

With You – for Our City! Vocational Training at the City Administration Department

The municipal administration department of the regional capital of Dresden is currently the largest trainer of youth in the city with approximately 230 engaged in training programmes. In addition to the opportunity to gain vocational qualifications and subsequently a place of employment, provided of course that one exhibits good performance, the training facilitated by the city administration department offers a fundamentally diversified selection of training paths!

On the following pages you will find information for the different vocational training programmes, such as which requirements applicants must fulfill, where the call for tender takes place, and what one should consider when applying.

Additionally, the pages make available the information relevant to studies at the University of Applied Sciences of the Saxon administration department of Meißen.

- [Occupations Requiring Vocational Training](#)
- [University of Applied Sciences of the Saxon Administration Department](#)
- [Invitation to Tender](#)
- [Application Tips](#)

Occupations Requiring Vocational Training at the City Administration Department

There is information for these occupations requiring vocational training on the following pages:

- [Interoffice Communications Specialist](#)
- [Specialists for Media and Information Services – Area of Specialisation: Library Science](#)
- [Qualified Specialists for Event Engineering](#)
- [Gardening Specialist for Horticulture and Landscape Construction](#)
- [Automotive Mechatronics Specialist](#)
- [Custom Tailor Specialist](#)
- [Carpentry Specialist](#)
- [Survey Technician – Area of Specialisation: Surveying](#)
- [Public Administration Specialist](#)

Furthermore, the following job descriptions are trained in the department for fire and disaster protection and in the municipal undertaking of sport and bathhouse operations:

- [Fire Chief](#)
- [Specialist for Bathhouse Operations](#)

Interoffice Communications Specialist

Prerequisites

- a good secondary school certificate or 'Abitur'
- communicative and cooperative abilities
- good manners
- organisational talent

Tasks

Interoffice communications specialists are active in the areas of text layout and word processing. They use the newest communication technology in the formulation and composition of documents, the creation of card indexes, datasets, and statistics. The elaboration of inbox and outbox as well as typical secretary tasks are among their usual tasks.

Training

- a three-year course of theoretical and practical training
- theoretical training takes place in block lessons at the vocational school centre (BSZ) for technology and economy of Freital (Beruflichen Schulzentrum für Technik und Wirtschaft).
- practical training occurs in the offices of the regional capital Dresden

Beginning of Training

annually at 1 Sept

application deadline for 2013: 31 Jan 2013

Specialist for Media and Information Services

Area of Specialisation: Library Sciences

The municipal libraries are an important component of the cultural life in Dresden. They secure access to information for all citizens and promote reading and the handling of new media.

Prerequisites

- good secondary school certificate or 'Abitur'
- communication skills
- quick wittedness
- reliability and flexibility
- good general knowlegde

Tasks

- participation in the creation and development of media and information inventory order and care of library holdings
- user service, e.g. registration, media lending, information desk
- public relations work, advertisement, and administrative work
- library management and statistics
- research work

Training

- three-year course of theoretical and practical training
 - vocational school: 'Gutenbergschule' in Leipzig (block lessons with lodging)
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- practical-vocational training: 'Städtische Bibliotheken' in Dresden

Beginning of Training

annually beginning in Sept

application deadline for 2013: 31 Jan 2013

Qualified Specialist for Event Engineering

Prerequisites

- good secondary school certificate or 'Abitur'
- technical understanding
- manual dexterity and aptitude for technical-artistic interrelations
- capacity for teamwork

Tasks

Qualified specialists for event engineering learn to prepare and to provide technical support for events. They set up stages and necessary equipment and see to the energy supply as well as lights and irradiation for acoustic and optical effects. They actively assist artists and masters with respect to event technology and with their know-how provide for the successful completion of events or productions.

Training

- three-year course of theoretical and practical training
- theoretical training occurs at the 'Oberstufenzentrum Nachrichtentechnik' in Berlin
- practical training takes place in a facility of the department for culture and monument preservation

Beginning of Training

the next planned training begins in Aug 2013

application deadline for 2013: 31 Jan 2013

Gardening Specialist for Horticulture and Landscape Construction

Prerequisite

- good certificate of secondary education or 'Abitur'
- no health restrictions
- good manners
- pleasure and interest in plants

Tasks

- builds and maintains, e.g. parkways, playgrounds, sport facilities, recreation centres, and private house gardens
- is active in the greening of industrial parks and tram and motorway routes
- carries out recultivation and renaturalisation
- is active in the creation and maintenance of biotopes
- proves his or her proficiency in the greening of roofs and facades
- is an expert in the use of plants

Training

- three-year course of theoretical and practical training
- theoretical training takes place in the vocational school centre for agricultural economy in Dresden
- practical training occurs in the state-run department of central technical services of the regional capital of Dresden

Beginning of Training

annually in Aug

application deadline for 2013: 31 Jan 2013

Automotive Mechatronics Specialist

Prerequisites

- good certificate of secondary education or ‚Abitur‘
- good grades in mathematical and technical subjects
- technical expertise, manual dexterity
- good manners

Tasks

- planning, service, inspection, maintenance, equipment, and modification of motor vehicles
- analysis of electrical, mechanical, and hydrolic systems
- creation of inspection protocols aided by informations and communications systems
- error diagnoses

Training

- three-and-a-half-year theoretical and practical training
- theoretical training takes place in the vocational school centre for technology (Beruflichen Schulzentrum für Technik) in Dresden
- practical training occurs in the state-run department of central technical services of the regional capital of Dresden

Beginning of Training

next planned training begins in Aug 2015

Custom Tailoring Specialist

Prerequisites

- good certificate of secondary education or ‚Abitur‘
- manual capacities and patience
- pleasure in sewing
- good manners

Tasks

- elaboration of different types of fabric, e.g. wool, polyester, spandex, etc.
- making of pieces of clothing, e.g. skirt, pants, vest, jacket as well as reading drawings and mannequins
- work and company organisation
- service and maintenance of machines and tools

Training

- three-year course of theoretical and practical training
- theoretical training takes place in block lessons at the vocational school centre for domestic economy and technology (Beruflichen Schulzentrum Hauswirtschaft und Technik) in Dresden
- practical training occurs in the ‚Staatsoperette‘ or in the ‚Junge Generation‘ theatre

Beginning of Training

next planned training begins in Aug 2014

Carpentry Specialist

Prerequisites

- good certificate of secondary education or ‚Abitur‘
- manual dexterity, talent and competency for drawing, and capacity for spatial thinking

Tasks and Activities

- elaboration of wooden composites and composites made from wood, paste, elastic, glass, and metal
- work and company organisation
- production of furniture, doors, decorations, their construction and the reading of drawings and schematics
- service and maintenance of machines, systems, tools, and devices
- elaboration of veneer and handling of wood surfaces

Training

- three-year course of theoretical and practical training
- theoretical training occurs at the vocational school centre (Beruflichen Schulzentrum) in Pulsnitz
- practical training takes place at the ‚Junge Generation‘ theatre

Beginning of Training

next planned training begins in Aug 2014

Survey Technician

Prerequisites

- good certificate of secondary education or ‚Abitur‘
- good achievements in mathematics and natural science disciplines
- interest in working with computers

Tasks and Activities

you will ask yourself what tasks a survey technician has to fulfill

- surveys are necessary to measure the forms of the earth's surface and to portray them in graphically on a map or chart
 - survey technicians have to accomplish the tasks of horizontal and vertical alignment
 - survey technicians cooperate in the creation, further elaboration, and management of measurement data in the office (indoor service)
- [Occupational Information of the Federal Labour Office](#)

Training

- three-year course of theoretical and practical training
 - theoretical training occurs in the vocational school centre for construction and technology (Beruflichen Schulzentrum für Bau und Technik) in Dresden
 - practical training takes place in the departments of the municipal land surveying office
- [The Vocational School Centre \(BSZ\) for Construction and Technology Dresden – The Technical Department for Surveying](#)
- [Municipal Surveying Office](#)

Beginning of Training

annually at the beginning of Aug
application deadline for 2013: 31 Jan 2013

Interested in a Student Practicum?

Please contact the following phone number: 0351-488 3901/3910

Public Administration Specialist

Prerequisites

- good certificate of secondary education or ‚Abitur‘
- communicative and cooperative capabilities
- good manners
- organisational talent

Tasks

Clerks in public administration work are active in all areas of public administration. In the framework of your training you will gain an acquaintance with office and administrative organisation, human resources management, budgeting, cash pooling, procurement as well as labour organisation and office economy.

Clerks in public administration prepare decisions under application of relevant legislation for example in areas of public security and order, in local law, construction law, or social welfare law. As a public administration clerk you are a contact person for citizens seeking advice, for organisations, and for undertakings.

Training

- three-year course of theoretical and practical training
 - theoretical training takes place in block lessons at the vocational school centre for technology and economy (Beruflichen Schulzentrum für Technik und Wirtschaft) in Freital
 - practical training occurs in various offices of the regional capital of Dresden
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Beginning of Training

annually at beginning of Sept
application deadline for 2013: 31 Jan 2013

Post-Secondary University Studies

If you possess a higher education entrance qualification or a ‚Fachabitur‘, you can apply for studies at the University of applied sciences of the Saxon department of administration (Fachhochschule der Sächsischen Verwaltung) in Meißen. The application occurs via the University of Applied Sciences of the Saxon department of administration in Meißen (FHSV Meißen). There you will participate in a selection process, which is a prerequisite for admission to post-secondary studies.

The regional capital of Dresden is an authority for the conclusion of contracts of employment for practical training in the areas of specialisation of »General Administration« as well as »Social Administration«. Admission to study is a prerequisite for a training contract with the city.

Invitations to Tender

Invitations to Tender for Occupations Requiring Vocational Training

The timing of the application is important, because it is bound to a determined deadline. The invitations to tender of singular occupations occur in different media, such as for instance in the official Dresdner journal, online portals, etc.

Furthermore, you can gain information here on current offers for employment positions and training of the municipal department of administration.

- [Offers of Employment](#)

Tips for Applying

Subsequently we would like to give you some tips for completing the application process. With your application provide a personal picture. This will help ensure that you leave a positive impression with potential companies that take on trainees.

Requirements for the Letter of Application

- the exact entry of address with telephone number
- the correct characterisation of desired occupation
- in the application letter include a brief statement, where you received information on the potential company that takes on trainees, for which course of training, and your reasons for applying
- a handwritten signature
- an appealing, outer form for presentation of the application

Curriculum Vitae/School Certificates

In addition to the application letter a tabulated biographical profile in the form of a Curriculum Vitae. Please ensure that all personal data are provided and that the letter has no informational holes (e.g. change of school, subsequent activities, etc.) Please also share your favourite areas of study in school and your hobbies.

With the CV a certified copy of your last two school certificates or diploma is expected.
Practicum evaluations and certificates can also be attached.

Please send your application to the following address:

Landeshauptstadt Dresden
PF 12 00 20
01001 Dresden
E-Mail: ausbildung@dresden.de