til flinke folk!
Profesjonelle finner du på FINN oppdrag
Frakt

Graving og utearbeid

Montering

Digitalt og administrativt

Husvask

Reparasjoner og vedlikehold
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: janeljob@chello.com

International student looking for part time job  
Available evenings and weekends until June 2019

<table>
<thead>
<tr>
<th>EDUCATION</th>
<th></th>
<th></th>
</tr>
</thead>
</table>
| mm.yy – present | Master Studies in Mathematics  
The University of Oslo  |
| mm.yy – mm.yy   | Bachelor in Mathematics  
The University of Leeds  |

<table>
<thead>
<tr>
<th>EXPERIENCE</th>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 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  |

<table>
<thead>
<tr>
<th>LANGUAGE SKILLS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• English: mother tongue, fluent</td>
<td></td>
</tr>
<tr>
<td>• French: conversational</td>
<td></td>
</tr>
<tr>
<td>• Norwegian: understand some words, attend classes now to learn more</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I.T. SKILLS</th>
<th></th>
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<tbody>
<tr>
<td>• Good knowledge of MSOffice  (Outlook, Word, PowerPoint, Excel)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REFERENCES</th>
<th></th>
</tr>
</thead>
</table>
| • Elaine Simons, Owner of Elaine’s Café  
Tel: + 44 113 233 5859, els@gmail.com  |
| • Ola Nord, Supervisor at the University of Oslo  
Tel: 22 85 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
Work in Norway The Official Guide

Guide for EU/EEA - citizens

1. FIND A JOB

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.

2. FIND A PLACE TO LIVE

3. REGISTERING IN NORWAY

! 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".
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.

Career Services

- Workshops
- Career Counseling
- CV
- Cover letter
- The Job Interview
- Career Fairs
- Relevant links

Upcoming events

today  Information Meeting Part-time Jobs in Norway
4:15 PM, Suphus bugges hus, aud 2

11  Job Search Workshop
Oct. 4:15 PM, SiO Kursrom, Frederikke

01  Job Search Workshop
Nov. 12:15 PM, SiO Kursrom, Frederikke
# Job Search Resources

## To find vacant jobs

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finn.no</td>
<td>Norwegian job portal</td>
</tr>
<tr>
<td>Nav.no</td>
<td>Norwegian job portal</td>
</tr>
<tr>
<td>Nav.no in English</td>
<td>Vacancies on nav.no in English</td>
</tr>
<tr>
<td>Eurojobs</td>
<td>European site</td>
</tr>
<tr>
<td>The Career Centre's job portal</td>
<td>The Career Services' job portal. Most job advertisements are in Norwegian</td>
</tr>
<tr>
<td>Jucan no</td>
<td>Norwegian job portal owned by Webcruiter</td>
</tr>
<tr>
<td>Job portals and recruitment agencies</td>
<td>Overview of various job portals, recruitment agencies and business/industry organizations</td>
</tr>
</tbody>
</table>

## Research sites

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Career Centre</td>
<td>The Career Services' website in English</td>
</tr>
<tr>
<td>Nortrade</td>
<td>The Official Norwegian Trade Portal</td>
</tr>
<tr>
<td>Proff</td>
<td>Company information (in Norwegian, but efficient)</td>
</tr>
<tr>
<td>Yellow Pages</td>
<td>With search possibility in English</td>
</tr>
<tr>
<td>Oslo Chamber of Commerce</td>
<td>Service organization for the business community</td>
</tr>
<tr>
<td>‘The World Chambers Network’</td>
<td>The global portal of Chambers of Commerce</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eures, AISEC, IAESTE</td>
<td>Information related to international mobility of labour.</td>
</tr>
<tr>
<td>NAV EURES</td>
<td>The English page</td>
</tr>
<tr>
<td>AISEC</td>
<td>Student-run organization. Present in more than 100 countries and territories</td>
</tr>
<tr>
<td>IAESTE</td>
<td>The international association for the exchange of students for technical experience. Non-profit and non-political student</td>
</tr>
</tbody>
</table>

## Formalities

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UDI</td>
<td>The Norwegian Directorate of Immigration (UDI)</td>
</tr>
<tr>
<td>The Association of Government Authorized Translators in Norway</td>
<td>If you need to translate your certificates/documents</td>
</tr>
<tr>
<td>Norwegian tax administration</td>
<td></td>
</tr>
<tr>
<td>The Service Centre for Foreign Workers</td>
<td></td>
</tr>
<tr>
<td>Arbeidstilsynet</td>
<td>Information from The Norwegian Labour and Welfare Administration</td>
</tr>
<tr>
<td>Norway.no</td>
<td>Guide to public services in Norway</td>
</tr>
</tbody>
</table>

## Career/working in Norway

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
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<tbody>
<tr>
<td>Career Norway</td>
<td>Webpage about career in Norway</td>
</tr>
<tr>
<td>New in Norway</td>
<td>Leaflet from UDI: New in Norway</td>
</tr>
<tr>
<td>UiO</td>
<td>Info - Student life</td>
</tr>
<tr>
<td>Work in Norway</td>
<td>Work in Norway the official guide</td>
</tr>
<tr>
<td>Study in Norway</td>
<td>The Norwegian Centre for International Cooperation in Education (SIU)</td>
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</tbody>
</table>

## Language

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Google Translate</td>
<td>Translate webpages into your own language</td>
</tr>
<tr>
<td>NTNU</td>
<td>English matters resource bank</td>
</tr>
<tr>
<td>“Bergenstesten”</td>
<td>About “Bergenstesten”, an official examination in Norwegian</td>
</tr>
<tr>
<td>Røde Kors</td>
<td>Language training with the Norwegian Red Cross</td>
</tr>
<tr>
<td>Norwegian courses</td>
<td>Different Norwegian courses</td>
</tr>
</tbody>
</table>
Workshops Spring 2019

• Job Search Workshop  
  (12.02.2019)  
  (19.10.2018)

Sign up at:  
http://www.uio.no/english/studies/career/