



Joining Hands
to Help Children

The Career Guide Book

Published by the United Nations Women's Guild, Vienna (UNWG)

<http://www.iaea.org/unwg>

2011 Edition

INTRODUCTION

This Guide Book is intended to provide practical information on employment in Vienna for spouses of employees of the Vienna-based UN organizations, permanent missions and embassies. It has been prepared by members of the United Nations Women's Guild using their experiences and knowledge of living and/or working in Vienna. Official sources have been used wherever possible throughout this Guide Book and every attempt has been made to ensure that the information is accurate, clear, covering most aspects of employment law in Austria as of the revision date of November, 2011.

Career opportunities can be both exciting and daunting. Vienna is one of the most beautiful cities of the world with its architecture, design history and its people. Located in the center of Europe, it offers ample opportunity to travel, meet people and experience its rich culture. However, it can also be challenging to live in a new country away from home with few friends and without a job. This Guide Book will provide you information to prepare for this new experience and help you settle into your new surroundings in Vienna.

The 2011 Edition of the Career Guide Book is designed to assist you with most queries on routine subjects, such as a profile of the Austrian job market, conditions for employment and job search tools. It also aims to provide guidance on more unusual areas such as career development options, potential employers, and networking. Special efforts have been made to include websites that are sources of information today however, you must bear in mind that all information is subject to amendments and therefore, updates should be followed on these websites. The UNWG will appreciate any comments or feedback that would improve the usefulness of this guide.

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Chapter 1 - An Overview

The focus of this Guide Book is on employment opportunities in Vienna, however much of the information will be relevant for the rest of Austria. According to Mercer's 2010 Quality of Living survey results, **Vienna is currently ranked as the metropolis with the world's highest standard of living.** Mercer's Quality of Living ranking covers 215 cities and is conducted to help governments and major companies place employees on international assignments.

WORKPLACE PROFILE

Vienna's international community comprises 20 percent of its population. Besides being the gateway to Eastern Europe, Vienna is home to many international organizations and companies. The first language is German. A big plus in your search for a job will be your knowledge of German. Do not assume that everyone in Vienna speaks English, it just isn't true. German language is necessary, both in day to day life and to find a job with the majority of companies.

Austria has a total population of 8,404,252 as of 28 March 2011. The number of employed persons rose to 4,141,000 in the second quarter of 2011. The number of full-time jobs for employees went up by 25,000 (17 000 men) whereas the number of part-time employees went up by 19,000 (14,000 women) compared to the second quarter of 2010.

The number of unemployed amounted to a total of 175,000 in the second quarter of 2011. This was lower than in the second quarter of 2010 (187,000). Accordingly, the unemployment rate (not seasonally adjusted) decreased slightly to 4.1% (second quarter 2010: 4.4%). Female unemployment remained at the level of the second quarter of 2010 whereas male unemployment declined.

The sectors employing most people are manufacturing, the wholesale and retail trade, repair of motor vehicles, consumer goods, real estate, business services, construction, healthcare and social work. The largest employers include the Spar Österreich group (retail), Strabag Societas Europa (construction), Rewe Austria AG (retail), Trenkwalder International AG (management consultancy and recruitment), Austrian Federal Railways (ÖBB) (passenger and freight transport) and Voest Alpine AG (metal industry).

In the field of healthcare and social work, certified healthcare workers and nurses, nursing auxiliaries and careers for the elderly with appropriate specialized training are still in demand for work in-care, counseling and support services. Familiarity with medical information systems and skills in quality management are important here, the latter especially in view of the growing requirements for efficiency and cost-consciousness. There is an increasing demand for trainees. Knowledge of psychology, intercultural skills and some knowledge of economics and management are particularly sought after.

In all of these occupations, social skills, especially in communication and customer care, are growing in importance. There is a continuing demand for an excellent command of English and other foreign languages; a willingness to undertake continuing further training is also essential.

Particular importance continues to be attached to the interface between business and technology. There is a demand for qualified and highly qualified personnel with excellent specialist skills in electronics and electrical engineering and above all in the fields of operating systems and languages. The IT sector remains relatively steady.

Chapter 2 - Potential Employers

THE UNITED NATIONS IN VIENNA

Vienna is one of the four headquarters of the United Nations, along with New York, Geneva and Nairobi. The Vienna International Centre (VIC), commonly known as "UNO City", was opened in 1979. More than 4,000 employees from over 110 countries work for the Vienna-based organizations. The four largest organizations are UNOV, IAEA, CTBTO and UNIDO.

Located at the Centre are:

	<p><u>United Nations Office at Vienna</u> (UNOV): one of the four headquarters of the United Nations. Provides common services to the VIC-based organizations. The Director-General of UNOV represents the Secretary-General in dealings with the host country and diplomatic missions in Vienna. (www.unov.org)</p>
	<p><u>International Atomic Energy Agency</u> (IAEA): world's central intergovernmental forum for scientific and technical cooperation in the nuclear field. It is also the international inspectorate for the application of nuclear safeguards and verification measures covering civilian nuclear programs. (www.iaea.org)</p>
	<p><u>Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization</u> (CTBTO PrepCom): preparations for the implementation of the Comprehensive Nuclear-Test-Ban Treaty (CTBT), which bans all nuclear weapons test explosions. (www.ctbto.org)</p>
	<p><u>The United Nations Industrial Development Organization</u> (UNIDO): specialized agency helping developing countries alleviate poverty by enhancing the productive capacities of their small and medium-sized industries. (www.unido.org)</p>

	<p>The United Nations Office on Drugs and Crime (UNODC): from headquarters at the Vienna International Centre and through a network of field offices around the world, UNODC helps Member States to reduce their vulnerability to drugs and crime, and to promote security and justice for all. (www.unodc.org)</p>
	<p>The United Nations Office for Outer Space Affairs (UNOOSA): promotes international cooperation in the peaceful uses of outer space for social and economic development, particularly for the benefit of developing countries. (www.unoosa.org)</p>
	<p>The International Commission for the Protection of the Danube River (ICPDR): promotes and coordinates sustainable and equitable water management for the benefit of the Danube River Basin countries. (www.icpdr.org)</p>
	<p>International Narcotic Control Board (INCB): independent expert body to promote Government compliance with the provisions of the international drug control conventions. (www.incb.org)</p>
	<p>The United Nations Environment Programme (UNEP): voice for the environment in the United Nations system with service to the region. (www.unep.org)</p>
	<p>The United Nations High Commissioner for Refugees (UNHCR): monitors the implementation of the relevant asylum laws in Austria according to the Geneva Refugee Convention and makes suggestions on refugee related questions to the authorities. (www.unhcr.org)</p>

	<p><u>United Nations Information Service (UNIS)</u>: provides public information support and promotional services to the substantive programs of the United Nations based in Vienna. It is part of a network of 63 UN Information Centers around the world. (www.unis.org)</p>
	<p>The <u>United Nations Commission on International Trade Law (UNCITRAL)</u>: promotes world trade by working to harmonize the relevant national regulations. (www.uncitral.org)</p>
	<p>The <u>United Nations Postal Administration (UNPA)</u>: issues United Nations stamps in Vienna visualizing subjects such as human rights, the environment, endangered species and peace. (www.unpa.org)</p>
	<p>The <u>United Nations Register of Damage Caused by the Construction of the Wall in the Occupied Palestinian Territory (UNRoD)</u>: keeps documentary record of the damage resulting from the construction of the Wall by Israel in the Occupied Palestinian Territory, including in and around East Jerusalem. (www.unrod.org)</p>
	<p><u>United Nations Scientific Committee on the Effects of Atomic Radiation (UNSCEAR)</u>: assesses and reports on levels and effects of exposure to ionizing radiation. (www.unscear.org)</p>

The four largest UN organizations in Vienna are UNOV, IAEA, CTBTO and UNIDO.

Although each of the UN organizations has its own recruitment division and policies, the job classifications are the same, as they are based on the International Civil Service Commission system. There are three major categories of interest to UN, embassy and mission spouses:

- the Professional (P)
- the General Service (GS)
- Director posts (D1-D2)

Candidates seeking employment at the Professional level (P1-P5) in any of the organizations are expected to have a university degree and relevant prior experience in the area of specialization. The required minimum periods of experience are usually specified in the vacancy announcements.

General Service staff (G1-G7) provide assistance in administrative, financial and personnel support services. They are usually locally employed from candidates residing in Vienna and its vicinity.

UN organizations vacancy announcements are posted on the Internet under each respective organization. The website also provides means of application and detailed information regarding the application procedures. For a general overview of all vacancies of UN organizations in Vienna see: <http://unjobs>

UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

The United Nations Industrial Development Organization (UNIDO) is a specialized agency of the United Nations. Its mandate is to promote and accelerate sustainable industrial development in developing countries and economies in transition, and work towards improving living conditions in the world's poorest countries by drawing on its combined global resources and expertise. The positions at professional level require an advanced level of an academic degree, considerable experience and specific competencies in related fields. Candidates with a background relating to personnel administration and human resource management would only be required occasionally. The official working languages are mainly English and French. It should be noted that all applications are made online to the open vacancies through the UNIDO website: <http://www.unido.org/index.php?id=o3611>

Applications following an external vacancy announcement are subject to an initial pre-screening, a technical evaluation and telephone interviews. The best qualified suitable candidates (normally about 5) are invited to participate in a personal assessment program administered at UNIDO Headquarters in Vienna. UNIDO uses informal desirable ranges for professional posts as far as geographical distribution is concerned. The calculation of the range for each member state is based on the United Nations formula that consists of four factors: (i) the base figure; (ii) the membership factor, (iii) the population factor and (iv) the contributions factor. The Human Resource Management Branch makes a concerted effort to find qualified female candidates for professional posts in order to improve the gender balance in the Organization. If there are two equally qualified candidates, a woman will be given preference.

Currently (September 2011), there are 81 female and 195 male staff members working at the professional level, and 309 female and 400 male staff members working at the general service category.

If applicants are spouses of UNIDO employees, this does not negatively affect their candidacy. A spouse would not be eligible for a position under the supervision of her/his husband/wife, in case one of the spouses is already working in UNIDO.

There are no summer jobs for young people with UNIDO. However, there is an active internship program. The UNIDO internship program has been established for students from diverse academic backgrounds. Its purpose is to promote a better understanding of our Organization's goals and objectives and, at the same time, to equip interns with an insight on how attempts are made to solve problems confronting developing economies in the area of industrialization. Interns will receive practical experience on the work of UNIDO, or be able

to conduct research on items of direct relevance to UNIDO's program of work. An internship lasts 3 to 6 months and can be extended up to 9 months.

Examples of academic qualifications to participate in an internship program could be:

- economics, development-oriented industrial policy
- international law, with orientation in investment and technology
- statistics, with orientation in industrial-related indicators
- environmental sciences, orientation in international conventions/protocols
- public and business administration
- social sciences, preferably with a focus on political science/international relations
- chemistry, biotechnology
- engineering, preferably in energy/environment, food processing or agro-related industries
- information science, data processing and database management
- accounting/finance/quality management/trade facilitation

Online information/material on any program including detailed documents on general information and conditions, and the application form can be downloaded from the UNIDO website.

INTERNATIONAL ATOMIC ENERGY AGENCY (IAEA)

The skills needed by the Professional staff are usually very specific to the nature of the IAEA's work. Approximately 900 of the Agency's 2200 staff are Professionals.

Staff members are international civil servants subject to the authority of the Director General. As such, they may not seek or accept instructions in regard to the performance of their duties from any government or other authority external to the Agency.

For Professional positions, the IAEA follows a policy of rotation out of the organization. Regular fixed-term appointments are typically for an initial three-year period. Based on program requirements and work performance, the Agency may offer an extension for a period of two years, bringing the total service to five years. As a rule, five years constitute the normal period a staff member can expect to be employed by the IAEA.

PROFESSIONAL STAFF AT THE P1-P3 LEVELS

At the P-1/P-2 junior level, staff members' principal goal is to demonstrate expertise by participating in the execution of programs and projects, moving in the course of apprenticeship to higher levels of responsibility. As a P-3 professional, staff members launch and develop particular facets of the IAEA program and gain further professional experience.

Necessary qualifications for such staff include university degree (or equivalent graduate degree), 2/5 years of experience in a field of relevance to the post, respectively, strong analytical skills, computer skills: standard Microsoft Office software, ability to work effectively in multidisciplinary and multicultural teams, ability to communicate effectively. Fluency in English is required. Working knowledge of other official languages (Arabic, Chinese, French, Russian, and Spanish) is advantageous.

PROFESSIONAL STAFF AT THE P4-P5, D LEVELS

Two paths are open at the P4 and P5 levels: taking on managerial responsibilities, or carrying out functions in a highly specialized field of expertise. Those with managerial responsibilities function as head of a unit or section, or as director (D level) of a division. They directly participate in the preparation and execution of the IAEA's strategy, manage a budget and assume a leadership role.

Necessary qualifications for such staff include advanced university degree (or equivalent post graduate degree), 7/10/15 years of experience in a field of relevance to the post, resource management experience, strong analytical skills, computer skills in standard Microsoft Office software, ability to work effectively in multidisciplinary and multicultural teams, ability to communicate effectively. Fluency in English is required. Working knowledge of other official languages (Arabic, Chinese, French, Russian, and Spanish) is advantageous.

TEMPORARY ASSISTANCE ASSIGNMENTS

Applicants interested in short term staff assignments or consultancies, ranging in length from 1 month to less than 1 year, may submit a general application in the administrative or scientific/engineering fields by filling out an [Online Job Application](#). When a Division has a need for specific skills, the Recruitment Unit runs a query among those applications. This is an excellent opportunity to be exposed to an international environment and work with specialists from various countries in one's field of work.

Internal and external applicants for temporary assistance assignment need to complete the IAEA Personal History Form. Internal and external candidates must apply online. If this is not possible, a Personal History Form can be obtained from national nuclear energy commissions, ministries of foreign affairs, or directly from the IAEA either via mail or by downloading it from their website.

GENERAL SERVICE JOB OPPORTUNITIES

Careers in the General Services are open to laboratory technicians, secretaries, program management assistants, administrative support staff, and other support personnel.

All candidates must possess the required relevant work experience in their field, preferably in an international work environment.

Good knowledge of both verbal and written English is essential; knowledge of another official Agency language (i.e. Arabic, Chinese, French, Spanish, Russian) is an advantage. Testing may be part of the recruitment process.

UNITED NATIONS OFFICE ON DRUGS AND CRIME (UNODC)

UNODC is seeking qualified, energetic professionals in a wide range of fields to join us in our efforts to combat the threats posed by drugs, crime and terrorism. UNODC offers challenging assignments - monitoring drug abuse and trafficking trends, helping States achieve substantial reductions in drug supply and demand and assisting countries in forging new partnerships for tackling important issues such as money-laundering, smuggling of migrants and trafficking in human beings. As of September 2011, around 1,500 people work at UNODC headquarters in Vienna and in field offices around the world.

Any person interested in applying to work with the United Nations must complete and submit a United Nations personal history form which can be found at:

<http://www.unvienna.org/unov/en/job.html>

To see UNODC's current job openings, one has to refer to the following links:

- All regular staff job openings in UNODC are advertised on the [UN Careers](#) portal <http://www.unodc.org/unodc/vacancies/index.jsp>
- [Temporary job openings](#) in UNODC

INTERNSHIP PROGRAM AT UNOV AND UNODC

The United Nations Office at Vienna (UNOV) and the United Nations Office on Drugs and Crime (UNODC) accept unpaid interns on an ad hoc basis. The purpose of the program is threefold:

- To provide a framework enabling enrolled university students from diverse academic and national backgrounds to be temporarily attached to UNOV or UNODC;
- To expose university students to the work of the United Nations and to enrich their educational experience through practical work in an international organization;
- To make available to UNOV and UNODC, on a temporary basis, the assistance of qualified and motivated university students

Guidelines for internships at UNOV, UNODC headquarters and UNODC field offices are set out below. Students interested in serving as interns at other United Nations offices should contact those offices directly, as their internship programs are administered separately.

The application is Web-based and can be found on the Internet at:

<http://www.unodc.org/unodc/en/about-unodc/employment.html>.

Anyone applying for an internship must hold a first university degree (or the equivalent) and be enrolled in a degree program in a graduate school (working towards a second university degree or higher) at the time of application and during the internship, or if the applicant pursues studies in a country where higher education is not divided into undergraduate and graduate stages, he or she must have completed at least three years of full-time studies at a university or an equivalent institution towards the completion of a degree.

Undergraduates who have not completed at least three years of full-time studies and those graduates with a higher degree who have already completed all of their studies are not eligible to participate in the internship program. Students having completed in-class studies who are required under their degree program to complete a certain amount of internship time before obtaining their final diploma (e.g. the Referendariat in Germany) may be accepted.

In accordance with staff rule 104.10 (Family relationships), the children or siblings of UNOV/UNODC staff cannot be considered for an internship at UNOV/UNODC.

Applicants must be fluent in at least one of the working languages of the United Nations (English and French). Knowledge of other official languages of the United Nations (Arabic, Chinese, Russian and Spanish) is an asset.

Fields of study include social and political sciences, psychology, economics, journalism, finance, information technology, accounting, business administration, international relations and international law.

The normal duration of an internship is two months, which may be extended for an additional two months. The total duration may, exceptionally, be extended to a maximum period of six months. Requests for shorter or longer periods are not considered. The internship program is normally on a full-time basis. Interns are expected to work five full days a week in the Division that has selected them, under the supervision of an experienced staff member.

EMPLOYMENT OPPORTUNITIES IN THE UNITED NATIONS SECRETARIAT

You can learn about the work of the United Nations Secretariat at their websites:

- [UN Careers](#) employment portal (includes current regular UNODC job openings)
- Vacancies at other United Nations organizations can be explored on their respective websites through the following link [United Nations Common System](#)

UNITED NATIONS RECRUITMENT EXAMINATIONS

United Nations recruitment examinations, including the annual National Competitive Recruitment Examinations and the Competitive Examinations for Language Positions, are centrally administered by the Office for Human Resources Management at Headquarters in New York. For more information on all United Nations examinations, you could browse the website: <http://www.un.org/Depts/OHRM/examin/ncrepage.htm>

ASSOCIATE EXPERTS

The associate experts program offers young professionals who are graduates of universities or institutions of higher education an opportunity to acquire professional experience by working in the United Nations Secretariat. Associate experts, who usually have limited or no professional experience, are recruited under bilateral agreements between the United Nations and donor countries to work in development projects or regional projects or activities within the broad fields of competence of the United Nations. Associate experts are generally nationals of one of the 18 countries that participate in the program (Austria, Belgium, Canada, Denmark, Finland, France, Germany, Italy, Japan, Liechtenstein, Luxembourg, the Netherlands, Norway, the Republic of Korea, Spain, Sweden, Switzerland and the United Kingdom), although some of those countries also provide financial support to enable nationals of developing countries, in particular least developed countries, to take part in the associate expert program.

For further information, you could visit their website at:

<http://esa.un.org/techcoop/associateexperts/index.html>

OTHER INTERNATIONAL ORGANIZATIONS IN VIENNA

Organization for Economic Co-operation and Development (www.oecd.org)

The mission of the Organization for Economic Co-operation and Development (OECD) is to promote policies that will improve the economic and social well-being of people around the world.

The OECD provides a forum in which governments can work together to share experiences and seek solutions to common problems. It works with governments to understand what drives economic, social and environmental change. It measures productivity and global flows

of trade and investment. It analyses and compares data to predict future trends. It sets international standards on all sorts of things, from the safety of chemicals and nuclear power plants to the quality of cucumbers.

The OECD looks at issues that directly affect the lives of ordinary people, like how much they pay in taxes and social security, and how much leisure time they can take. It compares how different countries' school systems are readying their young people for modern life, and how different countries' pension systems will look after their citizens in old age.

Drawing on facts and real-life experience, the OECD recommends policies designed to make the lives of ordinary people better. It works with business, through the Business and Industry Advisory Committee to the OECD, and with labor, through the Trade Union Advisory Committee. It has active contacts as well with other civil society organizations. The common thread of their work is a shared commitment to market economies backed by democratic institutions and focused on the wellbeing of all citizens. Along the way, it also sets out to make life harder for the terrorists, tax dodgers, crooked businessmen and others whose actions undermine a fair and open society.

Organization of the Petroleum Exporting Countries (www.opec.org)

OPEC is a permanent intergovernmental organization of 12 oil-exporting developing nations that coordinates and unifies the petroleum policies of its Member Countries.

The OPEC Secretariat is the executive organ of the Organization of the Petroleum Exporting Countries (OPEC). Located in Vienna, it also functions as the Headquarters of the Organization, in accordance with the provisions of the OPEC Statute.

OPEC Fund for International Development (www.ofid.org)

OFID's key aim is to foster social and economic progress in the developing world through the provision of concessional financing for developing countries. However, OFID's work goes beyond simply dispensing aid; one of its central aims has always been to advance 'South-South' solidarity in every way available to it. It does this by promoting cooperation in many spheres among countries of the developing world. It also does what it can to champion the cause of the developing world in the international arena.

The OFID member countries are as follows:

- » Algeria
- » Gabon
- » Indonesia
- » Islamic Republic of Iran
- » Iraq
- » Kuwait
- » GSP Libyan AJ
- » Nigeria
- » Qatar
- » Saudi Arabia
- » United Arab Emirates
- » Venezuela

International Institute for Applied Systems Analysis (www.iiasa.org)

Founded in 1972, the International Institute for Applied Systems Analysis (IIASA) is an international research organization that conducts policy-oriented research into problems that are too large or too complex to be solved by a single country or academic discipline:

- Problems like climate change that have a global reach and can be resolved only by international cooperative action, or
- Problems of common concern to many countries that need to be addressed at the national level, such as energy security, population aging, and sustainable development.

Located in Austria near Vienna, IIASA is sponsored by its National Member Organizations in Africa, Asia, Europe, and the Americas. It is independent and completely unconstrained by political or national self-interest.

Additionally, Vienna also hosts a large number and variety of international organizations. Further to the above there is a very detailed and comprehensive list of all international organizations represented in Vienna. The website is in German and English with detailed contact information. The website also gives a clear description of the organization's mandate, the number of staff and contact information. Please visit:

(<http://www.wien.gv.at/politik/international/publikationen/pdf/handbuch.pdf>)

INTERNATIONAL SAFEGUARDS PROJECT OFFICE (<http://www.bnl.gov/ispo/>)

The International Safeguards Project Office (ISPO) based at Brookhaven National Laboratory on Long Island, New York, maintains a liaison office in Vienna, Austria, in the IAEA section of the U.S. Mission to International Organizations in Vienna (UNVIE).

The technical management role performed by ISPO involves evaluating the technical feasibility of proposed tasks, offering sound recommendations for an inter-agency review process, and ensuring that products meet the IAEA's stated needs. The administrative management of the program entails tracking schedules and budgets for active tasks, preparing status reports, obtaining proposals from prospective contractors, recruiting for regular staff and cost-free expert positions, and identifying candidates for participation in IAEA Department of Safeguards technical meetings.

You can visit the ISPO website for a list of current and future job postings in addition to expert opportunities that might exist with their office.

Chapter 3 - Searching for the 'right' job

As elsewhere, searching for a job in Vienna is not easy but there are steps you can take to expedite your search. Spending some time to get your job search in order, keeping it organized, focused and on the fast track will help you find a job more efficiently than if you don't have a plan in place.

There are abundant generic online resources for job search advice and assistance, writing job search correspondence, job search tips including how to write resumes, CVs, cover letters and other employment letters, how to conduct a job search, the best way to use networking and social media to job search, and how to interview successfully and negotiate compensation.

THE EXPAT CENTER VIENNA

Also known as the Vienna Business Agency, the Expat Center offers a comprehensive scope of services ranging from professional consultation for entrepreneurs, people starting up their own business and investors to the targeted assignment of funding, the provision and development of suitable land and worldwide location marketing for the business region Vienna. Further services provided include the establishment of business infrastructure needed for technology parks and entire factories.

Key services provided to international investors and people considering locating their business in Vienna at one glance are:

- Information on right of residence, trade law and tax law
- Assistance in finding hotels and accommodation
- Arrangement of office and conference rooms during the starting phase
- Help with administrative matters
- Help finding personnel and location
- Information on offices, land, business parks and networking communities in Vienna
- Consulting services on all aspects of financing and funding
- Establishing contact to public institutions, special interest groups (chambers), banks
- Business experts, lawyers or tax advisors
- Integration and building of relationships within the network of the Viennese business community

More information about the Expat Center, a service offered by the City of Vienna, can be found at their website at: <http://www.expatscenter.at/index.php?id=175&L=1>

In addition to the Expat Center in Vienna, you can easily search for jobs online at the following job portals. **General Job Search Portals** – (Knowledge of German may be required for navigation)

- www.monster.at
- www.stepstone.at
- www.karriere.at
- <http://www.experteer.at/>
- <http://derstandard.at/anzeiger/derjob/SearchForm.aspx>
- <http://karrieren.kurier.at/detailsuche.php>
- <http://diepresse.com/home/karriere/index.do>

English Language classifieds

- <http://www.virtualvienna.net/career/modules.php?name=News&file=article&sid=1>
- http://www.virtualvienna.net/main/modules.php?name=NukeC30&op=ViewCatg&id_catg=2
- <http://www.austriantimes.at/jobs>

Jobs with the UN in Vienna:

- <http://www.unvienna.org/unov/en/job.html>

General discussions & advice

- <http://www.ams.at/english.html>
- <http://www.virtualvienna.net/main/modules.php?name=Forums&file=viewforum&f=5>
- <http://www.vienna-expats.net/community-forums/viewforum.php/f,25/>

Knowledge of German might be required for navigation

- Public employment service & unemployment benefits: <http://www.ams.at/english.html>

Jobs with various international organizations, posted by the minister of foreign affairs

- <http://www.wienerzeitung.at/DesktopDefault.aspx?TabID=4122&Alias=amtsblatt>

EU-administration jobs:

- <http://www.wienerzeitung.at/DesktopDefault.aspx?TabID=4089&Alias=amtsblatt>

Especially for women, English only:

- Women's Career Network Vienna: <http://www.wcnvienna.org/index.php>
- American Women's Association: <http://www.awavienna.com>

EURES helps workers to cross borders

EURES - European Employment Services - is a cooperation network designed to facilitate the free movement of workers within the European Economic Area; Switzerland is also involved. Partners in the network include public employment services, trade union and employers' organizations. The network is coordinated by the European Commission.

The main objectives of EURES are:

- to inform, guide and provide advice to potentially mobile workers on job opportunities as well as living and working conditions in the European Economic Area;
- to assist employers wishing to recruit workers from other countries;
- to provide advice and guidance to workers and employers in cross-border regions.

(<http://ec.europa.eu/eures>)

Chapter 4 - Conditions for Employment

Agreement UN – Austrian Government as of Dec. 1, 1995 (excerpt):

The United Nations signs new “Seat Agreement” with Austria consolidating a number of legal agreements between government and Vienna-based UN-offices.

Among other issues, the following is agreed upon:

Under the Agreement, retired United Nations officials will now be exempt from Austrian immigration restrictions, thus eliminating difficulties experienced by former United Nations staff members wishing to settle in Austria. Another important change is the provision that spouses and dependent relatives of United Nations staff members will be permitted to seek work in Austria. Staff members and their dependents will also have access to universities and other educational institutions on the same terms as Austrian citizens.

(<http://www.scienceblog.com/community/older/archives/L/1995/A/un950584.html>)

WORK PERMITS – BASIC PRINCIPLES

(<http://www.workpermit.com/austria/austria.htm>)

In the employment of foreign nationals, the Austrian labor market law distinguishes between:

- People who are not covered by the Foreign Labor Act (Ausländerbeschäftigungsgesetz AuslBG), e.g.:
 - Recognized convention refugees (not just asylum seekers)
 - Foreign nationals in diplomatic or consular service and their foreign employees
 - Teaching and research staff at universities and scientific institutions
 - EEA and EU citizens with the exception of citizens of the new member states Bulgaria, Estonia, Latvia, Lithuania, Poland, Rumania, Slovakia, Slovenia, the Czech Republic and Hungary (new EU citizens)
 - Swiss citizens (since June 1, 2004)
 - Foreign spouses and children of Austrian and EU or EEA citizens with a residence permit
- People whose access to the Austrian labor market is covered by the Foreign Labor Act (AuslBG), i.e.: Foreign nationals who do not fit into the above categories and who want to take on a job in Austria.

ENTRY, RESIDENCE, SETTLEMENT, EMPLOYMENT PAPERS

Foreign nationals who want to work in Austria need a work permit (foreign nationals who are not new EU citizens also need a settlement permit).

This also applies to citizens of the new EU member states (new EU citizens): Bulgaria, Estonia, Latvia, Lithuania, Poland, Rumania, Slovakia, Slovenia, the Czech Republic and Hungary. Citizens of Malta and the Republic of Cyprus are no longer covered by the Foreign Labour Act (AuslBG) since 1st May 2004. Citizens of third countries also need a residence/settlement permit. Travel or limited stay visas for tourists or for visiting relatives do not entitle the visitors to take up work.

The prerequisite for taking up legal employment in Austria is a valid residence or settlement permit (not necessary for new EU citizens because they have the right to reside in Austria). Both require a work permit: this can be a pre-employment permit followed by an employment permit, an employment permit alone or a license as a key staff member. The employer has to apply for the pre-employment and employment permit and - jointly with the foreign employee - for the license as a key staff member.

Settlement permits are issued in accordance with the annually stipulated contingent, i.e. in the framework of the currently valid federal settlement decree. Foreign nationals who are entitled to enter Austria without a visa can apply for residency on presenting their work permit to the residency or police authorities in Austria, if:

- they have a key staff member license
- they are citizens of the USA
- Citizens of other countries or those who do not have a key staff member license have to apply for their settlement or residence permit in the Austrian consulate in their home country.

WORK OR RESIDENCE PERMITS

(http://www.aboutvienna.org/living_in_vienna/working-in-vienna.php)

Nationals of the EU, Liechtenstein and Switzerland are treated like Austrians and therefore do not require work or residence permits, however you must register your stay (Meldezettel) with the local authorities within three days of your arrival. Citizens from Estonia, Latvia, Lithuania, Poland, the Slovak Republic, Slovenia, the Czech Republic and Hungary still require permits in accordance with the act governing employment of foreigners (AuslBG).

For non EU citizens to take up legal gainful employment in Austria a valid certificate of residence, like a [settlement permit](#) (Niederlassungsbewilligung) or a temporary [residence permit](#) (Aufenthaltserlaubnis) is required.

For questions regarding residence regulations in Austria, please contact the customer service centre of [Municipal Department 35 - Immigration and Citizenship, Registry Offices \(MA 35\)](#).

EMPLOYMENT PERMIT (Beschäftigungsbewilligung)

Employment permits are granted to individual foreigners following application by the prospective employer.

Employment permits entitle their holders to take up legal gainful employment at a clearly defined workplace in Austria. As of January 1, 2003 employment permits are only granted to integrated foreigners already in possession of a certificate of residence.

WORK PERMIT (Arbeitserlaubnis)

Persons who have been legally employed with employment permits for 52 weeks may apply for a work permit.

These are non-transferable permits and are issued for a specific province, allowing holders to choose their employer and type of employment.

The employer merely has to report commencement (including main wage and working conditions) and termination of a person's employment to the relevant regional [Public Employment Service \(AMS\)](#).

Work permits are valid for a period of two years and may be extended under certain conditions (for instance number of employment periods). For extensions you must apply with the relevant regional labor market service.

CERTIFICATE OF EXEMPTION (Befreiungsschein)

Foreigners who have been issued certificates of exemption (Befreiungsschein) are put on an equal status with Austrian employees.

To apply for a certificate of exemption you must meet the following requirements:

- A minimum of five years employment during the past eight years (registered employment)
- Completion of a full final year of compulsory schooling in Austria provided the person has a permanent residence permit (Niederlassungsbewilligung) and one of their parents lived and worked legally in Austria for three years during the previous five years.
- Foreigners who have been married to an Austrian for a minimum of five years (for married foreigners the act governing employment of foreigners (AuslBG) does not apply). In the event of death, spouses may immediately apply for a certificate of exemption. Residence in Austria is required.

- Foreigners who meet the requirements for a certificate of exemption as young persons or because of EEA citizenship of one of their parents did not fall under the AuslBG, provided they have legally lived in Austria for a minimum of two and a half years during the past five years.

Certificates of exemption are non-transferrable permits and are valid for five years for all of Austria. Holders may choose their employers, the type of employment and location anywhere in Austria. Employers merely have to report commencement and termination of employment.

Employers need not apply for employment permits.

Certificates of exemption are issued by the relevant regional labor market service.

FREEDOM OF MOVEMENT (Freizügigkeitsbestätigung)

Certificates of freedom of movement are non-transferrable permits allowing holders to choose their employers, type of employment and location anywhere in Austria.

Certificates of freedom of movement are issued:

- Following twelve months of uninterrupted legal employment
- To holders of certificates of exemption (Befreiungsschein) or new EU citizens entitled to a certificate of exemption
- Following five years of legal residence in Austria during which the applicant was legally employed and received a regular salary

Spouses and children of new EU citizens living in the same household (before May 1, 2004) are also entitled to a certificate of freedom of movement. Family members who move to Austria at a later point must live in the same household for a minimum of 18 months before applying.

The certificate of freedom of movement is valid for an unlimited period of time. It becomes invalid once a person moves their main residence to another country. Certificates of freedom of movement are issued by the relevant regional labor market service.

“Red-White-Red” work permit for citizens of Non-EU countries

(For all of the below and more information please see www.bmi.gv.at)

This scheme is new and is very likely to impact many spouses of UN-employees. Therefore it is given space and detailed attention.

Austria is introducing a new criteria based immigration scheme: the Red-White-Red Card (RWR Card). The RWR Card model aims at a more flexible immigration of qualified third-country work force and their families who wish to settle permanently in Austria according to personal and labor market criteria.

The most important requirements are qualification, work experience, age, language skills, offer of employment according to the qualification and minimum remuneration.

The new regulations come into force on July 1, 2011. Applications under the new scheme may be submitted starting from that date (with the exception of skilled workers, see below).

The **RWR Card** is available for persons who meet the requirements in two different versions:

- RWR Card: entitles to residence and employment only with a certain employer
- RWR Card plus: entitles to residence and unlimited labor market access

The **RWR Card** will be available to the following groups of applicants:

- Very highly qualified workers
- Skilled workers in professions where there is a shortage
- Other key workers
- Graduates of universities and colleges of higher education in Austria

The **RWR Card plus** will be available to the following groups of applicants:

- Family members of applicant groups 1 to 4 and holders of an EU Blue Card
- Family members of foreign citizens permanently settled in Austria

Application and Assessment

Very highly qualified workers, without an employer in Austria, may apply for a visa for the purpose of searching for employment in Austria, with the relevant Austrian representation (embassy, consulate) of their native country. This visa will be issued under the condition that the Labor Market Service for Vienna (AMS Wien) confirms to the representation that the applicant achieves the minimum amount of points required for the grant (see chapter “Very highly qualified workers” below).

Highly qualified workers holding a visa for the purpose of searching for employment may apply for a RWR Card with the competent residence authority in Austria (Bezirkshauptmannschaft/BH, Magistrat, in Vienna MA 35), if during the validity period of this visa they submit a legally binding offer of employment (valid work contract) by an employer with a seat in Austria. The intended employment must be in accordance with the qualification of the applicant and must be adequately remunerated. The Labor Market Service examines and confirms whether these criteria are fulfilled.

Skilled workers in shortage professions and other key workers may apply for a RWR Card with the relevant Austrian representation abroad (embassy, consulate). A declaration by the intended employer on compliance with the employment conditions must be submitted together with the application. Applicants who are entitled to entry without a visa and foreign graduates of universities in Austria holding a confirmation by the competent residence authority may submit their application directly with the competent residence authority (Bezirkshauptmannschaft/BH, Magistrat, in Vienna MA 35), who will forward the application for examination and confirmation of the admission criteria.

Note: Skilled workers in shortage professions can only apply for a RWR Card starting from 1st of May 2012 at the earliest.

Family members of highly qualified workers, skilled workers and key workers may apply for a RWR Card plus with the relevant Austrian representation abroad (embassy, consulate) respectively after lawful entry without a visa with the competent residence authority in Austria (Bezirkshauptmannschaft/BH, Magistrat, in Vienna MA 35).

The RWR Card is issued by the residence authority, if all general and special requirements according to the Act on Settlement and Residence (Niederlassungs- und Aufenthaltsgesetz, NAG) are fulfilled.

Application forms are provided on the website of the Federal Ministry of the Interior (www.bmi.gv.at) and will be adapted to the new regulations.

Very Highly Qualified Workers

Third country citizens with very high qualifications can apply for a six month visa for the purpose of searching for employment in Austria, if they achieve the required minimum of points according to the following list of criteria: Admission criteria for very highly qualified persons	Points
Special qualifications and abilities	Maximum of allowable points: 40
University graduation in course with <ul style="list-style-type: none"> • four years minimum duration 	20
<ul style="list-style-type: none"> • in the fields of mathematics, informatics, natural sciences or engineering (the “MINT subjects”) 	30
<ul style="list-style-type: none"> • PhD or higher graduation 	40
Last year’s gross salary in a senior management position with a company listed on the stock exchange or a company for whose activities or field of trade the competent foreign trade office has issued a positive report: <ul style="list-style-type: none"> • 50 000 to 60 000 Euros • 60 000 to 70 000 Euros • More than 70 000 Euros 	20 25 30
Research and innovation activity (patent applications, publications)	20
Awards (approved prize winner)	20
Work experience (matching the qualification or senior management position)	Maximum of allowable points: 20
Work experience (per year)	2
Six months work experience in Austria	10
Language skills	Maximum of allowable points: 10
German or English language skills: elementary use of the language on a basic level or	5
German or English language skills: intensified elementary use of the language	10
Age	Maximum of allowable points: 20
<ul style="list-style-type: none"> • Up to 35 years • Up to 40 years • Up to 45 years 	20 15 10
Studies in Austria	Maximum of allowable points: 10
Second part of the course or half of the required total of ECTS points	5

Complete university course (Diplomstudium) or Bachelor's and Master's degree studies in Austria	10
Maximum total of allowable points	100
Minimum of required points	70

Very highly qualified persons who hold a visa for the purpose of searching for employment can apply for a RWR Card (valid for 12 months) without further labor market test, if they find an employer, within the validity period of the visa, offering them employment according to their qualification based on a valid work contract. The RWR Card entitles them to be employed with this employer only.

Highly qualified holders of a RWR Card may apply for a RWR Card plus which entitles them to unlimited labor market access after a period of 12 months (10 months of continued employment according to their qualification with the same employer). The examination is to be done by the Labor Market Service (www.ams.at).

Skilled Workers in Shortage Professions

Shortage professions will be determined in a directive by the Minister of Labor, Social Affairs and Consumer Protection in consultation with the Minister of Economy, Family and Youth each year according to the labor market situation. The first directive will come into force in May 2012 at the earliest.

Skilled workers from third countries can apply for a *RWR Card* without labor market test, valid for 12 months, if they

- have the required qualification in a shortage profession according to the directive (see above)
- achieve the required minimum amount of points according to the following list of criteria:

Admission criteria for skilled workers	Points
Qualification	Maximum of allowable points: 30
Completed professional education in a shortage profession	20
General university entrance qualification according to § 64 Abs. 1 University Act 2002, BGBl. I Nr. 120	25
Graduation in university course with a minimum duration of three years	30
Work experience according to qualification	Maximum of allowable points: 10
Work experience (per year)	2
Work experience in Austria (per year)	4
Language skills	Maximum of allowable points: 15
German language skills: elementary use of the language on a basic level or English language skills: independent use of the language	10
German language skills: intensified	15

elementary use of the language or English language: intensified independent use of the language	
Age	Maximum of allowable points: 20
<ul style="list-style-type: none"> • Up to 30 years • Up to 40 years 	<p style="text-align: right;">20</p> <p style="text-align: right;">15</p>
Maximum total of allowable points	75
Minimum of required points	50

The RWR Card entitles its holder to employment with the employer stated in the application. The employer is obliged to pay the holder at least the minimum wage the worker is entitled to according to law, directive or collective agreement; in the case of customary overpay, such overpay must be granted as well.

Skilled workers holding a RWR Card may after a period of 12 months apply for a RWR Card plus with unlimited labor market access, if they have been continually employed in a shortage profession during the previous 10 months (at least).

Other Key Workers

Third country citizens who are to take up employment with a company as a key worker due to their qualification can apply for a RWR Card valid for 12 months if they

- achieve the required minimum amount of points according to the list of criteria below
- receive the legally binding minimum gross salary by their employer as follows:
 - under 30 years of age: 50 % of the maximum assessment base under the Austrian General Social Security Act (2011: 2.100 €gross per month, plus special payments)
 - over 30 years of age: 60 % of the maximum assessment base under the Austrian General Social Security Act (2011: 2.520 €gross per month, plus special payments) and
 - no equally qualified unemployed person registered with the Austrian Federal Employment Service (Arbeitsmarktservice, AMS) can be recruited by the potential employer (mandatory labor market test).

The criteria required for skilled workers basically apply for key workers also. Key workers with special knowledge and abilities but without formal qualification are also eligible. In addition to that, professional athletes and professional sports coaches can receive 20 bonus points. Admission criteria for key workers	Points
Qualifications	Maximum of allowable points: 30
Completed professional education or special knowledge and abilities regarding the intended occupation	20
General university entrance qualification according to § 64 Abs. 1 University Act 2002, BGBl. I Nr. 120	25
Graduation in university course of studies with a minimum duration of three years	30

Work experience according to qualification	Maximum of allowable points: 10
Work experience (per year)	2
Work experience in Austria (per year)	4
Language skills	Maximum of allowable points: 15
German language skills: elementary use of the language on a basic level or English language skills: independent use of the language	10
German language skills: intensified elementary use of the language or English language: intensified independent use of the language	15
Age	Maximum of allowable points: 20
• Up to 30 years	20
• Up to 40 years	15
Maximum total of allowable points	75
Additional points for professional athletes and professional sports coaches	20
Minimum of required points	50

Key workers holding a RWR Card may after a period of 12 months apply for a RWR Card plus with unlimited labor market access, if they have been continually employed as a key worker during the previous 10 months (at least).

Graduates of Universities and Colleges of Higher Education in Austria

Third country graduates who have:

- Successfully completed (at least) the second part of their course (Diplomstudium) or
- Successfully completed Master's degree studies at a university, college of higher education or accredited private university in Austria may after the expiry of their residence permit reside for a further six months in Austria for the purpose of searching for employment, if they hold a confirmation by the competent residence authority (Bezirkshauptmannschaft, Magistrat, in Vienna: MA 35). This confirmation must be timely applied for with the competent residence authority before the expiry of the residence permit.

Such candidates can apply for a RWR Card without labor market test, if within this period they find an employment according to their qualification based on a valid work contract and if they prove a salary equivalent to the locally customary salary of national graduates (junior employees), at least 45% of the maximum assessment base under the Austrian General Social Security Act (2011: 1.890 € minimum monthly gross salary plus special payments). The RWR Card entitles them to be employed with this employer only.

There is no criteria examination according to the point system. Admission criteria for graduates
Qualification
Successfully completed studies (Diplomstudium) - at least second part of the course or half of the required total of ECTS points or Master's degree studies - at an Austrian university or college of higher education (Fachhochschule, FH)
Employment according to qualification
Minimum monthly gross salary of 45% of the maximum assessment base under the Austrian General Social Security Act (2011: 1.890 € plus special payments)

Graduates holding a RWR Card may after a period of 12 months apply for a RWR Card plus which entitles to unlimited labor market access, if they have been continually employed according to their qualification during the previous 10 months (at least).

The regulation does not apply for graduates who have completed only a Bachelor’s degree in Austria.

Family Reunion

All key workers, skilled workers and university graduates holding a RWR Card, and all third country citizens already permanently settled in Austria may bring their spouses, registered partners and children up to 18 years (family reunion/nuclear family). Before entry, family members have to prove successfully completed language tests in German on (at least) level A1 of the Common European Framework of Reference for Languages CEFR (pre-departure language tests). For more information please visit the following websites:

http://www.coe.int/t/DG4/Portfolio/?M=/main_pages/levels.html and

http://www.coe.int/t/dg4/linguistic/CADRE_EN.asp

Furthermore, sufficient family income (means of subsistence) must be guaranteed. Family members of very highly qualified workers do not need to prove German language skills. Details and exemptions from this regulation will be duly provided on the website of the Federal Ministry of the Interior (www.bmi.gv.at).

Family members can apply for a RWR Card plus with unlimited labor market access in order to be able to participate from the beginning in economic and social life in Austria by means of self employment.

Family members of very highly qualified workers, key workers and skilled workers, who immigrate according to the new RWR Card scheme, are admitted irrespective of quota. For the family reunion of other foreign citizens permanently settled in Austria, the Federal Government determines an annual quota in the Settlement Directive.

Family members of Austrians will continue to receive a “residence permit – family member” (Aufenthaltstitel -Familienangehöriger) with unlimited labor market access. Family reunion					
Very highly qualified workers	Skilled workers Key workers	Graduates		Austrian citizens	Foreigners already settled in Austria
No quota			Mandatory quota		
RWR Card plus unlimited labor market access	RWR Card plus unlimited labor market access	RWR Card plus unlimited labor market access		Residence Permit “Family member” unlimited labor market access	RWR Card plus unlimited labor market access
No mandatory pre-departure language test			Mandatory pre-departure confirmation of German skills: minimum level A1		

Applicants for a European Union Blue Card

With the EU Blue Card regulations, Austria transforms the provisions of the European Blue Card Directive (Council Directive 2009/50/EC) into national law. This directive harmonizes the conditions of entry, residence and labor market access of highly qualified third country citizens and their families within the EU.

Requirements for an EU Blue Card:

- Completed university course of three years minimum duration
- Binding employment offer with annual gross salary of at least 50.113 € (150% of the average yearly gross salary for a full-time employee)
- No equally qualified unemployed person registered with the Austrian Federal Employment Service (Arbeitsmarktservice, AMS) can be recruited by the potential employer (mandatory labor market test).

The *EU Blue Card* is issued for a period of two years. Holders of an EU Blue Card may apply for a RWR Card plus with unlimited labor market access if they have been employed for at least 21 months during the previous 24 months according to their qualification. Family members can apply for a RWR Card plus with unlimited labor market access.

(<http://www.workpermit.com/austria/austria.html>)

Chapter 5 - Overview of the Austrian Education System

The Council of Europe (CoE) 'Language Education Policy Profile: Country Report Austria' http://www.coe.int/t/dg4/linguistic/Source/Austria_CountryReport_final_EN.pdf provides an excellent overview of the Austrian education system from pre-school to tertiary levels. The report was produced for the CoE by the *Ministerium für Unterricht, Kunst und Kultur* (Ministry for Education, the Arts and Culture), and the *Ministerium für Wissenschaft und Forschung* (Ministry for Science and Research) in consultation with a range of educational bodies and experts and was published 2008. Although this Country Report has a language focus, anyone considering employment within the Austrian education system will find this booklet highly informative.

At time of writing there is national discussion in relation to the Austrian education system so changes may be imminent. The following provides an overview of the existing system in the event that the reader may be researching potential employment opportunities within the education sector.

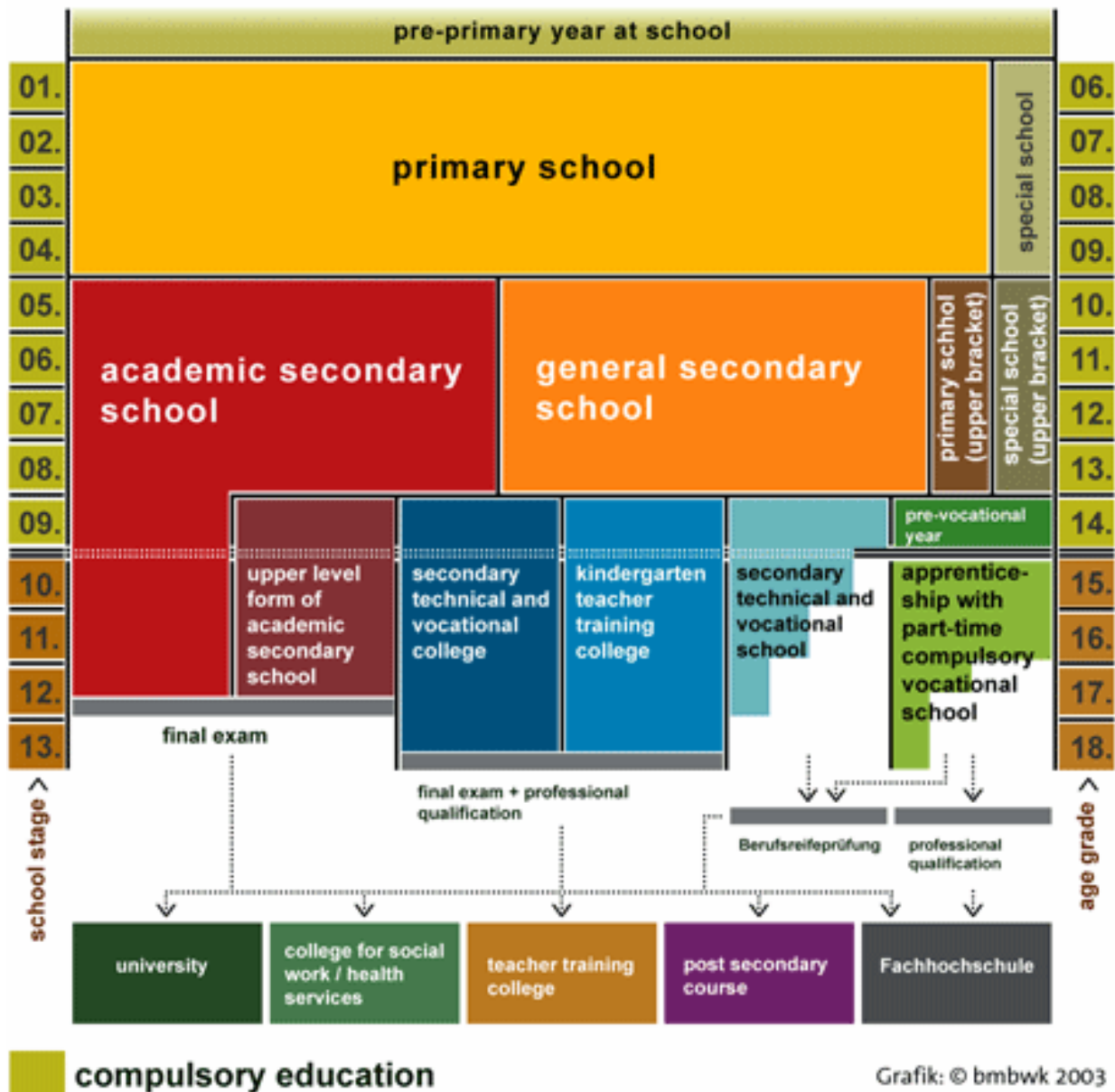
The BMUKK is the Austrian Federal Ministry for Education, the Arts and Culture (Bundesministerium für Unterricht, Kunst und Kultur) www.bmukk.gv.at, and is the highest supervisory authority for the entire primary and secondary school systems.

The BMWF is the Austrian Federal Ministry for Science and Research (Bundesministerium für Wissenschaft und Forschung) and concerns itself with education in the tertiary sector. The official website www.bmwf.gv.at provides essential information about the Austrian third level education system and the Ministry is located at:

Minoritenplatz 5, 1014 Wien
Tel.:+43 (0)1 531 20 DW (0)
Telefax:+43 (0)1 53120-9099

The federal bodies and authorities with responsibility for education throughout Austria are: the *BundesministerIn* (the Federal Minister for Education, the Arts and Culture); the *Landesschulräte* (education authorities on the level of the Austrian *Länder*); and the *Bezirksschulräte* (education authorities on the level of political districts).

Educational opportunities in Austria



Source: COUNTRY REPORT, Language and language education policies in Austria: Present situation & topical issues. Edited by: *Bundesministerium für Unterricht, Kunst und Kultur & Bundesministerium für Wissenschaft und Forschung*. Vienna, Austria 2008, page 16

PRE-SCHOOL EDUCATION

Pre-School Education is optional. Children aged 0 to 3 years may attend a crèche and from age 3 up to school commencement age may attend a council or municipal kindergarten or a kindergarten facility run by church or an association.

COMPULSORY SCHOOLING

Please note: The Federal Ministry for Education, Arts and Culture (Bundesministerium für Unterricht, Kunst und Kultur) offers detailed information about the different types of schools in Austria (in English): <http://www.bmukk.gv.at/enfr/school/index.xml>

Note: Der Wiener Online Schulführer provides an on-line list of all the State schools in Vienna: <http://www.schulfuehrer.at>

Compulsory schooling commences age 6 and extends over 9 years. For the first 4 years children can attend either a **Volksschule (VS: primary school)** or an **allgemeine Sonderschule** (ASO: 'general' special needs school). For the remaining school years, children attend either a **Hauptschule** (HS: general secondary school), or the lower stage of an **allgemeinbildende höhere Schule** (AHS-U: academic secondary school), or **Volksschuloberstufe** (the upper stage of primary School); or **Sonderschuloberstufe** (the upper stage of special primary school)

In the 9th year of schooling compulsory schooling is completed by attending either a **Polytechnische Schule** (PTS: pre-vocational secondary school), which continues from year 8 of schooling; or by continued attendance at a Hauptschule, Volksschuloberstufe or Sonderschuloberstufe

POST-COMPULSORY SCHOOLING

Once compulsory schooling is completed there are basically two types of schooling to choose from:

- A vocational upper secondary school
- An Allgemein bildende höhere Schulen (general upper secondary school offering more of an academic bent).

VOCATIONAL UPPER SECONDARY SCHOOL

Within this category there are three different options:

- *Berufsbildende Pflichtschule* (BPS Vocational school)
- *Berufsbildende mittlere Schule* (BMS Secondary technical and vocational school)
- *Berufsbildende höhere Schule* (BHS Secondary technical and vocational high school or college).

These provide schooling in e.g. technical skills, trades, arts and crafts, tourism, commerce, hotel management, forestry & agriculture. The Austrian 'Dual System' is a combination of apprenticeship plus school attendance.

ALLGEMEIN BILDENDE HOHERE SCHULEN

Within this category there are several options:

- *Gymnasium* (with an emphasis on arts subjects)
- *Realgymnasium* (with an emphasis on mathematics and the natural sciences)
- *Wirtschaftskundliches Realgymnasium* (with an emphasis on business studies, economics and applied sciences)

These each cover the full eight years of lower and upper stages; while the *Oberstufenrealgymnasium* is of four years duration and caters for pupils from 9th to 12th year of schooling. The final school exam is known as the *Matura*.

LEHRERBILDENDE HOHERE SCHULEN

Teacher training schools also form part of vocational schooling. The main types of teacher training schools are:

- *Bildungsanstalt für Kindergartenpädagogik* (BAKIP) and
- *Bildungsanstalt für Sozialpädagogik* (BASOP)

INTERNATIONAL SCHOOLS IN VIENNA

Each International School regularly advertises vacant positions and outlines application procedures on their website.

The American International School

American International School Vienna
Salmansdorfer Strasse 47
A-1190 Vienna, AUSTRIA
Tel: +43 (1) 40132-0, Fax: +43 (1) 40132-5
E-mail: Info@ais.at
www.ais.at

Danube International School

Josef-Gall-Gasse 2
1020 Wien, Austria
Phone / Fax / E-mail:
+43 (1) 720 31 10
+43 (1) 720 31 10 - 40
E-mail: info@danubeschool.at
www.danubeschool.at

Vienna International School

Strasse der Menschenrechte 1,
1220 Vienna, Austria
Phone: +43(1)203-5595
Fax: +43(1)203-0366
E-mail visinfo@vis.ac.at.
<http://www.vis.ac.at/>

Vienna Elementary School

Lacknergasse 75
A-1180 Wien
Tel: (01) 470-4600
Fax: (01) 470-4600/99
Email: office@ves.at
www.vienna-elementary-school.at

Lycée français de Vienne

Classe Prépa - Lycée - Collège - Ecole Élémentaire:
Liechtensteinstrasse 37 A
A-1090 Vienne
Tél : (43).1.317.22.41
Fax : (43).1.310.24.17
<http://www.lyceefrancais.at/>

Ecole de Grinzing - Maternelle et Élémentaire:

Grinzingstrasse 95

A -1190 Vienne

Tél : (43).1.370.12.17

Fax : (43).1.370.12.17.22

International Christian School of Vienna (formerly Vienna Christian School)

Wagramar Strasse 175 / Panethgasse 6A

A-1220 Vienna Austria

Tel: (01) 251-220

Fax: (01) 251-22 518

Email: office@icsv.at<http://www.icsv.at/index.htm>Swedish School www.svenskaskolan.atKollegium Kalksburg - Polish School www.szkolapolska.orgJapanese School In Vienna www.japaneseschool.atMayflower Christian Academy www.mayflower-christian-academy.at**TERTIARY EDUCATION AND CAREER DEVELOPMENT**

Austria has a range of third level education providers. Essentially, there are three different groups of institutes offering third level courses:

- 21 State Universities
- 19 Universities of Applied Sciences known as Fachhochschulen
- 13 Private Universities, and
- IST Austria (Institute of Science and Technology Austria).

The State Universities

Up to date links to each of these State Universities are available on the official Ministry website www.bmwf.gv.at

Universität Wien	University of Vienna
Universität Graz	University of Graz
Universität Innsbruck	University of Innsbruck
Medizinische Universität Wien	Vienna Medical University
Medizinische Universität Graz	Graz Medical University
Medizinische Universität Innsbruck	
Universität Salzburg	University of Salzburg
Technische Universität Wien	Vienna University of Technology
Technische Universität Graz	Graz University of Technology
Montanuniversität Leoben	Leoben University Mining and Metallurgy
Universität für Bodenkultur Wien	University of Natural Resources and Applied Life Sciences Vienna
Veterinärmedizinische Universität Wien	University of Veterinary Medicine Vienna

<u>Wirtschaftsuniversität Wien</u>	<u>Vienna University of Economics and Business Administration</u>
<u>Universität Linz</u>	<u>University of Linz</u>
<u>Universität Klagenfurt</u>	<u>University of Klagenfurt</u>
<u>Universität für angewandte Kunst Wien</u>	<u>University of Applied Arts in Vienna</u>
<u>Universität für Musik und darstellende Kunst Wien</u>	<u>University of Music and Performing Arts in Vienna</u>
<u>Universität Mozarteum Salzburg</u>	<u>University Mozarteum Salzburg</u>
<u>Universität für Musik und darstellende Kunst Graz</u>	<u>University of Music and Drama Graz</u>
<u>Universität für künstlerische und industrielle Gestaltung Linz</u>	<u>University of Art and Industrial Design in Linz</u>
<u>Akademie der bildenden Künste Wien</u>	<u>Academy of Fine Arts in Vienna</u>
<u>Universität für Weiterbildung Krems (Donau-Universität Krems)</u>	<u>University for Continuing Education Krems</u>

Fachhochschulen – Austrian Universities of Applied Sciences

Universities of Applied Sciences (Fachhochschulen), abbreviated “UAS”, have existed in Austria since 1994 and are part of the Austrian post-secondary university level sector. UAS offer young people in Austria a practically-orientated higher education at university-level and prepare them optimally for their careers. Education is founded on academic, research-based principles; UAS are required to carry out applied research and development, which are integrated into the curricula. Students are involved in R&D projects at an early stage of their studies.

Universities of Applied Sciences provide degree programs in an extensive range of fields of study, including: engineering and IT, business and administration, health and life sciences, social sciences, tourism, media and design, military sciences.










The FH sector has experienced a highly dynamic rate of development in recent years.





For more information on this sector refer to the FHK, the association of Austrian Universities of Applied Sciences (UAS) at their website: www.fhk.ac.at

The website of the Managing Body of the FH Council (Geschäftsstelle des Fachhochschulrates) is highly informative and available in both German and English:

Liechtensteinstr. 22A
 1090 Wien
 Phone: +43 1 319 50 34-0
 Fax: +43 1 319 50 34-30
 E-mail: office@fhr.ac.at
www.fhr.ac.at

The 19 Fachhochschulen are located throughout Austria. Up to date links to each of these Universities of Applied Sciences can be found on the official website: <http://www.fachhochschulen.ac.at/>. The individual college websites are generally available in English and German, and it is easy to gain an overview of the various Schools, Departments and courses on offer. An increasing number of courses in the FHs are offered in English.

Styria: CAMPUS 02 - University of Applied Sciences	 FACHHOCHSCHULE DER WIRTSCHAFT
Lower Austria: Fachhochschul-Studiengang Militärische Führung	
Burgenland: Fachhochschulstudiengänge Burgenland	
Lower Austria: Ferdinand Porsche FernFH Studiengänge	
Vienna: FH Campus Vienna	
Vienna: FH bfi Vienna	
Styria: FH JOANNEUM	
Carinthia: Carinthia University of Applied Sciences	
Lower Austria: IMC University of Applied Sciences Krems	
Tyrol: Fachhochschule Kufstein	
Upper Austria: Upper Austria University of Applied Sciences	
Salzburg: FH Salzburg	
Lower Austria: St. Pölten University of Applied Sciences	
Vienna: University of Applied Sciences Technikum Wien	
Vorarlberg: Vorarlberg University of Applied Sciences	
Vienna: FH Wien-Studiengänge der WKW	

Lower Austria: FH Wr. Neustadt	
Tyrol: MCI Management Center Innsbruck - The Entrepreneurial School®	
Vorarlberg: Schloss Hofen Weiterbildungszentrum FH Vorarlberg	
Upper Austria: University of Applied Sciences for Health Professions Upper Austria	

The umbrella body for the FHS is: Austrian Association of Universities of Applied Science (Österreichische Fachhochschul-Konferenz), Bösendorferstraße 4/11, 1010 Wien

IST

The Institute of Science and Technology Austria (IST Austria) was inaugurated in 2009 and envisages expansion to 40–50 professors and 500 scientists by 2016. IST is a PhD granting institution located in the city of Klosterneuburg, 18 km from the center of Vienna. The Institute is dedicated to cutting-edge research in the natural and mathematical sciences and was established jointly by the federal government of Austria and the provincial government of Lower Austria. <http://ist.ac.at/>

IST Austria,
Am Campus 1,
3400 Klosterneuburg,
Austria, office@ist.ac.at,
Phone: +432243 9000 Fax: +432243

Private Universities

Numerous private universities exist in Austria and the Austrian Accreditation Council is the state authority which provides accreditation of these private universities. The Council assesses and monitors the quality of academic programs delivered by the private universities.

Office of the Austrian Accreditation Council
Palais Harrach
Freyung 3
A-1010 Wien

Up to date links to each of the private colleges listed here can be found at the website <http://www.akkreditierungsrat.at>

Anton Bruckner Privatuniversität
Wildbergstraße 18, 4040 Linz, www.bruckneruni.at

Catholic Theological University Linz
Bethlehemstraße 20, 4020 Linz, <http://www.ktu-linz.ac.at/>

Danube Private University
Campus West, Dr.-Karl-Dorrek-Straße 30, 3500 Krems, www.danube-private-university.at

European Peace University Private Universität
Rochusplatz 1, 7461 Stadtschlaining, www.epu.ac.at

Konservatorium Wien Privatuniversität
Johannesgasse 4a, 1010 Wien, www.konservatorium-wien.ac.at

MODUL University Vienna, Private University
Am Kahlenberg 1, 1190 Wien, www.modul.ac.at

Paracelsus Medizinische Privatuniversität Salzburg
Strubergasse 21, 5020 Salzburg, <http://www.pmu.ac.at>

PEF Private University for Management
Brahmsplatz 3, 1040 Wien, www.pef.at

Private University for Health Sciences, Medical Informatics and Technology
Eduard Wallnöfer-Zentrum 1, 6060 Hall, <http://www.pmu.ac.at>

Private University Schloss Seeburg (former UM Private Wirtschaftsuniversität)
Seeburgstrasse 8, 5201 Seekirchen am Wallersee, www.my-campus-seekirchen.com

Privatuniversität der Kreativwirtschaft (New Design University)
Mariazeller Straße 97, 3100 St. Pölten <http://www.ndu.ac.at/>

Sigmund Freud Privatuniversität Wien
Schnirchgasse 9a, 1030 Wien, www.sfu.ac.at

Webster Vienna Private University
Berchtoldgasse 1, 1220 Wien, www.webster.ac.at

Vocational Training

In addition to the State Universities, the Fachhochschulen and the Private Universities, other potential employment sources within the post-secondary educational sectors are, for example, the [Vocational Education](#) sector, and the Adult Education sector.

Vocational training includes:

Post-secondary Colleges (medizinisch-technische Akademien) for the Training of Paramedical Staff;

Post-secondary Colleges for Social Work (Akademien für Sozialarbeit);

Post-secondary colleges for teacher training (Pädagogische Akademien);

Post-secondary colleges for the training of vocational teachers [Berufspädagogische Akademien]

Post-secondary colleges for the training of R.E. teachers [religionspädagogische Akademien]

In-service teacher training colleges [Pädagogische Institute]

The BMUKK (Austrian Federal Ministry for Education, the Arts and Culture - Bundesministerium für Unterricht, Kunst und Kultur, website provides links to relevant organizations in this sector. <http://www.bmukk.gv.at/>

Adult Education

The Volkshochschulen

The most important providers of further vocational training are The Volkshochschulen Adult Education Institutions and also the adult education institutions of the social partners, i.e. the Vocational Training Institute [Berufsförderungsinstitut] and the Institute for Economic Development [Wirtschaftsförderungsinstitut]

The Vienna Volkshochschulen comprise 24 institutes at approximately 50 locations and offer approximately 20.000 courses per year. Besides the 16 Volkshochschulen in the various districts, specialized institutes also form part of the VHS educational institution.

Volkshochschulen in each Vienna district (Bezirk):

- [1, VHS Wiener Urania](#)
- [3, VHS Landstraße](#)
- [4, VHS polycollege - Wieden](#)
- [5, VHS polycollege - Margareten](#)
- [6, VHS Wien West](#)
- [9, VHS Alsergrund, Währing, Döbling](#)
- [10, VHS Favoriten](#)
- [11, VHS Simmering](#)
- [12, VHS Meidling](#)
- [13, VHS Hietzing](#)
- [14, VHS Penzing](#)
- [15, VHS Rudolfsheim-Fünfhaus](#)
- [16, VHS Ottakring](#)
- [17, VHS Hernals](#)
- [20, VHS Brigittenau](#)
- [21, VHS Floridsdorf](#)
- [22, VHS Donaustadt](#)
- [23, VHS Liesing](#)

As well as education providers, the Volkshochschulen are a potential source of employment. Their career opportunities and application forms are presented on their website: www.vhs.at

Hollergasse 22
1150 Wien
Telefon: +43 1 89174-0
Bildungstelefon: : +43 1 893 00 83
Fax: : +43 1 89174-991
E-Mail: info@vhs.at

The website www.erwachsenenbildung.at is an online portal for anyone wanting to know more about adult education, further education, life long learning in Austria. It offers a 'Jobsuche' link and also links to other job search engines relating to education, teaching, administration.

Applying for a post in education

The Public Employment Service Austria (AMS) (Arbeitsmarktservice Österreich) provides helpful advice on drafting applications and CVs on its website:

www.ams.or.at/bewerbungcoach and also in its publication Living & Working in Austria 2010 http://www.ams.at/docs/eurespub_en_1210.pdf

Unsolicited applications - these can be sent by e-mail, hard copy by post, or by personal delivery (preferably with an advance appointment)

Cover letter – It is advisable to have one sample cover letter written in German and another in English. It is essential that the German cover letter be accurately written and the services of a native speaker or translation company should be engaged to ensure accuracy and appropriateness. Rather than sending an identical cover letter to each prospective employee, it is recommended that each letter be individualised i.e. address the letter to a specific person, using the correct salutation and their correct academic title; insert the name of the institution you hope to obtain employment with. Select whether to use the German or English cover letter, depending on the type of post you are applying for e.g. for an EFL post, the English language cover letter is appropriate;

Responding to specific Job Adverts – almost all of the third level institution websites have a 'Karriere' section where recent job adverts *Aktuelle Stellenausschreibungen/ Job-Angebote* can be located. Sometimes an on-line application form is issued.

Curriculum Vitae – familiarise yourself with the required protocol regarding CV format as styles can change. It is advisable to have your CV available in both German and English and the services of a professional translator are recommended.

Copies of qualifications – applications should be accompanied by certified copies of Certificates, Diplomas, and Degrees etc.

Nostrification is the process of validation and recognition of qualifications. It can be a lengthy process and official information is provided at the following website:

<http://www.bmukk.gv.at/schulen/unterricht/nostrifikationen.xml>

Chapter 6 - Learning & Career Development

STAFF DEVELOPMENT CENTRE

The Staff Development Centre (SDC) located in room A0583 of the Vienna International Centre is an integral part of the Staff Development Program sponsored by the IAEA Division of Human Resources (MTHR). It provides assistance to staff members (and, to a limited extent, to their spouses) in making their own assessments regarding career options. It also provides guidance on the development of management and job skills, on adjustment to the working environment/life in Vienna and in the transition phase when leaving Vienna. The main services offered include:

- *Workshops, seminars and training courses* on various subjects such as leadership, change management and communication skills.
- *Insight Series* briefings to staff on the work of different IAEA Departments to increase awareness and knowledge about the Agency.
- *Orientation courses for newcomers.*
- *Lunch-time sessions* featuring presentations and facilitated discussions on diverse topics, including management, communication and teamwork. This includes a '*Topic of the Month*', focusing on a particular theme.

- *Access to material* to supplement the courses offered by MTHR. The SDC has a collection of more than 800 titles in print, audio, video, DVD and multimedia software. The material covers a wide range of topics dealing with personal and professional development, management and leadership, language skills and issues of general interest.
- *PC work stations* for practicing typing, browsing the Internet, etc., as well as an *iMac* as a new IT technology for work related to graphics and presentations.

It is open Monday to Friday from 11:00 to 15:00 hrs, as well as other hours by arrangement.

Mailing address: Staff Development Centre
 Division of Human Resources
 International Atomic Energy Agency (IAEA)
 Vienna International Centre
 PO Box 100
 1400 Vienna, Austria

Telephone: (+43-1) 2600-24671
 Facsimile: (+43-1) 2600-29670
 E-mail: sdc@iaea.org

UNOV INTERNSHIP PROGRAM – TRANSLATION/INTERPRETATION

UNOV manages and implements the programme on the peaceful use of outer space and provides common services, such as conference management, public information, security & safety for the Vienna International Centre (VIC). UNOV is closely associated with the United Nations Office on Drugs and Crime (UNODC), through which additional common services are provided.

The internship program at the UNOV is designed to work with the Conference Management Service. The objective is to provide a university student with work experience in the translation of United Nations documentation and/or in interpretation for meetings through dummy booth practice. The Conference Management Service (CMS) provides for the meetings and documentation needs of the United Nations bodies in Vienna. On the meetings side, this means planning a busy annual calendar, providing simultaneous interpretation in the six official United Nations languages (Arabic, Chinese, English, French, Russian and Spanish) and ensuring that delegations are supplied with documents. For documentation, it involves managing the production cycle of documents and publications, from submission, through editing, translation, desktop publishing and graphic design, to the final stages of printing and distribution. CMS also provides referencing and library services to the staff of all United Nations entities in Vienna.

Internship Activities include:

- Assist in the translation of documents covering the diverse subject areas dealt with by the United Nations bodies in Vienna (space affairs, trade law, industrial development, crime and drug control, and others). Translations are revised by senior staff, who provide constructive feedback and information on United Nations style and translating techniques.
- Assist in drafting of summary records of meetings, where relevant meetings coincide with the internship.
- Assist with terminology assignments by contributing to glossaries and databases.
- Gain experience in interpretation through dummy booth practice

THE VIENNA SERVICES OFFICE

The Vienna Service Office offers free services for employees of UN organizations and their families, especially for newcomers. It holds a variety of brochures and pamphlets on Vienna and related topics. Contact details are:

Angelika Wölfer

[Vienna International Centre](#)

[Wagramer Straße 5](#), COE14

A-1400 Vienna

Phone: (+43 1) 260 26-4234

Fax: (+43 1) 2600-26432

E-Mail: viennaserviceoffice@unvienna.org

Opening hours: Monday to Thursday, 8.30 am to 1.30 pm

Visit their website for more information at:

<http://www.wien.gv.at/english/politics/international/vso.html>

GERMAN LANGUAGE COURSES FOR MOTHERS “MUM LEARNS GERMAN”

"Mum learns German" courses are funded by Municipal Department 17 - Integration and Diversity (MA 17) and are organized in close cooperation with schools and kindergartens.

German language lessons for mothers are held at the schools or kindergartens of their children, which is very convenient as they are already in the building when they bring their children to school or kindergarten. If required there is childcare free of charge during course hours for smaller children who do not yet attend kindergarten or school so that mothers can concentrate on studying German.

Mothers who attend the course get to know their children's teachers and other parents. They meet new people and can practice their German language skills.

The "Mum learns German" initiative is not only about learning German. It also includes excursions to learn more about the departments and institutions of the districts and the City Administration and life in Vienna in general. The course also deals with important issues such as schooling, education and healthcare and includes workshops as well as lectures by experts. "Mum learns German" also includes a step-by-step literacy course for women who have learned how to read and write in a different alphabet.

- Start and duration - Courses last from October to May and include 150 lessons – three lessons twice a week. In some cases it is possible to start the course in February.
- Fees - The total course fee is at EUR 150, that is EUR 1 per lesson including childcare. Course fees can be paid in two parts of EUR 75 each.

Please visit the website for downloads of course venues, course providers, multi-lingual folders for the “Mum learns German” service offered by the City of Vienna at:

<http://www.wien.gv.at/english/social/integration/learning-german/mum-lerns-german/index.html>

You can also obtain more information on training for course instructors interested in teaching German as a foreign or second language at this website.

LEARNING GERMAN – CITY OF VIENNA SERVICE

There are a wide variety of measures to support children and their parents in improving their German language skills. The City of Vienna offers a host of services to support parents and their children in improving learning skills and learning levels.

- Fit for School - "Fit for school" is a pilot project of Interface Vienna at municipal kindergartens run by Municipal Department 10 - [Vienna Children's Daycare Centers](#) (MA 10). The parent education program prepares parents for the school start of their children. They are provided with information about the school start, everyday life at school, exercises and games that prepare their children for school.
- Educational support services - In addition to remedial courses and private lessons, educational support services aimed at improving achievement levels of children at primary school and in the first grade of lower secondary school (Hauptschule or Kooperative Mittelschule) are also offered. Children with learning difficulties or from socio-economic disadvantages get an extra 48 lessons of educational support per semester at school.
- Parent education - These education program empower parents and strengthen their self-confidence and self-esteem. Childcare is provided during all events that are held in the mother tongues of the parents, if possible.

Please contact: Ms Maria Haberl, head of department at [Interface Vienna - Department for parents and children](#), Phone: +43 1 524 50 15-18, E-mail: m.haberl@interface-wien.at

Chapter 7 - Child Care

KINDERGARTENS

Parents in Vienna have a well-structured network of child-care institutions at their disposal. Half of the day nurseries, kindergartens and after-school centers are operated by the Vienna City Administration. Municipal Department 10 supports many private institutions as well.

Day nurseries are available for one in two children below the age of three. This meets the current demands for daycare in this age group. Supply of daycare for children at kindergarten age is almost 100 percent. There is after-school care in the afternoons for all school-going children.

The Vienna City Administration offers three types of child-care: day nurseries, kindergartens and after-school centers.

Day Nurseries

- Day nurseries are for small children up to the age three. Group sizes and the number of nursery school teachers are geared towards the needs of small children in that age group. Special emphasis is placed on making children feel safe and sheltered while catering to their need for physical activity.
- There is a team of four (two nursery school teachers and two assistants) looking after each group, with a maximum of 15 children per group. In Vienna there are 549 day nurseries for approximately 5,000 children.

Kindergartens

- For children aged three to six there are kindergartens that offer a holistic approach. Nursery school teachers make sure the day at kindergarten is full of incentives so that children experience and acquire knowledge at the same time. Included in the program

are outings, cultural events and sports activities. Many kindergartens offer Montessori teaching methods, English language courses and also offer introductory computer courses.

- Up to 25 children are taken care of in one group with supervision by a team of three teachers (two nursery school teachers and one assistant). In Vienna there are around 1,500 kindergarten groups for approximately 42,000 children.

After-school care

- After-school care facilities are usually located near primary schools. After-school care can extend to all-day care during school holidays. Teachers at the facilities assist children with their homework and help them choose their afternoon activities. Special emphasis is placed on children's own creativeness.
- After-school care is for children of compulsory school age. Up to 25 children are looked after in any one group. Responsibilities are shared by a team of two supervisors (one teacher and one assistant). In Vienna there are 465 municipal after-school care groups for 10,500 children approx.

Registering for daycare in Vienna is in accordance with the beginning of the school year in September. Consequently the year ends in late August. Therefore, registration for a place in daycare must begin as early as January or February by mail, fax, online, telephone or in person. You could register anytime if you urgently require a place but the choice of a place is somewhat restricted during the year. Consideration is given to parents' working situation (both parents working), the child's age, and siblings if any, as well as social aspects.

Location of daycare centers operated by the Vienna City Administration can be obtained in German only from their website at:

<http://www.wien.gv.at/bildung/kindergarten/standorte/index.html>

More information about Childcare in Vienna can be found at:

<http://www.wien.gv.at/english/social/childcare/index.htm>

THE VIC CHILD CARE CENTRE

The on-site Child Care Center at the Vienna International Center provides support for staff members, as applicable, who are parents working in the VIC. Its opening hours correspond to the IAEA regular working hours. It has child care places that could accommodate children up to six years. You can contact the Vienna Services Office for more information at:

<http://www.iaea.org/worldatom/Meetings/Guide/vic-services.shtml>

Chapter 8 - Conclusion

Several career development ideas have been presented in this Career Guide Book: the United Nations Organizations and other International Agencies in Vienna that offer career options to UN, embassy and mission spouses, the Expat Center that offers services for anyone looking to settle in Vienna, conditions for employment and work permits including the Red-White-Red card for Non_EU citizens wanting to immigrate to Austria, work options within the Austrian education system and international schools, childcare opportunities and services offered by the City of Vienna and learning development programs for speaking German language.

Each section of this Guide Book guides you to several options towards developing your career and improving the quality of your life in Vienna. Whether you find work immediately upon arriving in Vienna or have to wait for sometime, this Career Guide Book will help you explore many resources to ensure a stimulating and satisfying experience during your stay in Vienna.

Sources

Chapter 1: An Overview

- http://www.statistik.at/web_en/dynamic/statistics/labour_market/058405
- <http://www.wien.gv.at/english/administration/civilstatus/immigration/residence.html>
- <http://www.justlanded.com>
- <http://www.help.gv.at>

Chapter 2: Potential Employers

- <http://unjobs>
- [UN Careers](#)
- [United Nations Common System](#)
- <http://www.un.org/Depts/OHRM/examin/ncrepage.htm>
- <http://esa.un.org/techcoop/associateexperts/index.html>
- www.oecd.org
- www.opec.org
- www.ofid.org
- www.iiasa.org
- <http://www.wien.gv.at/politik/international/publikationen/pdf/handbuch.pdf>
- <http://www.bnl.gov/ispo>

Chapter 3: International Job Search in Vienna Potential Websites

- <http://www.expatcenter.at/index.php?id=175&L=1>
- <http://ec.europa.eu/eures>

Chapter 4: Conditions for Employment

- www.bka.gv.at
- www.diyexpat.com
- www.bmeia.gv.at
- www.bmask.gv.at
- www.justlanded.com
- www.ams.at/english.html
- www.help.gv.at
- http://www.bmi.gv.at/cms/bmi_niederlassung/

Chapter 5: Overview of the Austrian Education system

- Austria Country Report Council of Europe
http://www.coe.int/t/dg4/linguistic/Source/Austria_CountryReport_final_EN.pdf
- Official Austrian HELP-Service for Foreign Citizens <https://www.help.gv.at>
- Bundesministerium für Wissenschaft und Forschung/Federal Ministry for Science & Research
- <http://www.bmwf.gv.at>
- Bundesministerium für Unterricht, Kunst und Kultur / BMUKK Austrian Federal Ministry for Education, the Arts and Culture <http://www.bmukk.gv.at>

- Bundesministerium für Unterricht, Kunst und Kultur /The Federal Ministry for Education, Arts and Culture provides detailed information about the different types of schools in Austria (in English) <http://www.bmukk.gv.at/enfr/index.xml>
- Information on accreditation <http://www.akkreditierungsrat.at>
- Fachhochschulrat/ FH Council <http://www.fhr.ac.at>
- Fachhochschulkonferenz/ Austrian Association of Universities of Applied Sciences (FHK) <http://www.fhk.ac.at>
- Fachhochschulen website and links to individual FHs <http://www.fachhochschulen.at>.
- Institute of Science & Technology <http://ist.ac.at/>
- ArbeitsmarktService / Austrian Public Employment Service (AMS). www.ams.at
- Report on Living & Working in Austria 2010
- http://www.ams.at/docs/eurespub_en_1210.pdf www.ams.or.at/bewerbungscoach
- Official site of the Volkshochschulen Austria <http://www.vhs.at/>
- Adult Education website <http://erwachsenenbildung.at>
- European Education Directory
- <http://www.euroeducation.net/prof/ausco.htm>

Chapter 6: Learning and Career Development

- <http://www.wien.gv.at/english/politics/international/vso.html>
- <http://www.wien.gv.at/english/social/integration/learning-german/mum-lerns-german/index.html>
- [Vienna Children's Daycare Centers](#)

Chapter 7: Child Care

- <http://www.wien.gv.at/bildung/kindergarten/standorte/index.html>
- <http://www.wien.gv.at/english/social/childcare/index.htm>
- <http://www.iaea.org/worldatom/Meetings/Guide/vic-services.shtml>