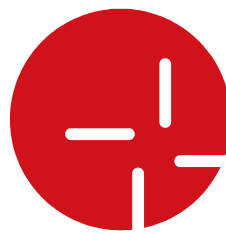


PRO FAMILIA
SCHWEIZ
SUISSE
SVIZZERA

JOB SEARCH GUIDE

A JOB SEARCH GUIDE FOR UKRAINIAN REFUGEES
WITH THE PROTECTION STATUS S IN SWITZERLAND

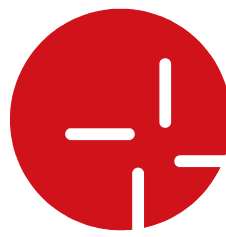


PRO FAMILIA
SCHWEIZ
SUISSE
SVIZZERA

This guide is designed to help Ukrainian refugees find employment in Switzerland.

TABLE OF CONTENTS

1. Introduction
2. Application for the Protection Status S
3. Diploma Recognition
4. Language Skills
5. Job Offers
6. Consulting Centers
7. Child Care
8. Finance
9. Initial Training
10. Continuing Education
11. Other Information
12. Practical Example: Interviewing Three Ukrainians
13. Conclusion



1. INTRODUCTION

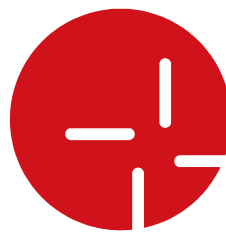
With this guide, Pro Familia Switzerland aims to help the Ukrainian population to find a job, by highlighting and summarizing the various steps involved in taking up a professional activity once arrived in Switzerland.

At the present time, around 12% of people with the protection status S are working in Switzerland (SEM, 2023). Job search is proving to be difficult, even though all sectors in Switzerland are affected by the shortage of skilled labor.

The following five sectors are particularly affected by labor shortages (Pillinger, 2022):

- Restaurants and hotels
- The IT and machinery sectors
- Manufacturing and goods production
- The health and social services sector
- Construction and public work

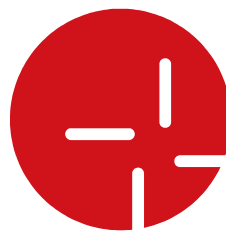
The guide provides information on applying for the protection status S, diploma recognition, language requirements, job opportunities and where to apply, and the various advice centers available to the Ukrainian population. It also provides information on childcare solutions, financial aid, and initial and further training courses.



2. APPLICATION FOR THE PROTECTION STATUS S

To be able to work, you must apply for **the protection status S** and obtain a **work permit**.

- Apply [online](#) for the protection status S. You will then be given an appointment at one of the federal asylum centers. You will then be registered with a canton. From the date you submit your application, the canton will register you with a health insurance company.
- Further information (in German) on the protection status S can be found on this [factsheet](#).
- [Here](#) you will find information (in German) about working in Switzerland for people with the protection status S and on the procedure for obtaining work.
- If you have any general questions about the protection status S, please send an e-mail to: ukraine@sem.admin.ch
- As soon as you are hired, your employer will apply for a work permit from the canton where you work. You will then receive a work permit in the form of a confirmation letter.



3. DIPLOMA RECOGNITION

Most professions are not regulated in Switzerland and can therefore be practiced without the recognition of a foreign diploma.

If you wish to work in a **regulated profession** (e.g. doctor, teacher, architect, notary), you will need to have your foreign diploma recognized.

- [Here](#) you'll find (In German) a list of regulated professions and activities in Switzerland.
- On that list, you will also find the authority responsible for the recognition procedure, which you should contact.
- [Here](#) you will find information on the application procedure.

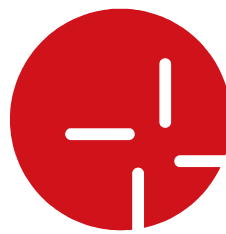
4. LANGUAGE SKILLS

In many fields of activity, a basic **knowledge in one of the national languages** (German, French or Italian, depending on the canton) is an advantage, if not a necessity. Many people also speak English.

For translations, you can use the online tool [deepl.com/translator](https://www.deepl.com/translator).

Here you'll find a list of different ways to improve your language skills:

- The [lologu](#) platform offers free online German, French and English courses.
- [Babbel](#) offers free German, Polish and English courses for Ukrainians.
- [Mondly](#) is a free learning platform offering courses in German, French and Italian, among others.
- Ukrainian and German learning videos: [youtube.com](https://www.youtube.com) contains Ukrainian and German learning videos.



- To find out about courses available in your canton, visit [your canton's website](#).

You can find further offers and tips for language learning at helpful.redcross.ch.

5. JOB OFFERS

On the following pages, you will find **positions that have been explicitly advertised for Ukrainians** who have fled their country:

- jobcloud.ch
- hiretheukrainian.com
- adeccojobsforukraine.com
- [Jobs für Ukrainer. Arbeit für Ukrainer. \(randstad.ch\)](https://randstad.ch)

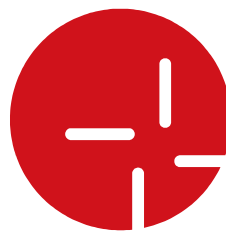
Below you'll find other websites with job offers you may be able to apply for:

- job-room.ch
- jobs.ch
- jobscout24.ch
- jobagent.ch

6. CONSULTING CENTERS

If you need support in your job search, these advisory services can help:

- [Here](#) you'll find (in German) a list of integration advisory services in different cantons and cities.
- If you need support in your job search, you can register with the



[employment service](#).

- Recruitment agencies, such as [randstad.ch](#), can help you in your job search.

7. CHILD CARE

If you have children and need to look after them during your working hours for instance, there are a number of options available: crèches, playgroups and all-day schools. However, it's not easy to find available spots, and these services are not free. Some cantons and communes offer financial support. For more information, contact your local authority.

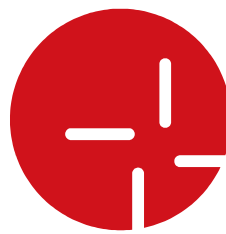
On [kibesuisse.ch](#), you'll find lists of extra-familial and extra-curricular childcare options.

8. FINANCE

With the protection status S, you are in principle, entitled to social assistance if you cannot earn your own living (food, clothing, personal care, housing, etc.).

If you work and earn your own living and support your family financially, you will not normally receive social assistance. However, if your salary is not sufficient to cover your needs or those of your family, you can still receive additional social assistance.

The Swiss Conference of Social Welfare Institutions is a professional association for the social welfare sector. They will happily answer any questions you may have about social welfare for people with the protection status S in Switzerland: <https://skos.ch/themen/gefluechtete-aus-der-ukraine>



9. INITIAL TRAINING

The initial education system in Switzerland consists of compulsory schooling (up to age 15) followed up by post-compulsory education (general or vocational), which is free of charge. It's important to be aware of the different training options available after compulsory schooling, bearing in mind that Switzerland's education system allows students to switch from one course of study to another via a variety of gateways (FDFA, 2021). If you have children of school age, contact your local authority. They can help you find a place at a school near you.

For more information on initial training courses :

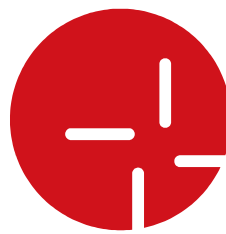
- [Освіта в Швейцарії для біженців із України \(redcross.ch\)](https://www.redcross.ch)

The following diagram illustrates the Swiss education system:

- [Diagram — Home \(edk.ch\)](https://www.edk.ch)

10. CONTINUING EDUCATION

At the tertiary level of education in Switzerland, **universities** offer people with the protection status S the opportunity to start or continue higher education and acquire a degree recognized in Switzerland (Bachelor's, Master's and Doctorate). A degree can be awarded by a University of Applied Sciences (HES), a University of Teacher Education (HEP) or a Public University. **Higher vocational training** also allows people with the protection status S who already have had vocational training to specialize in various technical fields or in business management. If you're interested in enrolling in one of these courses, you will need to find out about the school coverage of the desired field of training and contact it directly.



Here you will find :

Information on **Swiss universities** for refugees:

- [Welcome to - study in Switzerland](#)

Information on access to **universities of applied sciences** in Switzerland:

- [Perspectives – Studies - Perspektiven - Studium - Perspektiven - Studium](#)

An overview of various study courses in **Swiss universities**:

- studyprogrammes.ch/en/start

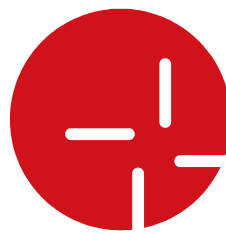
General information on apprenticeships, professions, and training opportunities (in German):

- orientation.ch

11. OTHER INFORMATION

You'll find useful general information about your stay in Switzerland as well as a more detailed overview on the topic of "work" on helpful.redcross.ch.

This information is not exhaustive, and we recommend that you always contact the relevant authorities.

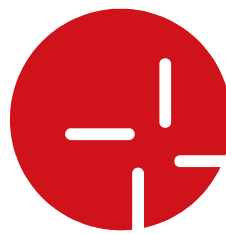


12. PRACTICAL EXAMPLE: INTERVIEW WITH FOUR UKRAINIAN WOMEN

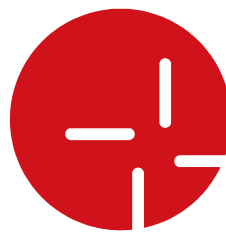
Pro Familia Switzerland interviewed four Ukrainian women living in Switzerland. The aim was to hear their experiences of finding a job in Switzerland, the difficulties they encountered and their advice on their job search.

These are the various tips put forward by these women:

- **Create personal contacts:** whether neighbors, friends or activity groups. It's important to make connections to help you in the job search process.
- **Get help from official bodies:** your local authority, your children's school, etc., can answer your questions and give you important information, such as childcare options in your area. Various organizations, such as Swiss Worker's Aid Society (OSEO) <https://www.sah-schweiz.ch/index.html>, help with social and professional integration. This also includes help with writing job applications (CV or cover letters).
- **Do some in-depth research into the professional sector that interests you:** use the Internet to find out what opportunities the Swiss job market has to offer in relation to your areas of interest. In addition, there are a number of agency programs specifically designed to support Ukrainian refugees.
- **Gather as much information as you can:** look at advertisements in local newspapers, in stores (Migros, Coop, Denner, etc.), and on job boards. Ask someone to help you write your CV/cover letter.



- **Individual contact:** send a message directly to people working in your desired sector with your application (and not just via job search agencies). This creates a direct link, opens certain doors in a more efficient manner and really helps you find a job you like.
- **Be proactive:** tell people you meet that you're looking for a job, explaining what you like to do and what field you'd like to work in. Look everywhere to create opportunities.
- **Language learning:** find language courses in German/Italian/French or English. Language schools also impart a wealth of knowledge about professional/social integration and are a good place to make social contacts.
- **Try to adapt and be open to new opportunities:** learn what your strengths and weaknesses are, what you can do for Switzerland, how you can position yourself. Assume that what you learned in Ukraine doesn't always work for Switzerland, and that you may need to change careers or reorient yourself.
- **When it comes to childcare:** organizations and associations organize activities for children (vacation passes for instance), playgroups and so on. On [kibesuisse.ch](https://www.kibesuisse.ch), you'll find lists of extra-familial and extra-curricular childcare options.



Here are bits of the testimonials from these women:

Olga Barben:

“When I arrived in Switzerland, I started to learn the language and, at the same time, I was looking at the advertisements to see where I could fit in, in Switzerland, in relation to what I already knew, in relation to my professional experience. Fortunately, my professional experience was c, because in Ukraine, I successfully obtained three universities diploma. These experiences have already given me the certainty that I'll be able to find a job in any case.

I signed up with all the recruitment agencies, but you know, it didn't help me at all. I had two or three meetings with the directors of these agencies, who told me "Mrs Barben, you're overqualified, you've studied too much, we can't help you find a job.”

Ukrainian women who want to live in Switzerland and, above all, adapt as quickly as possible, have to come with the certainty that everything we learned in Ukraine, here, may not work at all.

You have to start from the beginning, really. You have to learn a lot, you have to see how people react, you really have to be observant, to find out where you stand.” (freely translated from French)

Myroslava Volosko:

“Currently, my job is connected to biological research. It's an internship in neuroscience. [...] I think I was really lucky to find the perfect position because in the lab I really suited all their requirements. But before, when I tried to find a job, I wasn't quite qualified enough for being accepted for jobs. In my job research it was really important to not just search on these websites for job research, but to do it more individually. I knew what I wanted to do. I searched some companies or laboratories and institutes and messaged them directly. I think it's more chance to get really a nice job, what you want to do, what you like, if you message directly and contact individually.”



Elena Orap:

“In Ukraine I worked as an architect and designer. All of my projects just stopped on February 24th of 2022. I was completely out of any jobs. So accidentally we were here. I started looking for a job, but the main obstacle of course is the language. After several months of our shock of being here, I started to explore things. For example, as I was involved in artistic environments in Kiev, I was wondering what is going on here. I met an artist, and he advised me to go on the EPFL website. I was not even aware of its existence. So it was accidentally but when you start to do little things, something appears. My first intention was to look for architectural office, because I was a practicing architect. There are a lot of possibilities, but you have to make research on the market and all the possibilities.”

For a fuller account of these Ukrainian women's experience of the Swiss job market, you can view the videos by clicking on the link below:

[Families from Ukraine - Pro Familia Schweiz](#)

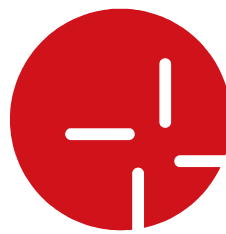
13. CONCLUSION

If you want to find a job when you arrive in Switzerland, it's important to find out about the various steps you need to take to achieve this goal. It's not always easy to find all the information you need, so this guide outlines the main steps, gives advice, and refers you to the relevant sites.

First of all, you need to apply for the protection status S to obtain a work permit. Secondly, if you hold a foreign diploma in a profession regulated in Switzerland, you must have it recognized.

Basic knowledge in one of the national languages, the language depending on the region in which you live, is a crucial asset when looking for a job. Most cantons offer free language courses for Ukrainian refugees.

Numerous job boards post new vacancies every day, which you can apply



PRO FAMILIA
SCHWEIZ
SUISSE
SVIZZERA

for directly. Additionally, help centers are available to give you advice and support in your job search process.

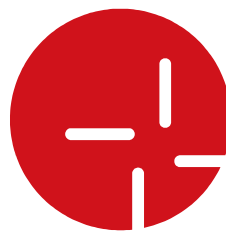
When it comes to childcare, there are several options, including crèches, family day-care and after-school care facilities.

You can apply for certain social benefits that can help you if you are in a precarious financial situation.

The Swiss education system offers many opportunities for both initial and continuing training. For example, you can take or continue a course of training with the aim of obtaining a diploma.

The job search process can sometimes seem long and vague, so it's important and reassuring to know that other people have been through it, and to be able to listen to their experiences, advice, and difficulties, as is the case with the videos we suggested above.

Pro Familia Switzerland has a page on its website dedicated to Ukrainians, translated in German, French and English.



14. BIBLIOGRAPHY

Federal Department of Foreign Affairs FDFA. (2021). Education. (<https://www.eda.admin.ch/aboutswitzerland/en/home/bildung-wissenschaft/bildung.html> consulted on July 12, 2023)

Pillinger, F. (2022). Offene Stellen in der Schweiz - in welchen Branchen?. Ostjob. (<https://www.ostjob.ch/ratgeber/artikel/442/offene-stellen-in-welchen-branchen> consulted on July 12, 2022)

State Secretariat for Migration SEM. (2023). Weekly statistics: Persons with Protection Status 'S' in employment. Statistics from 28.09.2023. (<https://www.sem.admin.ch/sem/en/home/asyl/ukraine/statistiken.html> consulted on October 03, 2023)