



ADVICE & TIPS – BULGARIA



Bulgarian companies recruit significant numbers of graduates, but most of those leaving Bulgarian universities will have Masters qualifications. Currently, there are few opportunities for foreigners to find graduate jobs in Bulgaria, although some international companies have non-Bulgarians in senior positions. However, these staff are usually recruited elsewhere and subsequently transferred to offices in Bulgaria.

There is likely to be a strong demand for teachers of English in Bulgaria.

The most important advice when looking for work in Bulgaria is simply not to wait for job positions to be advertised, seek opportunities by networking with people. Hereby, make use of any contacts, which can prove to be of help in offering suggestions on how to make your job search successful.

The official language of the country is Bulgarian - a Slavic language using the Cyrillic alphabet, which is quite different from the Roman script used in most of Europe. Approximately 84.5% of the population speak Bulgarian, 9.6% Turkish (located mainly in the south east of the country) and 4.1% Roma.

Most jobs will require some level of Bulgarian. However, with the increase in foreign investment and international trade, more jobs require knowledge of a foreign language. The most widely spoken is English, followed by Russian and German.

Some knowledge of Bulgarian is essential for work outside the main cities and tourist areas.

Application methods and Curriculum Vitae

The most common method of application is by CV and covering letter (via post, fax or email). While the postal system in the main cities is generally reliable, use the postcode if you are not using the Cyrillic alphabet.

The recommended CV format includes the following information:

- personal data;
- post for which you are applying;
- professional experience - most recent first;
- education and qualifications;
- skills - languages, computer skills and others;
- driving licence (UK photocard licences are recognised in Bulgaria);
- interests and references.

Interviews

You should realise that interviews are the most important part of the application procedure in Bulgaria. It is important to look interested, therefore ask questions during the interview. It is good to provide examples to prove your achievements.

Never sit until invited in an application interview in Bulgaria. Do not forget to bring copies of your diplomas and references to the interview and never criticise former employers. Furthermore, do not exaggerate, but stay calm and stick to the facts.

Depending on the company and the job applied for, the interview could be in either Bulgarian or English, or both languages.

Questions are geared towards finding out about your:

- personal motivation in applying for the specific job within the company;
- skills and knowledge and how they will match the post;
- working style and personal skills such as teamworking, flexibility and managing stress;
- expectations from the job and the remuneration expected.

What's it like working in Bulgaria?

- The standard working week is 40 hours in five working days.
- The standard working day is eight hours with a minimum break of 30 minutes.
- Offices and banks are open from 9am to 6pm, Monday to Friday.
- Major shops are open from 10am to 8pm on weekdays, 10am to 5pm on Saturdays and many are also open on Sundays. Supermarkets are open from 9am to 10pm and many small local shops (usually family owned and operated) are open 24 hours and on public holidays.
- There are 13 public holidays, including Labour Day (1 May) and Independence Day (22 September).
- The minimum annual leave entitlement is 20 working days.