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1 Introduction

WHO SHOULD READ THIS BOOKLET?

A lot of people want to work abroad at some stage in their career and travelling once finals are over is a very attractive prospect. The information in this booklet is intended for those who want to work outside Europe. For information relating specifically to European countries you should look to the booklet Working in Europe – first steps which is available from your university careers service.

This booklet is written from the standpoint of UK nationals. Overseas students will find the booklet Careers and further study for international students to be particularly useful. This information is not intended to be comprehensive but rather a starting point and hopefully an encouragement in your exploration of opportunities abroad.

What are the advantages of working abroad?

• Employers will be impressed by your initiative in gaining a position abroad, your motivation to follow through and make it a success and the self-reliance you inevitably develop in a foreign country.
• Working abroad will disprove some of the pre-conceived notions and stereotypes you may have. Cultural sensitivity is an important personal skill in its own right, but it’s also important in business and in the classroom. The ability to communicate and work as a team with people from a broad range of cultural backgrounds is an invaluable life skill that will look great on your CV.
• Working within a different social, political and economic system will have given you new insights and a different perspective.
• You may pick up and improve your language skills and establish contacts that open up opportunities not available to other graduates.

Points to remember

It is important to be aware that the British university system is not generally understood in most parts of the world.
• The idea that you can study a subject for its own sake and then look for work in a completely different field can seem odd. In many countries a degree in engineering means a career in engineering, a degree in literature means a career in teaching.
• Students abroad usually spend longer getting their degrees. A BA or BSc degree gained in three years can be met with scepticism: ‘A degree in only six semesters?’
• Your degree may not have the same credibility. British graduates are often dismayed to find that their degree is regarded as ‘only a Bachelors’ in the USA, for example, where a Masters degree is much more usual than in Britain.
• The graduate job market varies enormously from country to country.
• In some countries graduate job fairs are used much more extensively and you will often be expected to canvass actively for jobs – tactics that would get you disqualified in Britain.
• Teachers, in particular, can be shocked to learn that often they stand very little chance of getting into state schools, because such jobs are reserved for nationals of the country.
• Being a foreigner with English as a mother tongue can have advantages but many British and American firms prefer to hire local labour. In the republics of the former Soviet Union, for example, it is common practice for contracts to stipulate that foreign firms will employ and train local labour.

Things to consider before making a decision

• Climate and location are incredibly important. Be realistic about the sorts of conditions you can cope with. How well would you function in a consistently hot and humid climate or, conversely, in minus degree temperatures? How would you deal with life in a small village hundreds of miles from the nearest shopping mall?
• Working abroad can be more of a time commitment than you think: the one-year stay can easily become two or three. Getting meaningful work experience for a period of only a year can be difficult.
• Language skills take a long time to acquire and even if English is widespread in the work situation you will be limited socially if you do not have a reasonable command of the language.
• If you go abroad with a partner remember that they will have challenges and difficulties as well, and you need to take this into account.
2 Maximising the benefits

Working abroad can be a life-changing experience or it can simply be a long holiday. Maximising the benefit depends on sound preparation and planning.

What do you want to get out of it?

- You may simply want to get the dust of university out of your hair and there’s nothing wrong with that, but working in a bar in Melbourne is pretty much the same as working in a bar in Manchester. Long-haul holidays are commonplace so don’t expect anybody to be particularly impressed.
- Don’t use time abroad as an excuse for putting off thinking about your career. You will have to make those same difficult decisions sooner or later wherever you are.
- Keep an eye on your future career. Even if the job you are doing has little relevance to your future career you may still be able to do some voluntary work to keep your hand in and, crucially, to keep your CV moving.
- Keep a diary of your experiences, accomplishments and the skills you acquire.
- Keep in touch with your university careers service. Get to know a careers adviser before you go and use him or her while you are away. Internet cafés enable you to get advice and to make applications online.
- Allay your parents’ worries by letting them know you are still actively planning your career (even if it is a little vague).

Returning home

- Prepare your return. A postgraduate course can be a very useful way of re-orienting yourself to the job scene.
- Be prepared for some reverse culture shock. You will have changed while you were away and so will Britain.
- Your friends are likely to have made progress in their chosen careers while you were away. Don’t be resentful. Remember it was your choice to go abroad and that the benefits are only likely to kick in later.
- Be prepared for people to be snobby about your experience, particularly if you earned a lot of money.
- You may find yourself to be a little out of touch regarding developments in your profession. Teachers may not be up to speed on the latest in the National Curriculum, for example.

3 Opportunities during your student years

Many students have the opportunity to spend time abroad as part of their course.

Even if your course does not automatically provide for a year abroad you may be able to negotiate a placement year on an individual basis. You should be able to list the advantages that a year abroad would bring and how it would deepen your understanding of the subject. Your institution will most likely expect you to find a placement yourself but you should start your search by letting your tutors know what you have in mind as many of the most interesting placements come from tutors’ personal contacts. Broadcast the fact that you want a placement abroad as leads can result from quite unlikely sources. Above all, be prepared to be pro-active and persistent.

Don’t forget the established programmes which can help you find work, such as AIESEC and Council on International Educational Exchange (CIEE)’s internships in the USA, Canada and New Zealand. Placements in the USA must be related to your course of study.
4 Opportunities for those with limited experience

Casual work
Working holidays are a popular way for students and graduates to finance a year off or a trip around the world. The developed economies of Western Europe, Australia, New Zealand and North America offer the best opportunities because you are less likely to be competing with local job seekers.

Most people find work in the hospitality industry, working in hotels and bars, in the retail sector and as seasonal labour in agriculture. When planning your trip be sure to check the current visa conditions for the countries you intend to visit. Visit Prospects.ac.uk and look at the Explore working abroad section for this kind of information. There are a number of guides to casual work abroad (see Information Sources). A selection of these is probably available in your university careers service.

Teaching
Teaching English as a foreign language (TEFL) is one of the best ways to get a worthwhile job overseas and actually accounts for more short-term opportunities than any other category of work. You will usually be teaching in private language schools, though some schemes will employ you as a teaching assistant in state schools. The CIEE Teach in China and Teach in Thailand programmes are typical, as is the JET scheme (CIEE sponsored) which offers longer-term teaching posts in Japan.

You don’t necessarily need to have a TEFL qualification to get a job, although it can be an advantage. Also you don’t need to have a degree in English or modern languages. Detailed information is contained in the AGCAS Occupational Profile English as a foreign language teacher.

Voluntary work abroad
Volunteers are needed in education, health, technical trades, crafts, engineering, natural resources including agriculture, social and community work and business development. Agencies recruit for specific vacancies in response to requests from the governments concerned.

Projects often ask for a commitment of two years, and in some cases there is a minimum age limit.

As a volunteer you will live and work as a member of the community, working at grass roots level, sharing your skills and earning local rates of pay. Whatever you are involved in, from English teaching to agricultural engineering, your responsibilities are likely to be far broader than in similar work in the West. You are likely to be heavily involved in training local people to take over your work. In most cases you will need to gain a relevant professional qualification and work experience before you go. Enthusiasm alone is not enough but personal qualities are very important. You will need to be adaptable, self-sufficient and resilient and you will have to have a sense of humour and emotional maturity.

You should check the requirements, aims and philosophies of any agency you apply to. Many will have a Christian ethos. Make sure you have a realistic idea of the contribution you can make and have researched what is expected of you. Most agencies can put you in touch with a returned volunteer who can give you first-hand information.

Organisations sending volunteers abroad include the following:

Voluntary Service Overseas (VSO) is probably the best known. Approximately 900 volunteers, 40% of whom work in education, go to work for VSO every year, mainly in Africa, Asia, the Caribbean, Papua New Guinea, the Pacific and China. VSO also co-sponsors United Nations volunteers. VSO needs a wide range of skills for its very diverse projects. At present the average age of volunteers is 33 and there are only rarely vacancies for inexperienced graduates. Occasionally, new graduates in maths, science and modern languages including English may gain a post as a teacher in China. Do not be too disheartened if your first application is unsuccessful - you may be able to re-apply after developing your skills. Current job vacancies are posted on the VSO website. Further information (including a video) is usually available from your university careers service.

Concern Worldwide is a non-denominational organisation working with local agencies in 18 different developing countries. Two-year placements are available for professionals, usually with two years’ post-qualification experience, in teaching, health care, farming and engineering.
Skillshare International sends skilled and experienced people to work in South Africa, Tanzania, Uganda and India. They respond to requests from these governments for a wide range of skills and professions, especially in engineering, health, English language teaching and for trainers of vocational and technical subjects.

United Nations Association International Service (UNAIS) works in Latin America, West Africa and the Middle East and sends experienced personnel on two-year contracts. About 30 vacancies a year are advertised in the general and professional press. Work experience is essential, as is an ability to learn a foreign language as none of the countries in which UNAIS operates is English speaking.

World Service Enquiry (Christians Abroad) acts principally as an information and advisory centre for work abroad, for people of any faith, or none, mainly in the Third World. Full information is in their booklet World Service Enquiry which also contains an extensive list of names and addresses of organisations active in this field. A regular monthly vacancy update, Opportunities Abroad, is also available and should be in your university careers service. Many local churches have links with specific projects overseas and those, even without relevant experience, who are able to pay or raise their own travel expenses may find useful contacts in this way.

Other organisations include:

International Workcamps. These provide opportunities for shorter-term voluntary work: agriculture, building or conservation work, teaching, playgroups, helping people with disabilities. Workcamp Organisers is published by the Co-ordinating Committee for International Voluntary Service (IVS). Revised every April, this contains details on over 800 workcamps in over 100 countries. Contact your nearest IVS office for a copy.

Kibbutzim in Israel. There are about 270 kibbutzim. Volunteers stay from three to six months, mainly helping with service jobs, farming and factory work. Apply in good time especially for summer work. The Vacation Work publication Kibbutz Volunteer gives contact addresses and an idea of the work involved. The main contact in Britain is Kibbutz Representatives.

Short-term work experience
In a number of countries graduates commonly start their careers by gaining experience from periods of short-term practical work experience. This can be either during vacations or immediately after graduation. There is no one way of obtaining one of these placements; they are usually keenly sought and you will be in competition with local students. It is important to start planning and researching possible opportunities as early as you can and make the most of the contacts you have.

In the USA these placements are called internships, and can be arranged via the Council on International Educational Exchange (CIEE). There is also an excellent guide Internships published annually by Peterson’s which lists nearly 50,000 paid and unpaid opportunities.

Short-term training opportunities
A variety of short-term opportunities are available in a number of international organisations and they can often provide useful experience for permanent or longer-term employment overseas. Chapter 9, Organisations Recruiting for Overseas Posts, includes names and addresses of a variety of international organisations.

Stagiaire schemes within the European Community’s institutions
Some of the institutions of the European Community operate a stagiaire scheme. Young graduates are taken on for short-term (normally five month) attachments to either administrative or linguistic staffs. These posts could be paid or unpaid. As with permanent posts, each of the Community’s institutions makes its own arrangements for recruiting stagiaires. Whilst experience as a stagiaire may be useful in helping you apply successfully for a permanent post it does not provide automatic entry.

The AGCAS booklet Working in Europe - first steps covers this scheme in detail.
Britain invests huge amounts of money abroad and there are commercial and cultural ties with all parts of the world. Many organisations require staff to spend time abroad but the pattern has changed a great deal in recent years.

- Improved travel and IT communications mean that few staff need to be based abroad permanently. It used to be common for export sales and marketing staff to live abroad permanently but now staff tend to be based in Britain with more frequent but shorter periods abroad and this has long been the practice with many city firms.
- Large organisations have tended to centralise their operations with one location acting as the HQ for the whole of Europe, for example.

Many organisations with international operations in such areas as civil engineering and accountancy have a policy of giving newly recruited staff overseas experience, often with two or three-year postings. It is common for staff at middle and senior level to travel abroad on a regular basis, as part of project management teams setting up new plant or advising on technical and management matters.

6 Permanent employment overseas direct from higher education

Only a very few British graduates can expect to be recruited directly to work overseas permanently but those that are successful tend to be highly paid with additional benefits such as free, independent schooling for children. Organisations which do recruit for overseas work include:

- The Diplomatic Service with approximately 25 vacancies annually at grade 8 (policy level, the equivalent of fast stream) and rather more at grade 9 (operational level). You would expect to spend half your time on overseas postings and the rest at the Foreign and Commonwealth Office in London.
- The British Council promotes Britain abroad and although it rarely recruits new graduates directly from university it does offer a longer-term career path for those who have had experience abroad.
- Some firms, such as ICI, have a European management training programme intended for those who will be posted abroad but recruiters tend to want nationals from the counties they are operating in. You can expect tough competition from foreign students who have attended UK and American universities.
- Some international banks, such as HSBC, recruit specifically for posts based overseas.

Sources of jobs

Graduates often ask their careers advisers for ‘a list of firms which do business in country X’. Unfortunately, such a thing does not exist, and although there are trade associations which promote commercial links, your research is more likely to generate indirect leads and background information than specific vacancies.

- Trade Partners UK helps British firms secure overseas sales and investments and has a...
useful Information Centre which provides statistics and market information. By making an appointment it is possible to visit their London office.

• Your local Jobcentre is linked to a database of overseas jobs which allows you to search by country and type of work though many of them are in general catering and retail work.
• Agencies such as Expertise in Labour Mobility offer useful information on job availability and recruitment practices in various countries.
• European Yellow Pages and Eurograduate have links to companies worldwide as well as in Europe.
• The careers service at the School of Oriental and African Studies (SOAS) produces a very useful Directory of International Employers covering 19 countries outside Europe and the USA. It is likely to be available at your university careers service.
• Recruitment agencies are increasingly involved in cross-border recruitment, and you will notice names such as EMDS who organise recruitment fairs both for Asian and European students from time to time.

British-based companies regularly recruit overseas graduates of British universities who are interested in making their careers in their home countries. Merchant banks, oil companies, food companies, strategy consultants, accountants and many others offer opportunities.

Whilst the number of overseas vacancies available to people directly after their degrees is small, there are many more which are available once you have gained experience. Indeed, the majority of organisations would not contemplate sending anyone abroad to represent them unless they were certain that the individual concerned was thoroughly competent in the organisation’s business, as well as having the other qualities needed to succeed in the new posting. It is, therefore, normal to expect to spend two or three years at least working in an organisation in this country before being posted overseas.

7 Opportunities for experienced graduates

Nearly all long-term or permanent employment abroad is available only to graduates with specialist qualifications or experience. Most countries that require work permits will issue them only to individuals with definite jobs to go to. Foreign governments or other employers tend to be interested in recruiting British graduates only if they are unable to satisfy their recruitment needs from their own nationals. (The same applies in reverse – it is very difficult for nationals of non-European Union countries to get employment in the UK if there are British people who could do the job.) To seek employment after arrival in a country in which a work permit is needed is not a good idea, as this can raise many practical and legal difficulties, including possible deportation.

For experienced graduates, writing directly to overseas employers on a speculative basis can work, but the application has to be extremely well targeted. Job offers can occasionally be made without a face-to-face interview, relying instead on a telephone interview. Recruitment consultants and employment agents may help to locate opportunities, but remember that they act in the interests of the employers and operate on a commission basis. Agents are not impartial advisers. Bear in mind too, that some recruitment organisations are well established, and are knowledgeable about the countries they are recruiting for, whilst others are less than thorough.

Personal contacts can be invaluable. Also the commercial attaches in London Embassies and the appropriate desks at the British Foreign Office may be useful but they will not necessarily see careers advice as part of their job.

Academic research

Relevant academic research is greatly valued. Each year large numbers of British citizens take up places at American (and to a lesser extent Canadian and Australian) universities to undertake postdoctoral research. The academic market is itself international in its scope, and some British academics are successful in obtaining permanent appointments in the USA. The Association of Commonwealth Universities publishes a regular bulletin of jobs in Commonwealth universities. Their website is a useful source of information.

However, it must be stressed that to be successful in this competitive field you must have a good academic record at undergraduate, postgraduate, and postdoctoral level.
In many European countries it is considered unfair to offer short-term contracts to young researchers, so there is less of a coherent postdoctoral system than in the UK. Many UK post-doctorates wishing to work in academia in mainland Europe have to apply for British (e.g. Wellcome Trust) or European Commission funding for their financial support. The main route to securing academic research positions worldwide is through personal contact from collaboration and shared academic interests. Many positions are also advertised on the Internet and in the relevant journals.

**Teaching posts**

There is no doubt that teaching provides some of the best opportunities for working abroad. Many people will automatically think of teaching English as a foreign language but international schools operate all over the world. Experienced teachers are recruited to teach the normal range of subjects at primary and secondary level. English is invariably the language of instruction with the curriculum based on either an American or British model. Defence cutbacks in Britain have reduced the teaching posts available in HM forces schools abroad but they are still worth considering. See the AGCAS Occupational Profile English as a foreign language teacher.

**IMMIGRATION PROBLEMS**

The employment situation in North America and Australia has become less favourable in recent years. Many graduates go to these countries for short-term visits, hoping to be offered permanent jobs whilst they are there. However, immigrant visas are normally granted only on application from your country of origin, so in the event of a job offer being received, you must return to this country to obtain the proper visa, which can be a lengthy procedure. From time to time, employers from overseas countries send representatives to the UK to recruit experienced (and very occasionally inexperienced) graduates. The national newspapers are the best sources for such vacancies.

In general terms, immigration is becoming more difficult, especially into Commonwealth countries, as they produce large numbers of their own graduates. Enquiries about immigration are best made to the appropriate Embassies or High Commissions in the United Kingdom. Applications should be made in good time, as immigration procedures can take up to 12 months or even longer. See www.prospects.ac.uk/links/countries for more details.

**8 Countries and regions of interest**

Country-specific and international job-hunting websites are increasingly valuable sources of information. The Explore working abroad section of Prospects.ac.uk/links/countries includes detailed profiles on many countries, with suggestions for further research. The website www.workpermit.com is highly useful, outlining visa requirements worldwide. The addresses of each country’s Embassies and High Commissions can be found in Whitaker’s Almanac. It is wise to seek advice from the Foreign and Commonwealth Office when foreign governments have made offers of employment. You should also be cautious about accepting offers of employment made through recruitment agencies in this country.

**AFRICA**

There are opportunities for trained and experienced staff, e.g. agriculturalists, engineers, teachers and others in many countries in Africa. Recruitment is often carried out by United Kingdom-based organisations such as the Crown Agents, the Department for International Development or non-governmental organisations (NGOs) and charities. Direct recruitment may also be undertaken by some Commonwealth African countries through their High Commissions in Britain.

**South Africa**

The employment scene remains unpredictable and unemployment levels continue to be high. In some fields of work, affirmative action policies limit opportunities for white job applicants. The underlying criterion for obtaining a permit is that no suitably qualified South African citizen can be found or trained for the job in question.

While immigration runs at a low overall level, experienced graduates in such fields as education, engineering, the physical and earth sciences, mathematics, and agriculture may be needed. Some South African companies do advertise in the UK press for specialists, particularly for work in mining and engineering. British-based companies are increasingly post staff for service to South Africa. There has been an increase in demand for experienced teachers; several voluntary and charitable organisations are recruiting for this...
region of Africa. Further information on visas and work permits, together with a range of brochures covering aspects of life in South Africa, is available from the chief migration officer at the High Commission. You may need to be quite persistent in order to get a useful response. South Africa News, a monthly subscription newspaper published by Outbound Newspapers, provides information on migration to the country.

ASIA

China

Teaching

At present, teaching offers the greatest opportunity for work in China, with posts falling into the following categories.

- Foreign experts with a Masters degree, a TEFL qualification and at least two years’ experience. Posts are generally available through the British Council with funding from the Department for International Development. The Council also recruits for university posts in China. You need a minimum of a Masters degree in History, English Literature, Cultural Studies or Social Studies.
- Foreign teachers with a degree can obtain posts through charitable organisations such as VSO and the Amity Institute. While VSO prefers applicants to have a Postgraduate Certificate in Education (PGCE) or the RSA Preparatory Certificate in TEFL, currently there are still opportunities for untrained volunteers. The Central Bureau for Educational Visits and Exchanges, part of the British Council, sends around 40 people annually on the one-year China Teaching Programme. The Council on International Educational Exchange (CIEE) has a very substantial number of placements available with varying lengths of contract. It is possible to obtain teaching posts by sending a CV and covering letter, in English, directly to Chinese universities, colleges or schools. Conditions of employment may vary considerably, so you should insist on a written contract. The application process may be lengthy and bureaucratic. Some higher education institutions are listed in The world of learning.

Industry and commerce

UK investment activity continues to increase in many sectors of industry and commerce in China. Chinese Studies graduates, particularly Mandarin speakers, are benefiting from the fact that it is easier to train them in a company’s business than it is to train existing professional staff in a Chinese language. Many UK-based or multinational organisations in sectors such as banking, advertising, insurance, manufacturing and travel, recruit Chinese speakers for graduate training schemes culminating in long-term postings abroad. Outside those schemes, identifying companies trading with China is not easy. Intensive research through the Financial Times, China-Britain Trade Review or China Economic Review has proved an invaluable source for speculative applications, provided it is supported by thorough research of the business sector and organisation concerned. Consider taking a temporary job in China (eg teaching, translating or a ‘polishing’ job in publishing), in Beijing, Shanghai or Guangzhou, which would enable you to make contact with the business community.

See www.prospects.ac.uk/links/countries for more details about working in China and Hong Kong.

Japan

The culture of Japanese employment is highly traditional, and there is a strong preference for Japanese-educated graduates. Marketing is of lower status than research and production and may offer possibilities if supported by strong language skills. Women find career prospects very limited. Inroads into Japanese industry and commerce are far more easily made through postings with UK-based businesses.

Teaching and teaching assistant vacancies are available in educational institutions and private companies. The best times to job-hunt for teaching in Japan are early February and late August. The JET (Japan Exchange and Teaching Programme) scheme run by the Council for International Educational Exchanges is open to all nationalities and offers the best package deal. The closing date is early December, with application packs usually available in October. For information contact the JET Programme Desk at the CIEE. For lists of educational institutions and private companies contact the Recruitment Officer, Japan Information and Cultural Centre (JICC). The British Chamber of Commerce in Japan (BCCJ) has useful information on Japanese employers.

Singapore

Singapore offers opportunities for new graduates of all nationalities in government services and in a variety of business sectors. The Singapore Economic Development Board is a very active recruiter on behalf of these organisations and produces a wealth of useful information, including lists of locally-based organisations and branches of overseas businesses. On receipt of a formal job
offer, non-Singaporean nationals can obtain an Employment Pass through their employer fairly easily. There is a demand for engineers, urban planners, economists, architects, information technologists and computer scientists. Read The Straits Times for information on business developments and vacancies.

**Taiwan**

English teaching opportunities are still the easiest way of getting a foothold in the job market here. See Teaching English Abroad for further details. The strong economic base in manufacturing and worldwide trade may offer possibilities for enterprising individuals to find work and an organisation willing to apply for a work permit. The Taiwan Trade Centre has a library containing business yearbooks and company directories as well as information on companies trading with Taiwan and on Taiwanese companies promoting products overseas.

**AUSTRALASIA**

**Australia**

Visas are required for everyone entering Australia except New Zealand citizens. Most Britons working there are permanent migrants, but temporary residence visas may be granted to experienced workers sponsored by an Australian organisation requiring their specialist skills. If you are interested in working in Australia, you should contact the Australian High Commission in London or Manchester, which can provide details of visa regulations and a list of occupations currently in demand. This list is usually quite limited. Australian newspapers are not generally on sale in this country, but subscriptions can usually be arranged. The High Commission provides a list of Australian newspapers and addresses at their London offices. Australian News, a monthly subscription newspaper published by Outbound Newspapers, provides information on migration to the region.

**New Zealand**

Anyone intending to stay for longer than 12 months must apply for permanent admission and obtain an entry permit before arrival. Immigrants fall into two categories: first, immediate relatives of New Zealand citizens and residents; and second, those who have a guarantee of employment in an occupation deemed in high demand by the New Zealand Labour Secretary. These occupations are publicised bi-annually in an Occupational Priority List (OPL), and requirements. Destination New Zealand, a newspaper specially for potential immigrants and short-term job-seekers, is published by Outbound Newspapers.

**EUROPE**

Opportunities in all European Union (EU) and some European Economic Area (EEA) and European Free Trade Association (EFTA) member states are covered extensively in the AGCAS information booklet Working in Europe - first steps.

**Countries not in the EU or EEA**

Nationals of European countries not in the EU or the EEA need to acquire work permits to work in an EEA country; this may prove an insurmountable barrier. Teaching English as a Foreign Language (TEFL) remains the easiest route to the acquisition of language skills and to making contacts in the country of your choice. Even if you have relevant language skills, you will find it easier to make your first inroads through UK-based organisations. Start by identifying organisations with offices or representation in your chosen country. Embassies may have lists of companies trading locally.

**MIDDLE EAST AND NORTH AFRICA**

**Arab countries**

Many advertisements appear in the European press for work in Arab countries. The greatest demand for personnel comes from the dominant oil producers with the fastest growing economies, ie Saudi Arabia, Bahrain, Qatar, Oman and the United Arab Emirates (particularly Dubai and Abu Dhabi). The main requirements are for experienced senior management and for qualified technical and professional staff, ranging from engineers and technicians to accountants, doctors and teachers. Those with qualifications or experience related to the petro-chemical and construction industries are particularly in demand. Arabic speakers are currently in demand for developing new markets in the region. Because of cultural differences the number of jobs open to women is limited.

One of the main attractions of working in the Middle East is the very high rate of pay, coupled with low or even non-existent income tax. The Middle East Business Weekly lists current tenders and is a useful source for speculative applications. You may also find the Arab-British Chamber of Commerce helpful. Teaching English provides many opportunities, and if you are interested in working with Palestinians, contact UNIPAL. However, if you are thinking of seeking employment in the Middle East, you should bear in mind the difficulty of adjusting to what can be an alien way of life,
governed by the Islamic religion and with a strict code of social behaviour. You need to consider carefully risk factors associated with personal, financial and job security. Contracts of employment may be handled differently, and if you are unclear about the terms offered you should seek advice from the Foreign and Commonwealth Office.

Israel
Israel operates a market economy and has an international reputation for technological research and development. Many multinational high tech companies have R&D operations here and recruit engineering and science graduates. Work permits are difficult to obtain. Employment must be found first, and prospective employers then apply for work visas on the applicant’s behalf. Voluntary work is easier to obtain and available at Kibbutzim or in the tourist industry. Consult the Jerusalem Post for job vacancies.

Morocco
Employment opportunities are usually limited to French and Arabic speakers. There are opportunities for English language teachers, and tour operators recruit English speakers for long-term and seasonal work.

NORTH AMERICA
Canada
Opportunities in Canada for graduates from other countries are very limited. Only if you have skills or qualifications that are in great demand, or have relevant work experience, are you likely to obtain an offer of employment and permission to work in Canada (on either a temporary or permanent basis). You could try enquiring about job possibilities at Canadian High Commission Offices in the UK, where you will find useful reference material. The High Commission offices also provide details of the regulations governing employment authorisations, see www.prospects.ac.uk/links/countries for more details.

United States of America
Ordinarily, anyone not an American citizen wishing to work in the United States must first obtain an immigration visa. New graduates will usually enter on an H1 visa, a temporary work permit prearranged with, and tied to, a particular employer and valid for three years with a possible extension for another two. At that point a more permanent arrangement can only be achieved by obtaining a Green Card.

The process of obtaining a US visa is long and complicated and it is unwise to make definite plans before the process is complete and a visa issued. Getting A Job In America describes the current range of visas available, the application process and a list of organisations through which you might apply to simplify the procedure - www.workpermit.com is particularly useful on US visas. Otherwise, full details can be obtained from the Visa Branch of the US Embassy, either in London, Belfast or Edinburgh.

SOUTH AMERICA
With few colonial ties, making inroads into the job market needs creativity. Language skills are a must for commercial contexts. Teaching and TEFL offer the best chance of working and exploring potential employment contacts locally. Try agencies or approach universities or schools directly. The Central Bureau for Educational Visits & Exchanges arranges graduate TEFL posts in many South American countries. The United Nations Association International Service (UNAIS) recruits people with expertise to work on development programmes in the region. Hobsons Careers in Latin America identifies multinational businesses operating in the region.

9 Organisations recruiting for overseas posts
This is clearly not a definitive list but includes some of the organisations most frequently asked about. For contact details see Information sources.

British Council: The aims of the British Council are to promote a wider knowledge of Britain and the English language abroad and to develop close cultural relations between Britain and other countries. The British Council recruits on an agency basis for a wide variety of posts in overseas education in schools, colleges and universities in many countries. The Central Management of Direct Teaching, based in London, recruits graduates for teaching English as a foreign language, with at least an RSA certificate or diploma, or a PGCE, plus at least two years’ teaching experience. The
vacancies are advertised in the educational press. Most employers overseas insist on some teaching experience, but occasionally just a Postgraduate Certificate in Education or a qualification in teaching of English as a Foreign Language may be accepted.

British Council offices overseas are staffed by a few UK-appointed officers, with the majority recruited locally.

The Overseas Appointments Service (OAS) in Manchester recruits teachers in other disciplines to school, government and higher education posts across the world. The Development and Training Services (Information and Production Unit) is located at the same address and recruits people with experience in project management in finance, health, and environmental fields to advisory posts with overseas governments. These are usually fixed-term contract posts. For educational appointments see the Guardian, The Times Higher Education Supplement and The Times Educational Supplement. For experienced professionals, advertisements are placed in the appropriate trade journals.

CERN (European Organisation for Nuclear Research), the world’s largest particle physics centre, came into being in 1954 and has grown from 12 to 20 member states. It has a workforce of some 3,000 and is used by over 6,500 researchers representing 80 nationalities. CERN is not concerned with military matters. CERN recruits computer scientists, engineers, mathematicians and physics graduates into its Fellowship Programme and recent graduates into its Marie Curie Fellowships for early stage training. It also offers a number of vacation opportunities, as well as its regular recruitment of experienced and well-qualified researchers.

Commonwealth Development Corporation Group (CDC): The CDC group has recently split into two entities. CDC remains an investment company promoting the growth of the private sector in the world’s poorest countries. Actis is now its management company and is responsible for recruiting staff. Opportunities are advertised on their website. Actis recruits investment professionals with an MBA qualification and relevant professional experience.

The Commonwealth Fund for Technical Cooperation (CFTC): This is the operational arm of the Commonwealth Secretariat. It recruits only those with three years’ or more experience, across a range of fields, including health, finance, education, administration and planning, trade and industry, and agriculture.

Crown Agents for Overseas Governments and Administrations: This agency regularly recruits a wide variety of trained and experienced staff to work on commercial contracts for over 100 overseas governments, public bodies and international aid agencies. Crown Agents run a graduate recruitment scheme (GTS) for those who want to gain experience and skills in the field of international development. They also encourage suitably qualified individuals with an international track record to express interest speculatively and whose details will then be held on a database pending appropriate vacancies. Posts are advertised in the national press. Enquiries to Overseas Recruitment Department.

Department for International Development (DFID) - part of the UK Civil Service: The Associate Professional Officers Scheme (APOS), has been available as a preparation for working in developing countries. Around 50 places were available annually across all discipline areas but the 2004 intake was the last. A new scheme is expected to be introduced for 2006 and will be advertised in the national press and the DFID website around September 2005.

The North Atlantic Treaty Organisation (NATO), now has 26 members, including Belgium, Canada, Czech Republic, Denmark, France, Germany, Greece, Hungary, Iceland, Italy, Luxembourg, The Netherlands, Norway, Poland, Portugal, Spain, Turkey, the UK and the USA. It is committed to promoting security and stability throughout Europe and in 1994 invited certain Eastern European and former Soviet States to become official partners. Britain remains committed to NATO and has consistently played a full part. By its very nature it is staffed chiefly by experienced military officers and diplomats, and there is no separate NATO career ladder. However, civilians (usually nationals of member states) are employed both at NATO Headquarters and, of course, on military bases.

Overseas Development Institute (ODI) is an independent non-government body aiming to improve and inform policies in the field of overseas development. It recruits able postgraduates in economics or closely related fields (including development studies, forestry, agricultural economics and transport). Fellowship posts are of
two years’ duration for economics or finance related disciplines, on contract to the governments for whom they work. There are about 20 vacancies annually with closing dates in December.

**International organisations**

Posts for experienced specialists occur from time to time with major international organisations. It is not possible to generalise about the type and frequency of these, except to say that they are invariably for people who are well established in their chosen career. Advertised in the national press and appropriate professional journals, applications are frequently restricted to nationals of member or signatory states, or limited by geographical quota representation. Websites will usually indicate nationalities sought – an indicator that other states may be over-quota. The International Civil Service Commission co-ordinates common conditions of service for UN agencies. Many other international organisations conform to these conditions.

**The International Organization for Migration (IOM)** in Switzerland deals with recruitment of experienced professional and specialist staff in its ‘migration for development’ and ‘assisted returns’ programmes for employment in universities, research institutions or industrial organisations. Disciplines in demand include computer science, engineering (various types), geology, marine biology, mathematics and physical sciences. For staff vacancies applications are only accepted from nationals of member states.

**The World Bank Group** comprises four institutions: the International Bank for Reconstruction and Development (IBRD), the International Development Association (IDA), the Multilateral Investment Guarantee Agency (MIGA) and the International Finance Corporation (IFC). The Group operates a Young Professionals programme for the recruitment of people under the age of 32 for two-year postings, usually covering two assignments. Application should be made by October of the preceding year. You need a higher degree in economics, business, health or social sciences. Several years’ relevant work and/or development experience will increase your chance of success. An MBA background may be considered, with at least two years’ experience. The most successful applicants in recent years have had a strong economics base. The programme receives 7,000 applications annually worldwide. About 1,000 are screened individually and 200 have final interviews in January/February for 40+ places. There are also 200 Summer Internship places annually of three months’ duration, none of which are field-based. Contact the Young Professionals Program Administrator at the World Bank Group. Further information about employment opportunities for more experienced candidates can be found on the World Bank Group website.

**The International Labour Organisation (ILO)** employs some 4,000 staff, directly financed by member countries. It is not part of the UN structure. ILO’s objective is to develop and promote international labour standards globally, reflecting all aspects of employment and human rights, working with and through governments, employers and workers’ organisations. In addition to researching, developing and facilitating the implementation of employment strategies, ILO operates a programme of regional technical cooperation. The Associate Expert Programme seeks graduates with two years’ work experience, offering 120 places each year. These experts are assigned to ILO field offices, multidisciplinary teams and technical projects. There are 130 places on the internship programme for undergraduate or postgraduate students. ILO also seeks experienced individuals and currently has a particular need for expertise in social security, industrial relations and management development. Recruitment sources tend to be consultancies, governments’ overseas agencies and national departments. Experience in a country other than your own is regarded as highly important.

**The International Monetary Fund (IMF)** recruits similarly with an Economist Program (EP) selecting exclusively from those with a higher degree. There are about 35 vacancies annually worldwide attracting around 1,000 applications. There is an age limit of 33. The posts are for two years’ duration. There is a strict November application deadline for the two intakes in June and October. The Experienced Economist Program seeks those with upwards of five years’ post-qualification experience. Research assistant posts are available for two-year (maximum) appointments, at a lower experience/qualification level.

**United Nations:** Most vacancies are at senior level, requiring appropriate qualifications, considerable professional expertise gained over several years, and at least three or four years’ overseas experience. At individual agency level there is a relatively small core of permanent staff, recruited to a national quota system, and the UK tends to be over-quota. Many will not now consider speculative applications, and you must apply for an actual vacancy. If you have useful but limited levels
of experience, it may still be worth applying for a post as some organisations might consider you for an alternative. But you have a better chance if you build a track record and make valuable contacts by seeking short-term contract opportunities and internships. These require varying levels of qualifications and expertise and are available with most UN organisations. Getting started is the hardest part - contacts help, but the experience you can offer is crucial. The various UN agencies handle their own recruitment. The United Nations Information Centre for Western Europe can supply a list of their addresses and general booklets on the UN organisation. Vacancy information is publicised on their website. Entry posts for relatively inexperienced postgraduates would be at P1 or P2 levels.

The United Nations Development Programme (UNDP) runs a junior professional officer (JPO) programme recruiting from Masters degree holders in economics and relevant social sciences, who are proficient in a second language and have had one to two years’ work experience in a developing country. UK applicants should apply through the Department for International Development.

United Nations Educational, Scientific & Cultural Organisation (UNESCO): Nationals of member countries should check with the UN Information Centre for Western Europe, or visit its website which gives details of current vacancies.

World Health Organisation (WHO): Based in Geneva and employing over 4,000 staff worldwide, the WHO concentrates on establishing international standards for health by developing better health systems and environments, controlling disease and researching health-related aspects of social change and sustainable development. Collating data for its policy and educative processes, the WHO works through advisory committees to promote international and local health initiatives. Implementation is carried out through government partners, local health-delivery services and non-governmental organisations (NGOs). Associate professional officer and junior professional officer programmes exist, staffed by donor governments at P1 and P2 levels, lasting between one and four years. With an average employee age of over 40 years, the WHO mainly recruits senior medically-qualified personnel with a Masters degree in Public Health and with substantial experience in managing healthcare systems. Many posts are filled through secondments from government bodies or research institutes.

10 Information sources

BIBLIOGRAPHY
AGCAS/Graduate Prospects products are available from higher education careers services.

AGCAS
Information booklets: Working in Europe - first steps; Careers and further study for international students.

Occupational Profile: English as a foreign language teacher.

Graduate Prospects
Prospects.ac.uk

Other publications
Australian News, Outbound Newspapers, monthly
Canada News, Outbound Newspapers, monthly
Careers in Asia, Hobsons Publishing PLC, annual
Careers in Latin America, Hobsons Publishing PLC, annual
China Britain trade review, China Britain Business Council, monthly

The Daily Telegraph guide to working abroad, Kogan Page
Destination New Zealand, Outbound Newspapers, monthly
Directory of British organisations with a China Interest, Great-Britain China Centre
Directory of international employers, SOAS Careers Service, 2004
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Directory of work and study in developing countries, Vacation Work Publications, 1999
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Finding voluntary work abroad, How to Books Ltd, 1999
The Guardian, Guardian Newspapers Ltd, daily
Getting a job abroad, How to Books Ltd, 2003
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International directory of voluntary work, Vacation Work Publications, 2004
Internships 2004, Petersons, 2003
Kibbutz Volunteer, Vacation Work Publications, 2000
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Living and working in Saudi Arabia, How to Books Ltd, 2001
Living and working in Australia, How to Books Ltd, 2000
Living and working in New Zealand, How to Books Ltd, 2003
Living and working in the Gulf States and Saudi Arabia, Survival Books Ltd, 2003
Living and working in the Far East, Survival Books Ltd, 2004
Overseas jobs express, Overseas Jobs Express, fortnightly
South Africa News, Outbound Newspapers, monthly
Spending a year abroad, How to Books Ltd, 1999
Teaching English abroad, Vacation Work Publications, 2002
The Times educational supplement, Times Supplements Ltd, weekly
The Times higher educational supplement, Times Supplements Ltd
The world of learning 2004, Taylor and Francis Books Ltd, 2004
Work your way around the world, Vacation Work Publications, 2001
Worldwide volunteering, How to Books Ltd, 2004

ORGANISATIONS
AIESEC International
Tel: +31 10 443 4383 www.aiesec.org
Actis (management company for CDC)
Tel: 020 7828 4488 http://act.is.
Association of Commonwealth Universities,
Tel: 020 7380 6700 www.acu.ac.uk
British Council
Tel: 020 7930 8466 www.britishcouncil.org
Civil Service Careers
Tel: 0117 982 1171 www.civil-service.gov.uk
Commonwealth Development Corporation (CDC),
Tel: 020 7484 7700 www.cdcgroup.com
Commonwealth Fund for Technical Co-operation (CFTC)
Tel: 020 747 6331 www.thecommonwealth.org
Council on International Educational Exchange (CIEE)
Tel: 020 7478 2020 www.councilexchanges.org.uk
Crown Agents
Overseas Recruitment,
Tel: 020 8710 6267 www.crownagents.com
Department for International Development (DFID)
Tel: 0845 3004100 www.dfid.gov.uk
Expat Network
Tel: 020 8760 5100 www.expatnetwork.co.uk
Expertise in Labour Mobility
Tel: +31 10 477 6816 www.labourmobility.com
International Labour Organisation (ILO)
Tel: 020 7828 6401 www.ilo.org
International Monetary Fund (IMF)
Tel: +1 202 623-7000 www.imf.org
International Organization for Migration (IOM)
Tel: +41 22 717 9111 www.iom.ch
Ministry of Defence
Army Training and Recruitment Agency (ATRA),
Tel: 020 7824 3522 www.mod.uk
NATO Headquarters www.nato.int
Outbound Newspapers, publishes monthly newspapers for Australia, Canada, New Zealand, South Africa, USA.
Tel: 01323 726040 www.outbound-newspapers.com
Overseas Development Institute (ODI)
Tel: 020 7922 0300 www.odi.org.uk
Trade Partners UK
Tel: 020 7215 8000 www.tradepartners.gov.uk
United Nations Association International Service (UNAIS)
Tel: 01904 647799 www.internationalservice.org.uk
United Nations Development Programme (UNDP)
www.undp.org
United Nations Headquarters (UN) www.un.org
United Nations Information Centre for Western Europe
Tel: +32 (0)2 289 47 00
United Nations Educational, Scientific & Cultural Organisation (UNESCO)
Tel: +33 (0)1 4568 1000 www.unesco.org/general/
Workpermit.com
Tel: 020 7842 0800 www.workpermit.com
Guide to AGCAS information on prospects.ac.uk

Options (A4 sheets)
Ideas of what you can do with your subject of study, with details of skills gained, jobs related to your degree, further study and other options.
www.prospects.ac.uk/links/Options

Sector Briefings (A5 booklets)
Overviews of the key job sectors, providing an insight into the culture, tips for entry and progression, and examples of typical jobs and leading employers.
www.prospects.ac.uk/links/SectorBs

Occupational Profiles (A4 sheets)
Focusing on over 400 different types of jobs, with details of entry requirements, salary ranges, typical employers and vacancy sources.
www.prospects.ac.uk/links/Occupations

Special Interest Series (A5 booklets)
Information on job hunting, applications and interviews, postgraduate study, changing your course, using your languages and what to do after your course.
www.prospects.ac.uk

Country Profiles (online only)
Details for working and studying in over 50 countries around the world, including the job market, visa requirements and vacancy sources.
www.prospects.ac.uk/links/Countries