



Alex Erpelding  
Coordinator of third  
country nationals unit



Steffi Wolak  
Client advisor Senior  
executives/Recruiting firms

# ADEM INFO SESSION FOR EARLY-STAGE RESEARCHERS

What to do at the end of  
my contract and what are  
the benefits of registering  
with the Adem?

Steffi Wolak  
Alex Erpelding

# Agenda

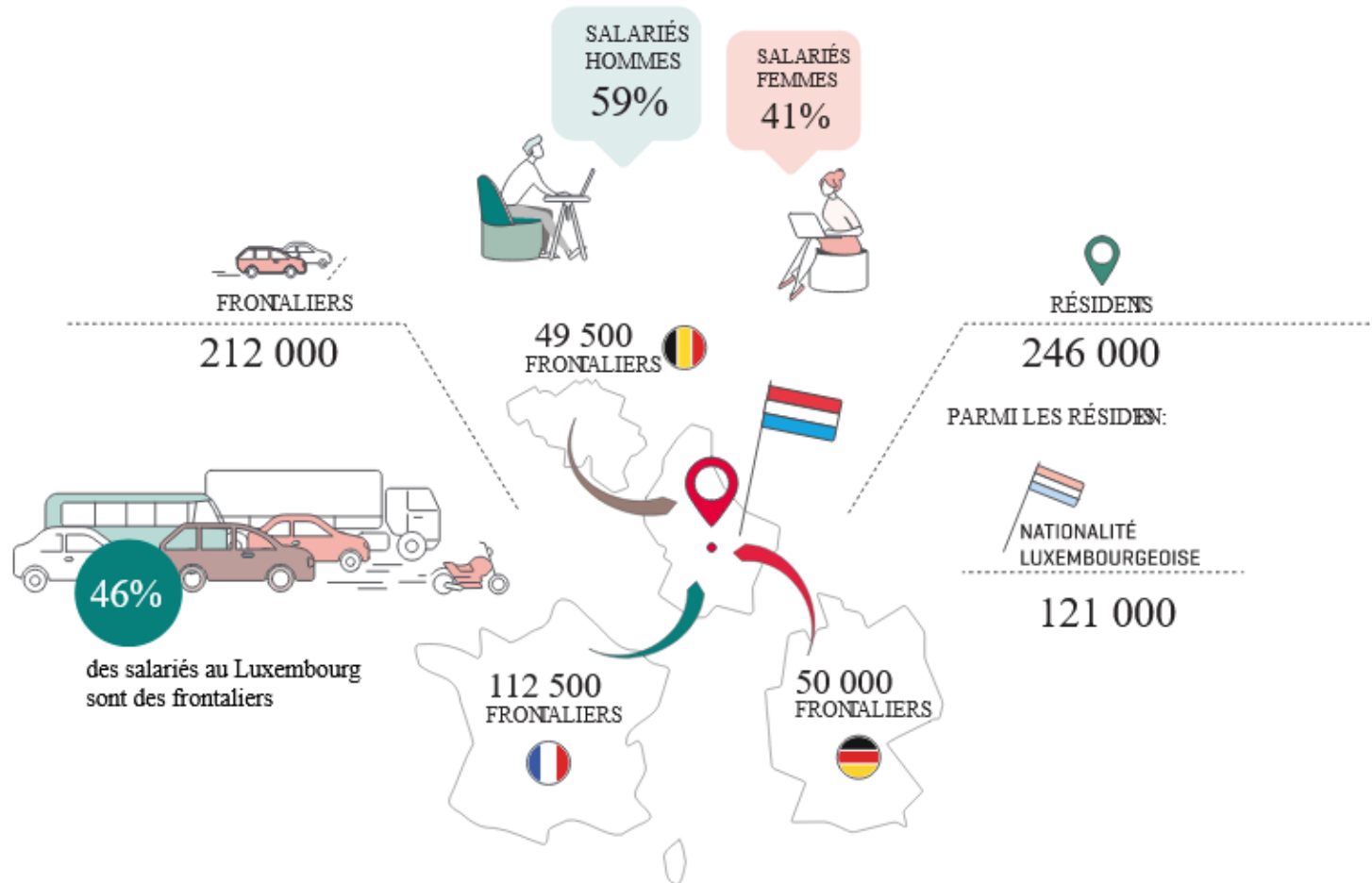
1. Job market- overview
2. Job search strategy
3. What you need to know about registering with the ADEM
4. Employment portal – Jobboard
5. Support offered by the ADEM
6. Your work permit
7. Q&A

# 1. Job market overview



# 1.1 Luxembourg labour market

En 2021, 458 000 salariés ont travaillé au Luxembourg



## 1.1 Luxembourg job market

11991 jobs declared

**6.6%** are requiring a  
PHD

\* As of 31/3/2022

# 1.2 Post doctorate offers

ROME	Répartition des postes
⊕ A13 - Etudes et assistance technique	1
⊕ A15 - Soins aux animaux	1
⊕ C11 - Assurance	1
⊕ C12 - Banque	4
⊕ D14 - Force de vente	1
⊕ E11 - Edition et communication	1
⊕ F11 - Conception et études	5
⊕ G12 - Animation d'activités de loisirs	1
⊕ H12 - Conception, recherche, études et développement	20
⊕ H15 - Qualité et analyses industrielles	4
⊕ H25 - Direction, encadrement et pilotage de fabrication et production industrielles	2
⊕ J11 - Praticiens médicaux	62
⊕ J12 - Praticiens médico-techniques	17
⊕ J13 - Professionnels médico-techniques	3
⊕ J15 - Soins paramédicaux	2
⊕ K11 - Accompagnement de la personne	6
⊕ K14 - Conception et mise en oeuvre des politiques publiques	1
⊕ K19 - Droit	11
⊕ K21 - Formation initiale et continue	21
⊕ K24 - Recherche	526
⊕ M12 - Comptabilité et gestion	19
⊕ M13 - Direction d'entreprise	3
⊕ M14 - Organisation et études	51
⊕ M16 - Secrétariat et assistance	1
⊕ M17 - Stratégie commerciale, marketing et supervision des ventes	3
⊕ M18 - Systèmes d'information et de télécommunication	27
⊕ N13 - Personnel d'encadrement	5
⊕ Inconnu	1
<b>Grand Total</b>	<b>800</b>

65,75% of all Post doctorate offers in research area

<b>▣ K24 - Recherche</b>	<b>526</b>
▣ <b>K2401 - Recherche en sciences de l'homme et de la société</b>	<b>33</b>
Chercheur / Chercheuse en économie	8
Chercheur / Chercheuse en sciences humaines	1
Historien / Historienne	16
Linguiste	1
Sociologue	7
▣ <b>K2402 - Recherche en sciences de l'univers, de la matière et du vivant</b>	<b>493</b>
Biochimiste de la recherche scientifique	3
Biologiste de la recherche scientifique	17
Chimiste de la recherche scientifique	15
Directeur / Directrice de recherche	2
Electricien / Electricienne de la recherche scientifique	3
Epidémiologiste	4
Généticien / Généticienne	2
<b>Informaticien / Informaticienne de la recherche scientifique</b>	<b>103</b>
Ingénieur / Ingénieure de recherche biomédicale	1
Ingénieur / Ingénieure de recherche scientifique	10
Mathématicien / Mathématicienne	14
Médecin de la recherche scientifique	9
Métallurgiste de la recherche scientifique	2
Microbiologiste de la recherche scientifique	10
Physicien / Physicienne de la recherche scientifique	9
<b>Responsable de projet de recherche</b>	<b>281</b>
Roboticien / Roboticienne de la recherche scientifique	3
Virologue	5



<b>H12 - Conception, recherche, études et développement</b>	<b>20</b>
⊕ H1206 - Management et ingénierie études, recherche et développement industriel	15
⊕ H1210 - Intervention technique en études, recherche et développement	4
⊕ H1208 - Intervention technique en études et conception en automatisme	1
⊕ H15 - Qualité et analyses industrielles	4
<b>J11 - Praticiens médicaux</b>	<b>62</b>
⊕ J1101 - Médecine de prévention	2
⊕ J1102 - Médecine généraliste et spécialisée	60
<b>K21 - Formation initiale et continue</b>	<b>21</b>
⊕ K2106 - Enseignement des écoles	6
⊕ K2107 - Enseignement général du second degré	5
⊕ K2108 - Enseignement supérieur	9
⊕ K2111 - Formation professionnelle	1
<b>M14 - Organisation et études</b>	<b>51</b>
⊕ M1402 - Conseil en organisation et management d'entreprise	33
Chef de projet en organisation	33
⊕ M1403 - Études et perspectives socio-économiques	18
Data analyst	4
Economètre	2
Economiste d'entreprise	8
Statisticien / Statisticienne	4

<b>M18 - Systèmes d'information et de télécommunication</b>	<b>27</b>
⊕ M1802 - Conseil et maîtrise d'ouvrage en systèmes d'information	3
⊕ M1804 - Études et développement de réseaux de télécoms	2
⊕ M1805 - Études et développement informatique	16
⊕ M1808 - Information géographique	2
⊕ M1803 - Direction des systèmes d'information	2
⊕ M1806 - Expertise et support technique en systèmes d'information	2

## 1.3 ADEM - key figures and statistics

- <https://adem.public.lu/en/marche-emploi-luxembourg/faits-et-chiffres/chiffres-cles-adem.html>
- <https://adem.public.lu/en/marche-emploi-luxembourg/faits-et-chiffres/chiffres-cles-adem/chiffres-cles-offres-declarees.html>

# 2. Job Search Strategy

## 2.1 Identifying your target

### Where to start?



























- Job offers in the press and on electronic portals
- Your personal network and mouth to ear
- Your professional network (colleagues, clients, partners, suppliers, linkedin)
- Your spontaneous application
- Recruitment agencies

## 2.2 Top 20 employeurs au Grand-Duché

1. **Group Post Luxembourg (4,540)**
2. **Group CFL (4,360)**
3. **Group Cactus (4,320)**
4. **Group Dussman Luxembourg (4,060)**
5. **BGL BNP Paribas (3,900)**
6. **Group ArcelorMittal (3,810)**
7. **Goodyear Dunlop Tires Operations SA (3,430)**
8. **Luxair SA (2,950)**
9. **Group PricewaterhouseCoopers (2,870)**
10. **Centre Hospitalier de Luxembourg (2,360)**
11. **Fondation Hôpitaux Robert Schuman (2,270)**
12. **Amazon (2,250)**
13. **Group Deloitte in Luxembourg (2,200)**
14. **Sodexo Luxembourg SA (2,140)**
15. **Centre Hospitalier Emile Mayrisch (2,020)**
16. **Stëftung Hëllef Doheem Foundation (1,940)**
17. **Group BIL (1,910)**
18. **Elisabeth (1,910)**
19. **SERVIOR - Public body running Homes and Services for Elderly People (1,880)**
20. **Banque et Caisse d'Epargne d'Etat (1,860)**

## 2.3 Key sectors

<https://luxembourg.public.lu/fr/investir/secteurs-cles.html>

 <p><b>TECHNOLOGIES DE L'INFORMATION ET DE LA COMMUNICATION</b></p> 	 <p><b>FINANCE</b></p> 	 <p><b>GREEN FINANCE</b></p> 
 <p><b>AÉROSPATIAL</b></p> 	 <p><b>AUTOMOBILE ET MOBILITÉ INTELLIGENTE</b></p> 	 <p><b>PRODUCTION INDUSTRIELLE</b></p> 
 <p><b>PHILANTHROPIE</b></p> 	 <p><b>TOURISME D'AFFAIRES ET DE CONGRÈS (MICE)</b></p> 	 <p><b>LOGISTIQUE</b></p> 
 <p><b>PRODUCTION AUDIOVISUELLE</b></p> 	 <p><b>SECTEUR MARITIME</b></p> 	 <p><b>L'ÉCONOMIE CIRCULAIRE LUXEMBOURGOISE</b></p> 
 <p><b>TECHNOLOGIES DE LA SANTÉ</b></p> 		

# Innovation

<https://luxembourg.public.lu/fr/investir/innovation.html>

	<b>RECHERCHE ET INNOVATION</b> +		<b>5G</b> +	 <b>digital luxembourg</b> innovative initiatives. DIGITAL LUXEMBOURG +
	<b>ENVIRONNEMENT TECHNOLOGIQUE</b> +		<b>PROPRIÉTÉ INTELLECTUELLE</b> +	 <b>PCDS</b> PRODUCT CIRCULARITY DATA SHEET LUXEMBOURG PRODUCT CIRCULARITY DATASHEET LUXEMBOURG +



# Public research institutes

						
<p>INTEGRATED BIOBANK OF LUXEMBOURG (IBBL)</p>	<p>LABORATOIRE NATIONAL DE SANTE</p>	<p>LUXEMBOURG INSTITUTE OF HEALTH (LIH)</p>	<p>LUXEMBOURG INSTITUTE OF SCIENCE AND TECHNOLOGY (LIST)</p>	<p>UNIVERSITY OF LUXEMBOURG / FACULTY OF SCIENCE, TECHNOLOGY AND COMMUNICATION (FSTC)</p>	<p>UNIVERSITY OF LUXEMBOURG / SNT</p>	<p>UNIVERSITY OF LUXEMBOURG / LCSB</p>

## Strategic partners

				
<p>MINISTRY FOR HIGHER EDUCATION AND RESEARCH</p>	<p>MINISTRY OF THE ECONOMY</p>	<p>FEDIL</p>	<p>CHAMBRE DE COMMERCE</p>	<p>CHAMBRE DES MÉTIERS</p>



# European Institutions

At present, a total of 12,900 persons work for EU institutions in Luxembourg\*

- Secretariat-General of the [European Parliament](#),
- [European Commission](#) with administrative entities from 8 Directorates-General,
- [Court of Justice of the European Union](#) and Court of First Instance,
- [European Court of Auditors](#),
- [European Investment Bank](#) and [European Investment Fund](#),
- [European Financial Stability Facility](#) (EFSF),
- [European Stability Mechanism](#) (ESM),
- [Eurostat](#), the statistical office of the European Union;
- [Publications](#) Office of the European Union, the official publisher of the European Union,
- [Translation Centre](#) for the Bodies of the European Union,
- [Executive Agency for Health and Consumers](#) (EAHC),
- [Euratom Supply Agency](#).

\*[http://ec.europa.eu/budget/mycountry/LU/index\\_en.cfm](http://ec.europa.eu/budget/mycountry/LU/index_en.cfm)

# 2.4 Recruitment Agencies

## Membres FR2S

Logo	Société	Secteurs	Fonctions
	<b>Telluride Search &amp; Recruitment</b>	Industry Commercial & Services	Top Management Operational functions Support function & corporate functions
	<b>Axis Luxembourg Sarl</b>	Tous secteurs	Finance Legal & Compliance Support/secretary/reception/HR/ Marketing/ Office /Facilities
	<b>Badenoch &amp; Clark Luxembourg</b>	Banking, Finance, Insurance, Private Equity & Real Estate Inv. Corporate Finance, Tax, HR and Legal. Industrial & Commercial. ICT/IT/Fintech. Transport, Logistics, Engineering.	Senior Management Top Management Executive Search
	<b>Delebois &amp; O'Donnell DO Recruitment Advisors</b>	Finance (CSSF, Law firms, CAA) Industrial & Commercial Insurance Private Equity & Real Estate Logistics/Transport	Middle management & Finance/Accounting/Treasury/Tax Office and management support/Facility/Project Management HR Management Sales & Marketing
	<b>GoToFreedom</b>	Finance (CSSF, Law firms, CAA) PUBLIC/NGO Retail Fintech & Microfinance Private Banks & Asset Management	Executive Leadership Financial Management/Tax/ Legal&Audit Human Resources Asset Servicing Trust & Corporate Management Microfinance/ Fintech
	<b>Michael Page</b>	Bank-Insurance & Financial Services Fintech Industry & Construction Retail Business services	Middle up to Top management Finance/Accounting/Treasury/Tax Banking/Insurance HR & Legal Office Management and Administrative Sales & Marketing Engineering /Supply Chain / Construction

	<b>RH Lab</b>	Crafts BPW/Construction ICT/IT Industry Engineering Logistics Tertiary (Transversal Project Management)	Chef de projet Technicien / Ingénieur Bureau d'étude Informaticien Technico-commercial / Assistant commercial Etiqueteur agroalimentaire Electricien / Technicien en électricité Electromécanicien Comptable Ouvriers du bâtiment (couvreurs, coffreurs)
	<b>Spring Professional</b>	Finance ICT/IT Industrie/Engineering Santé Office : Fonctions supports de bureau, HR, Legal, Sales & Marketing	Profils qualifiés et middle managers
	<b>Randstad HR Services RANSTAD SEARCH</b>	IT & Finance (CSSF, Law firms, CAA), Office Public /NGO Horeca, Sales Automotive, Industry, Logistics, Services Construction	Top and middle management Finance / Tax / Accounting / Audit / Fund Marketing, Human Resources, legal and compliance Administrative, support and facilities Shop manager, Chef de rang Techniciens, dessinateurs industriel Ingénieurs , Chargés d'affaires, Conducteurs de travaux
	<b>THE RECRUITER</b>	ICT or Fintech or Regtech Services PUBLIC/NGO Industry	Toutes fonctions liées à l'ICT & Human Resources & Customer Support CRM Sales Business Development
	<b>Transman International Consulting</b>	Tous secteurs avec cible Finance (CSSF, Law firms) Private Equity & Real Estate	Finance /Tax/ Accounting/ Audit Legal& Compliance Human Resources Administrative
	<b>SELECT SARL</b>	Tous secteurs SAUF ICT	comptabilité, finance et juridique sales, marketing & communication business support (secrétariat et ressources humaines)
	<b>Greenfield SARL</b>	Tous secteurs avec cible Finance (CSSF, Law firms) Industrial & commercial	Finance /Tax/ Accounting/ Audit Sales & Marketing Legal& Compliance Human Ressources / Asmin

## 2.5 What are employers looking for?

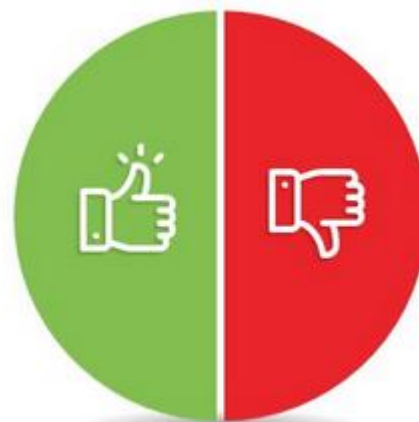
- Facteurs-clés identifiés par un groupe de directeurs HR lors de Journée de l'économie organisée par PWC en 2017
  - **Ability to learn**
  - Curiosity
  - Personal attitude
  - Flexibility / Mental flexibility
  - Cultural fitness

## 2.6 Your Curriculum Vitae



### • DO'S

- ✓ 1-3 pages
- ✓ Adjust your CV to the target (academic or not)
- ✓ Include only the educational background relation with the targeted position
- ✓ Mention your visa status
- ✓ Focus on soft skills



### DON'TS

- X No longer than 3 pages for non academic jobs
- X Don't send an academic CV for all positions
- X Don't write your title on the top of the page
- X Don't include all classes that you have participated in your whole career

# 3. What you need to know about registering with about the ADEM

## 3.1 ADEM's attributes

- ADEM (agence pour le développement de l'emploi) is Luxembourg's **public employment service**.
- We support **job seekers** during their job search and help **employers** meeting their human resources needs.



## 3.2 Who can register as a jobseeker?

- Anyone looking for a job can register with ADEM given he/she complies with labour legislation (work permit) and is available for & willing to accept a job.
- You can check if you comply with the local legislation and are able to register online or by calling our Contact Center at **+352 247-88888**



**Residents** currently working or not, independent professionals, young people having completed their studies



**Commuters** ready to take on a job on the Luxemburgish labour market



**EU 28 nationals** ready to take on a job on the Luxemburgish labour market



**Extra-EU 28 nationals** with a residence and working permit issued by the Luxemburgish government.



## 3.3 Why register?

By registering with ADEM you will be coached and guided in your job search and you will be granted access to several services:

- Guidance in your jobsearch;
- **Access to the JobBoard;**
- Pro-employment measures;
- Trainings;
- Financial aids.





# 4. Support offered by the ADEM

# 4.1 Unemployment Benefits

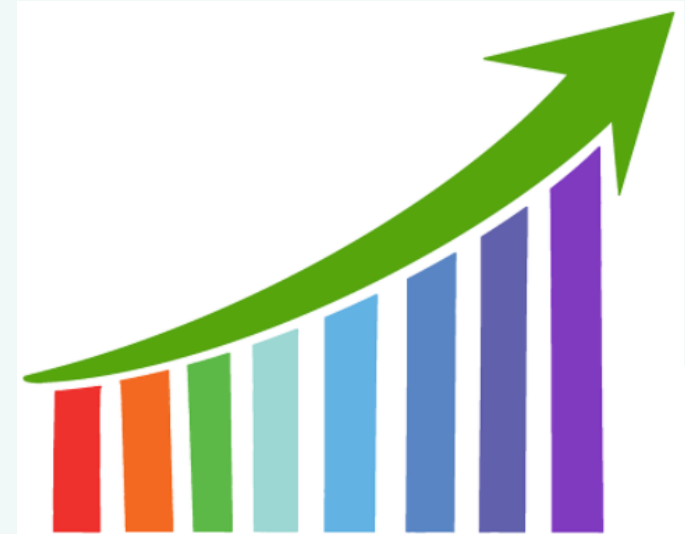
## Pre-requisites

- You are between 16 and 64 years of age and unemployed
- You have been working in Luxembourg for at least 6 months (16hrs/wk)
- You lost a job that accounts for > 16 hours/week
- You are available to accept another position (of at least 16 hours/week)
- You have not been dismissed for serious misconduct or negligence, you have not terminated your job by mutual agreement and you have not resigned

# Unemployment Benefits

## Duration of the unemployment benefits

- Duration = employment duration (in months) over the last 12 months
- Maximum 365 days allowance over a reference period of 24 months.
- Extra periods are granted in specific cases, e.g. age 50+



# Unemployment Benefits

- Allowance amounts to 80% of the 3 last gross salaries (mean)
- If jobseeker has dependent children -> 85%
- Compensation ceiling max. 250% of the non qualified SMS (social minimum salary, 5783,45€)
- After 6 months, allowance max. reduced to 200% of gross SMS
- If applicable after 12 months allowance reduces to maximum 150% of gross SMS

# Unemployment benefits for cross-border workers

- ✓ Cross-border workers are entitled to unemployment benefits in **their country of residence** (if local conditions are met) **not from the ADEM**
- ✓ Cross-border workers can also register as a jobseeker with ADEM
  - For residents of France-> Esch-Belval agency
  - For residents of Belgium and Germany-> Luxembourg city agency

# When do unemployment benefits cease?

- When official payment duration comes to end
- When the jobseeker turns down an appropriate job offer without having a legitimate reason to do so
- When the jobseeker refuses, without a legitimate reason, to participate in proposed internships, trainings public service works assigned to him/her by the ADEM
- When the jobseekers doesn't make sufficient efforts to actively seek an appropriate job.
- When conditions for granting benefits are no longer fulfilled (ex: change of residency outside of Luxembourg)
- When you reach the age of 65 years

## 4.2 Employment measurs

### 4.2.1 Employment initiation contract (CIE)

- The objective of the employment initiation contract (*contrat d'initiation à l'emploi* - CIE) is to ensure that a young jobseeker (beneficiary) receives practical training during working hours in order to facilitate his integration into the employment market.
- An employer who offers a CIE contract to a young jobseeker can benefit from the reimbursement of parts of the salary and the entire employer's share of the social security contributions.
- The beneficiary of the CIE must be less than 30 years old and registered with ADEM for at least 3 months.

# Employment initiation contract (CIE)

- An employer who wants to make use of a CIE must be able to offer the young person a real job prospect at the end of the contract.
- Duration of the CIE: 12 months (initial period) with a maximum extension period of 6 months.
- Throughout the whole contract period, the employer must pay the CIE beneficiary a basic remuneration of 130 % of the social minimum wage for young people holding an advanced technician's certificate (BTS), a bachelor or a master degree (3007,39 €). The employer may pay the jobseeker an optional performance bonus.
- The Luxembourg employment fund reimburses the employer 50 % of the base salary monthly during the 12 first months of the CIE (30% during the 6 months extension period) and 100% of the employer's part of social security contributions.



## 4.2.2 Professionalisation internship (SP)

- The aim of this type of internship is to allow jobseekers to concretely demonstrate their skills and capabilities to employers.
- ADEM may offer such an internship to jobseekers who are aged 30 or older
- The jobseeker must be registered with ADEM for at least one month before being able to participate in such an internship.
- The internships' duration is maximum 9 weeks.
- Employers who wish to offer professionalisation internships must be in a position to offer a real job prospect to the jobseeker at the end of the internship.

# Professionalisation internship (SP)

- The internship is unpaid. The employer is therefore not obliged to pay any allowance to the trainee.
- However, the trainee is entitled to an allowance of 365,45€ per month, paid by the ADEM.
- Jobseekers receiving unemployment benefits or other allowances continue to receive these throughout the internship.

## 4.2.3 Employment reintegration contract (CRE)

- The employment reintegration contract is an employment measure that promotes the professional reintegration into the labour market.
- This contract, which alternates practical and theoretical training, enables employers to pass on their experience and give a real job perspective to older jobseekers.
- Jobseekers must be aged 45 or older and registered with the ADEM for at least one month.

# Employment reintegration contract (CRE)

- The employment reintegration contract is concluded for a duration of 12 months. If the contract follows an internship, the duration of the internship is taken into account in the calculation of the 12 months.
- A jobseeker who doesn't receive unemployment benefits, receives an allowance equal to the social minimum wage for unskilled workers (2313.38€).
- People who receive unemployment benefits or an other allowance, retain the benefit of this income and receive, in addition, an allowance of EUR 365,45 per month paid by the ADEM.
- If the unemployment benefits or other allowance, is less than the social minimum wage for unskilled workers, the jobseeker receives an allowance equal to the social minimum wage for unskilled workers and the allowance of EUR 365,45 per month paid by the ADEM.

# Employment reintegration contract (CRE)

- The employer may pay the jobseeker an optional performance bonus.
- Under a CRE, the employer does not receive any financial support, but only pays a share of the salary normally due.
- On the basis of an invoice from ADEM, the employer pays ADEM a monthly share of 50% of the non qualified minimum social salary.
- The Luxembourg employment fund pays 100% of the employer's part of social security contributions.

## 4.3 Language training vouchers

Vouchers for language training programs

- can be granted to registered jobseekers to enhance their employability
- enable attendance to language courses (LUX, FR, GER, ENG) with a state approved association\*

### Procedure:

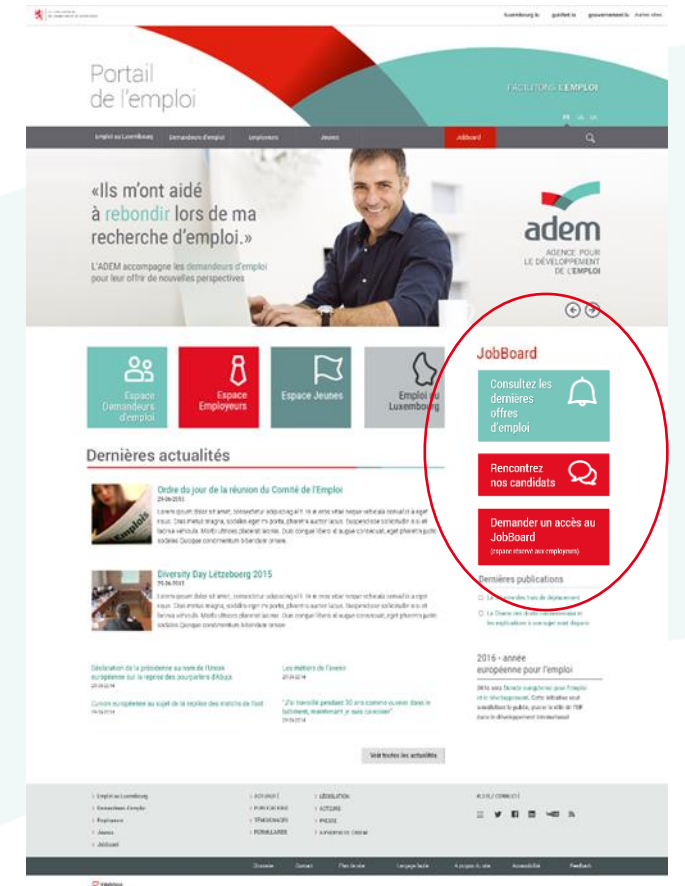
Jobseekers can apply for these vouchers with their personal ADEM advisor. The latter provides the jobseeker with a list of approved bodies that offer these trainings.



\*approved and authorized by the MENJE – SFA (service formation des adultes)

# Employment portal [www.adem.lu](http://www.adem.lu)

- Easy access for :
  - Job seekers
  - Employers
  - Students
- Access to **JobBoard** - online job search portal
  - Available in FR, DE & EN



## 4.4 JobBoard

- **20,000+** candidates currently registered
- **2,200 average monthly contacts on jobseekers' request** (validation by ADEM's agents)
- **2,179 employers** have activated their access to  
→ **1,700 average monthly contact requests for jobseekers' details**



[www.adem.lu](http://www.adem.lu)

**JobBoard**, votre nouveau réflexe  
recrutement en ligne.

Vous êtes à la recherche de nouvelles compétences pour votre entreprise ?  
Rendez-vous sur [www.adem.lu](http://www.adem.lu) et consultez librement les profils  
des candidats inscrits à l'ADEM.

AGENCE POUR LE DÉVELOPPEMENT DE L'EMPLOI

[www.adem.lu](http://www.adem.lu)



**adem**

FACILITONS L'EMPLOI



## 4.5 Start your Business

**Training and coaching program** for jobseekers registered with ADEM.

StartYourBusiness is a collaboration between Chamber of Commerce, Chamber of Crafts, House of Training, House of Entrepreneurship, Nyuko, Touchpoints and ADEM.

### Objective:

StartYourBusiness is aimed at job seekers who have an entrepreneurial project and want to prepare the start of this project

# Request for the Dispensation

## Business creation/takeover/unemployment

### ➤ Art L.521-9 (5): supplemented by 5 new subparagraphs

The condition provided for in Article L.521-3 point 4 of being ready to accept any suitable job does not apply to an unemployed person for a maximum period of 6 months if he or she receives compensation and who, upon request and after approval by the Agency for work preparing to set up a business or take over an existing business during the period of compensation (...)

# 5. Residence permit

# Private life for job search or business creation purposes

This residence permit enables **third country national** :

- researchers who have successfully terminated their research project in Luxembourg
- students having obtained a Master degree or PhD in Luxembourg

to register as a jobseeker with ADEM and to obtain the unemployment benefits in compliance with the relevant law.

This document is valid for a period of 9 months and not renewable.



# Supporting Documents

- a copy of a valid passport and recent extract from the criminal record in Luxembourg;
- proof of the successfully completed research work or diploma in Luxembourg;
- proof of comprehensive health insurance valid in Luxembourg (Caisse Nationale de Santé CNS);
- proof of sufficient resources to cover living expenses during the stay;
- before the expiry of the residence permit for job search or business creation purposes, applicants must submit an application for an authorization to stay as a salaried worker or as a self-employed worker;
- the salaried or self-employed work must be in relation with the academic background.

