

Information and advice concerning working in Luxembourg



AGENCE POUR
LE DÉVELOPPEMENT
DE L'EMPLOI

I. The Luxembourg labour market

Luxembourg is a country with a strong industrial tradition, as is illustrated by the fact that a great many large international companies are based in the Grand Duchy (for example ArcelorMittal, DuPont de Nemours, Goodyear, Guardian, etc.).

Approximately 7% of employees work in the manufacturing sector. However, the economic structure of Luxembourg is nowadays dominated by the services sector (accounting for some 80% of jobs), which is stimulated by the remarkable development of the banking and financial sectors.

Over the course of the last decades, Luxembourg has put a great deal of effort into diversifying its economy. The media and ICT sectors (SES, RTL Group, Amazon, iTunes, Microsoft, Skype, etc.), together with the new technologies in the healthcare, logistics and environmental technology sectors, provide new linchpins for diversification. In addition, Luxembourg invests massive amounts in research and technological development, and is home not only to the University of Luxembourg but also to numerous internationally renowned research institutes.

One of the distinctive features of Luxembourg is its international and multicultural environment. The population of the Grand Duchy is now made up of nearly 170 different nationalities, and approximately 46% of the inhabitants are foreigners. Moreover, the Luxembourg labour market is characterised by a very substantial number of cross-border workers. Nearly one in every two employees commutes daily from France, Belgium or Germany to his or her place of work.



II. Linguistic skills

Good linguistic skills are a must on the Luxembourg labour market. The language of the workplace may be Luxembourgish, French, German, English or even Portuguese (the latter is particularly widespread in the construction sector). English is the language in daily use in the financial sector, in international companies and in the country's research institutes. A good knowledge of the Luxembourgish language is useful in the public and municipal administrations and in the education and healthcare sectors.



Do you want to learn Luxembourgish?

Visit the official portal of the Grand Duchy of Luxembourg at www.luxembourg.lu (under the heading: languages) to find out where you can learn Luxembourgish in Luxembourg or in the surrounding „Greater Region“.

III. Accessing the labour market

As an EU citizen, you have unrestricted access to the Luxembourg labour market. You don't need a work permit. The same applies if you come from Iceland, Liechtenstein, Norway or Switzerland.

If you are a citizen of a country situated outside the EU, you will need a work permit stating whether, and in what form, you are authorised to engage in a professional activity. Further information is available on the Luxembourg administrative portal www.guichet.lu, under the heading „Immigration“.



IV. Taxation and social security

If you work in Luxembourg, you are insured and taxed in the Grand Duchy. Your employer declares you to the Luxembourg Joint Social Security Centre (Centre commun de la sécurité sociale luxembourgeoise). You then receive a social security card.

In Luxembourg, there is one main sickness insurance scheme, the CNS (Caisse nationale de santé). It is responsible not only for providing benefits in kind (for example, medical treatment) but also for the payment of cash benefits (for example, sick pay). Public sector employees, for their part, are insured with the sickness insurance scheme covering their particular sector: the CMFEP, the CMFEC or the EMCFL.

Income tax is paid directly by your employer to the Direct Taxes Office in Luxembourg. After one calendar year, you are required to submit a tax return. On the basis of the information provided by you, the tax office verifies whether or not you are entitled to a refund.





Registering as a self-employed person

Self-employed workers must register with the Joint Social Security Centre (CCSS – Centre commun de la sécurité sociale). Craftspersons, traders and manufacturers are required to register once their business permit has been drawn up within the CCSS. Self-employed workers may in addition become, via the CCSS, voluntary members of the Employers' Mutual Insurance Fund (Mutualité des employeurs) in order to cover themselves against a possible loss of income should they fall sick. (Additional information is available at www.guichet.lu).

Are you working as a cross-border worker in Luxembourg?

As a cross-border worker, you are entitled to receive medical treatment in Luxembourg and in your country of residence. The Luxembourg sickness insurance scheme (CNS) has published a complete guide for cross-border workers which provides information on matters such as sickness insurance, inability to work, family allowances, etc. (available on the CNS website <https://cns.public.lu>)

Do you want to know how much your net salary amounts to?

By consulting the website www.calculatrice.lu, you can calculate the amount of your net salary. All you have to do is to enter your gross salary and some details concerning your matrimonial status and your work. Your net salary and the taxes and social security contributions you pay (pension insurance, sickness insurance, nursing-care insurance) are calculated automatically.

V. Recognition of diplomas and certificates

Due to the international nature of the labour market in Luxembourg, recruitment managers will not necessarily know about your training or professional qualifications obtained abroad. In addition, some professions in Luxembourg (for example, certain self-employed professions, business professions, craft professions, healthcare professions and social professions) require the recognition of diplomas and/or professional qualifications. Consequently, if you are looking for a job in Luxembourg, we recommend that you establish whether your diplomas or qualifications are recognised. You will find all useful information on the portal www.gui-chet.lu (under „Citizens → Employment → Recognition of foreign qualifications“).



VI. Labour law

There is a minimum social wage in Luxembourg, the amount of which depends on the age and qualifications of the employee. All employers established in Luxembourg are required to respect this, and are not permitted to pay wages at a rate lower than that minimum amount. Salaries, wages and social benefits (including the minimum social wage) are index-linked to changes in the cost of living.

Each employee is entitled to a minimum of 26 days' holiday, calculated pro rata by reference to the number of hours worked per week. However, the number of days of holiday leave may be increased pursuant to a collective agreement or an agreement concluded on an individual basis between the employer and the employee. The normal weekly working time is 40 hours.



VII. Applying for a job in Luxembourg

In Luxembourg, there is no single, one-size-fits-all procedure for the submission and handling of job applications. Applications are often submitted online or by e-mail. You should therefore take careful note of the application procedure to be followed, as set out in the job advertisement; if necessary, seek further information regarding the procedure that you need to follow.

Unless otherwise indicated, you should always formulate your application in the language in which the job advertisement is written. An application will normally consist of a covering letter and a curriculum vitae.



Would you like some suggestions on how to prepare your job application?

On the Europass web page (<https://europass.cedefop.europa.eu>) you will find useful information and examples to help you prepare your CV and your covering letter.



VIII. Seeking employment in Luxembourg

Where can I find job advertisements?

Newspapers

Numerous job advertisements are published in the press, in particular the Saturday editions of the *Luxemburger Wort* and the *Tageblatt* or the Friday editions of the *Lëtzebuerger Land* and *L'Essentiel*.

Employment websites on the internet

You can consult job advertisements on various websites, such as www.moovijob.lu, www.jobs.lu, www.monster.lu, <https://jobs.paperjam.lu> or www.jobfinder.lu and www.indeed.lu.

If you are particularly interested in vacancies in the ICT sector, or in working as a member of a liberal profession, we recommend that you consult the sites www.ictjob.lu, www.nexten.io and www.siliconluxembourg.lu.

Comprehensive information about the selection and recruitment of staff to work for the Luxembourg State can be found on the internet portal www.govjobs.public.lu.

Job fairs

Job fairs are held in Luxembourg and the bordering regions throughout the year. Moovijob organises three job fairs each year in Luxembourg and others in the surrounding „Greater Region“ (www.moovijob.com). In addition, RTL presents the RTL Jobdag thrice yearly in cooperation with Luxembourg's National Employment Agency (ADEM – Agence pour le développement de l'emploi) and other partners.

Applying directly to companies

Many Luxembourg companies also publish their job advertisements on their own websites. In order to obtain a comprehensive overview of the principal companies in the Grand Duchy of Luxembourg, you should search under „Répertoire des entreprises luxembourgeoises“ on the Statistic portal (<https://statistiques.public.lu>).

Temporary employment agencies frequently offer a wide range of job possibilities. The list of temporary employment agencies in Luxembourg is available on ADEM's internet portal (www.adem.lu), under the heading „Jobseekers → Finding job offers“.



Who can help me to find a job?

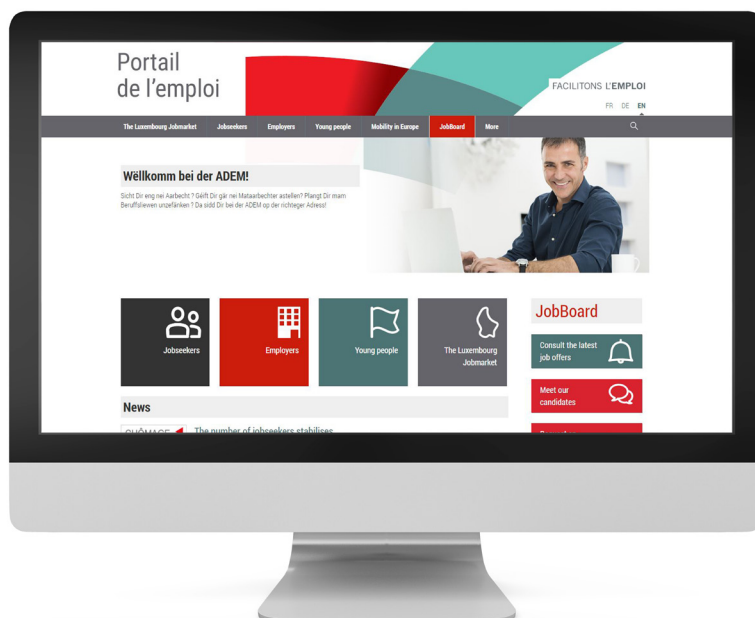
National Employment Agency (ADEM)

The National Employment Agency (ADEM – Agence pour le développement de l'emploi) is the public employment service in Luxembourg. ADEM's mission is to help you in your quest for a job, to provide you with advice, to come up with solutions which best reflect your situation and to send you job advertisements. Anyone looking for employment in the Grand Duchy may register as a jobseeker, provided he/she fulfils the criteria for carrying on a professional activity in Luxembourg and is available for employment. Jobseekers must report at regular intervals laid down by ADEM.

In addition to having the support of a specialist counsellor, all jobseekers also enjoy free access to ADEM's JobBoard. The JobBoard provides direct access to job offers declared to ADEM. ADEM's JobBoard also publishes jobseekers' profiles, thereby enabling employers to independently search for those candidates who best match their job offers. In addition, jobseekers can post their CV on the JobBoard in order to increase their chances on the job market.

Do you want to register as a jobseeker with ADEM?

All you have to do is to phone ADEM's Contact Center on (+352) 247-88 888. The Contact Center will then arrange an appointment for you to meet with an ADEM counsellor in order to finalise your registration. It will immediately send you a letter or e-mail specifying the date and address for the appointment, together with the documents that you will need to bring with you.



www.adem.lu

EURES

EURES (European Employment Services) is a network for cooperation between the European Commission and the public employment services of the Member States of the European Economic Area.

EURES supports jobseekers in their quest for employment in Europe. Numerous job vacancies in Europe – including in Luxembourg – are published on its website. In addition, EURES provides information concerning living and working conditions in other European countries.

(<https://ec.europa/eures/public/en>).

There is also the cross-border network „EURES Grande Région“ (<https://www.eures-granderegion.eu/fr>). The partnership between Rhineland-Palatinate, Saarland, Belgium, France and Luxembourg seeks to resolve questions relating to cross-border professional mobility (workers' rights, taxation, social security).

EURAXESS Luxembourg

EURAXESS Luxembourg is the contact point for the mobility of all researchers and scientific personnel. The EURAXESS Luxembourg portal posts job offers in the fields of research and development published by the University of Luxembourg, public research bodies and private companies. The „Foreign Researcher's Guide to Luxembourg“, available in English, can be downloaded on the EURAXESS portal.

<http://www.euraxess.lu/>



Contact the EURES Luxembourg consultants at:

eures@adem.etat.lu



IX. Useful links

<http://www.adem.lu> (DE, FR, EN)

Jobseekers, employers and young persons starting out on their careers will find important information about the Luxembourg labour market, as well as on topics such as looking for a job, financial help, vocational training and much more, on ADEM's website.

<http://www.eures-granderegion.eu/en> (DE, FR)

The website of the EURES Grande Région network provides information to jobseekers, cross-border workers, employers and young persons concerning matters relating to cross-border professional mobility (such as workers' rights, taxation, social security, etc.). You will also find here a list of EURES counsellors for the cross-border region of Saarland-Lorraine-Wallonia-Luxembourg-Rhineland-Palatinate.

<http://www.guichet.lu> (DE, FR, EN)

On Luxembourg's administrative website, citizens and businesses will find detailed information concerning all aspects of daily life (work, taxation, social/health questions, education, financing and subsidies, etc.), as well as on specific administrative procedures.

<http://www.itm.lu> (FR)

The website of the Labour and Mines Inspectorate (ITM – Inspection du Travail et des Mines) provides information on important matters concerning labour law as well as safety and health in the workplace. It also includes useful specimen contracts (e.g. specimen contracts of employment), and model letters (e.g. model dismissal letters). ITM's Help Call Center can also be contacted by telephone (+352 247 76 100) or by e-mail at helpcenter@itm.etat.lu.

<http://www.csl.lu> (FR)

The website of the Chamber of Employees (CSL – Chambre des salariés) provides a great deal of information about workers' rights and also, amongst other things, information concerning the different types of employment contracts, as well as standard-form letters, standard-form contracts and application forms.

<http://www.luxembourg.public.lu> (DE, FR, EN)

The official internet portal of the Grand Duchy of Luxembourg provides interesting information about the Luxembourg State, as well as information on matters such as living, working, studying and investing in Luxembourg.





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<https://ec.europa.eu/eures/public/en>
www.adem.lu

