

# Searching for work in another Member State

## General information

Unfilled provincial governments vacancies are generally advertised internally first, and then externally if no suitable applicants are available. Vacancies for hospitals and clinics run by the province are generally advertised externally. Applications must be submitted via the job portal, which is available on the homepages of the province of Vorarlberg and Vorarlberger Landeskrankenhaus-Betriebsgesellschaft m.b.H.

Depending on the position, unfilled municipal vacancies are advertised internally first, and then externally if no suitable applicants are available. Applications can be made in various ways depending on the municipality: by post, by email, via the municipality's homepage or via special application portals (e.g. kommunos).

The advertisement must not be discriminatory in nature and the basic monthly salary for the advertised position must be stated.

## Dates and deadlines

Each job advertisement includes a deadline for submitting an application.

## Requirements

Applicants are included in the selection procedure if they can prove that they have the qualifications specified in the job advertisement.

Positions that require a certain link to the province may only be assigned to persons with Austrian citizenship. This includes, in particular, positions that involve direct or indirect participation in handling sovereign tasks and safeguarding the general interests of the state. If no suitable applicants are available for such a position, the requirement for Austrian citizenship may be waived.

## Relevant body

The application process for provincial government is overseen by the Human Resources Department at the Office of the Vorarlberg Provincial Government (Amt der Vorarlberger Landesregierung).

The application process for provincial hospitals is overseen by the human resources department of the respective state hospital.

The application process for municipalities is overseen by one of the following, depending on the organisation level:

mayor

municipal secretary

human resources manager

human resources department

Entry into municipal employment is the responsibility of the mayor or the municipal executive, depending on the salary class (Section 96 of the Municipal Employees Act (*Gemeindeangestelltengesetz*) 2005).

## Expiry of deadline and result

Applicants are approved and selected for the selection procedure after the application deadline has expired based on the advertised profile. The first step for provincial or municipal employment is preliminary selection, which is performed by internal and, if required, external persons (external experts, municipal corporation, recruitment agencies). The remaining applicants are then invited for an interview.

A different selection procedure is followed for provincial administration, depending on the evaluation and allocation of a position to the respective salary class in the salary system. For positions classified up to salary class 10 of the new salary system introduced in 2020, the selection interviews are conducted by the respective departments of the Office of the Provincial Government and/or the relevant provincial department. For positions classified in salary class 11, the human resources department at the Office of the Provincial Government assists the respective departments with the selection procedure. The top-ranked applicants are then also subject to a *Wiener Potentialanalyse* (potential analysis). For positions classified in salary class 15 or above, an objectivisation process is carried out.

For provincial hospitals and clinics, all interviews are conducted in conjunction with the human resources department of the respective provincial hospital. A selection committee is established for positions classified in salary class 15 or above, for management posts, or upon the request of the respective head of department.

After the interviews have been carried out, the top-ranked candidate is put forward for recruitment.

## Documents required

Applicants are requested to send, or upload to the online portal, a full CV, a cover letter, and other documents relevant to the position regarding their suitability for the position in question.

Applicants can access an online application portal on the homepage of the province of Vorarlberg.

For applications for provincial hospitals, there is an online application portal on the home page of Vorarlberger Landeskrankenhaus-Betriebsgesellschaft m.b.H.

## Costs and payments

There are no costs for applicants, with the exception of the documents required to accompany the application and any travel costs.

## Online forms

- [Jobs portal of the Province of Vorarlberg](#)
- [Vorarlberger Landeskrankenhaus-Betriebsgesellschaft m.b.H.](#)

## **Legal basis**

Sections 7 to 9a of the Provincial Employees Act (Landesbedienstetengesetz) 2000, Sections 3 to 5 of the Municipal Employees Act (Gemeindeangestelltengesetz) 2005, Section 5 of the Anti-Discrimination Act, and internal directives.

## **Entity responsible for the content**

Amt der Vorarlberger Landesregierung, Abteilung Personal, Römerstraße 15, 6900 Bregenz

## **Last updated**

30 November 2020

## **Data protection information**

The application process involves the processing of personal data. General information on data processing and your rights can be found on the homepage of the Province of Vorarlberg (<https://vorarlberg.at/web/land-vorarlberg/datenschutz>), on the homepage of the municipality in question, or from the relevant Data Protection Officer.

## **Feedback forms**

Feedback on information services  
Feedback on barriers in the internal market