**Job vacancy advertisement template technical and administrative positions**

We are looking for.../The Department of xxx has a vacancy for a (tekst i jobbnorge)

**Stillingstittel** (overskrift i Jobbnorge)

**About the position**

(Her er din første mulighet til å selge inn stillingen. Hvordan er det å jobbe for oss? Trekk gjerne frem det som er attraktivt for målgruppen, og kun dette. Hold det så kort og konsist som mulig, da dette øker antallet som søker. Ved ønske om å utbrodere kan relevante lenker benyttes.)

Your immediate leader will be [kun stillingstittel]

**Duties of the position**

* example
* example

**Required selection criteria**

* eksempel
* eksempel
* Good written and oral English and Norwegian language skills (ta stilling til språkkrav)

**Preferred selection criteria**

* example
* example

**Personal characteristics**

(Skriv inn 3-5 personlige egenskaper)

* example
* example

In the evaluation of which candidate is best qualified, emphasis will be placed on education, experience and personal suitability, as well as motivation, in terms of the qualification requirements specified in the advertisement.

**We offer**

* exciting and stimulating tasks in a strong international academic environment
* an open and [inclusive work environment](https://innsida.ntnu.no/wiki/-/wiki/Norsk/Inkluderende+arbeidsliv) with dedicated colleagues
* favourable terms in the [Norwegian Public Service Pension Fund](https://www.spk.no/Medlemskap-i-SPK/Verdien-av-medlemskapet/)
* e[mployee benefits](https://innsida.ntnu.no/wiki/-/wiki/Norsk/Ansattegoder+og+fordeler)

**Salary and conditions**

The gross salary for the position of xxx code xx is normally remunerated at gross from NOK xxx xxx – xxx xxx before tax per year, depending on qualifications and seniority. From the salary, 2% is deducted as a contribution to the Norwegian Public Service Pension Fund,

The engagement is to be made in accordance with the regulations in force concerning State Employees and Civil Servants, and the acts relating to Control of the Export of Strategic Goods, Services and Technology. Candidates who by assessment of the application and attachment are seen to conflict with the criteria’s in the latter law will be prohibited from recruitment to NTNU. After the appointment you must assume that there may be changes in the area of work.

It is a prerequisite you can be present at and accessible to the institution on a daily basis.

**About the application**

Please note that your application will be considered based solely on information submitted by the application deadline. You must therefore ensure that your application clearly demonstrates how your skills and experience fulfil the criteria specified above.

The application must contain (decide what needs to be included - remove what does not fit):

* CV, certificates and diplomas
* name and adress of three references
* eksempel
* eksempel

If all, or parts, of your education has been taken abroad, we also ask you to attach documentation of the scope and quality of your entire education. Description of the documentation required can be found [here](https://www.ntnu.edu/positions/documentation-requirements-of-academic-credentials). If you already have a statement from NOKUT, please attach this as well.

**General information**

NTNU believes that inclusion and diversity is a strength. We want our faculty and staff to reflect Norway’s culturally diverse population and we continuously seek to hire the best minds. This enables NTNU to increase productivity and innovation, improve decision making processes, raise employee satisfaction, compete academically with global top-ranking institutions and carry out our social responsibilities within education and research. NTNU emphasizes accessibility and encourages qualified candidates to apply regardless of gender identity, ability status, periods of unemployment or ethnic and cultural background.

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(velg by og ta bort byene som ikke er relevant)

**The city of Trondheim** is a modern European city with a rich cultural scene. Trondheim is the innovation capital of Norway with a population of 200,000. The Norwegian welfare state, including healthcare, schools, kindergartens and overall equality, is probably the best of its kind in the world. Professional subsidized day-care for children is easily available. Furthermore, Trondheim offers great opportunities for education (including international schools) and possibilities to enjoy nature, culture and family life and has low crime rates and clean air quality.

**The city of Gjøvik** has a population of 30 000 and is a town known for its rich music and cultural life. The beautiful nature surrounding the city is ideal for an active outdoor life! The Norwegian welfare state, including healthcare, schools, kindergartens and overall equality, is probably the best of its kind in the world.

**The city of Ålesund**, with its population of 50 000, will provide you with plenty of opportunities to explore a region of Norway that is famous for its beautiful scenery with high mountains and blue fjords. Ålesund itself, with its Art Nouveau architecture, is by many considered to be the most beautiful city in Norway! The Norwegian welfare state, including healthcare, schools, kindergartens and overall equality, is probably the best of its kind in the world.

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As an employee at NTNU, you must at all times adhere to the changes that the development in the subject entails and the organizational changes that are adopted.

A public list of applicants with name, age, job title and municipality of residence is prepared after the application deadline. If you want to reserve yourself from entry on the public applicant list, this must be justified. Assessment will be made in accordance with [current legislation](https://lovdata.no/lov/2006-05-19-16/%C2%A725). You will be notified if the reservation is not accepted.

If you have any questions about the position, please contact XXX, telephone XXX, email xxx. If you have any questions about the recruitment process, please contact xxx, e-mail: XXX

If you think this looks interesting and in line with your qualifications, please submit your application electronically via jobbnorge.no with your CV, diplomas and certificates attached. Applications submitted elsewhere will not be considered. Upon request, you must be able to obtain certified copies of your documentation.

**Application deadline: xx.xx.20xx**

**NTNU – knowledge for a better world**

The Norwegian University of Science and Technology (NTNU) creates knowledge for a better world and solutions that can change everyday life.

**Department of xx**

(Her flettes forhåndsdefinert info om instituttet inn i Jobbnorge)