



Spouses/partners of employees of International Geneva: How to integrate into the local job market?

PROGRAMME

1. Welcome

Vice-rector University of Geneva, Ms. Martine Collart

2. Introduction to CAGI's services and to the Welcome Center

Director of CAGI, Ambassador Mr. Yannick Roulin

Director of the Welcome Center, Mr. Pierre-Yves Martin

3. The Ci working permit for legitimization cardholders: opportunities and applicable rules

Attachée of the Permanent Mission of Switzerland to the UN, Ms. Laurénie Sulliger

4. Presentation of the International Dual Career Network

IDCN Global Program Director, Ms. Shivani Bhardwaj

5. Presentation of the "Association découvrir"

Communication, fundraising and partner relations officer of Association Découvrir, Mrs. Sarah Gamblin

PROGRAMME

6. What you need to know when applying for a job in the UN

Ms. Nataliya Myronenko and Ms. Rosa Ylimaula, Human Resources Management Service, UNOG

7. What do multinational companies pay attention to when recruiting?

Ms. Ina Stumpe, Head of Communications, member of the GEM HR and Public Affairs committees

8. How to optimize your job research and applications

Ms. Marine Moncozet and Mr. Olivier Broutin, Michael Page

9. Personal story of a dual career of the Welcome Center

Ms. Roya Caviglia, founder of Baby Sign Language Course and English Voice Academy

10. Q&A followed by a networking luncheon with refreshments reception offered by CAGI

INTERNATIONAL GENEVA WELCOME CENTRE

Ambassador Yannick Roulin, Director of International Geneva Welcome Centre

WHO ARE WE ?

A non-profit organisation, founded in 1996 by the Swiss Confederation and the Republic and canton of Geneva.

The 'one stop shop' facilitating the settlement and the integration of employees of International Geneva and their family members.

Assistance to NGOs and support to delegates attending conferences in Geneva.

Thanks to the support of public and private entities, CAGI's services are free of charge.



OUR MEMBERS

Founding members



Associate members



Supporting members



CAGI'S SUPPORT AND SERVICES

WELCOME SERVICE

- Housing & Information
- Welcome Programme
- Practical Geneva

EMPLOYMENT FOR INTERNATIONALS

- CAGI Recruitment Platform
- Private Household Employees platform
- How to assist spouses/partners

CULTURAL KIOSK AT UN GENEVA AND CERN

- Ticket sales, special offers/recommendations

CIVIL SOCIETY SERVICE

- Services for NGOs
- Accommodation for Visiting Delegates
- Delegates Information Desk

SPACES FOR RENT

- CAGI's meeting spaces
- FIPOI Auditorium & other spaces

WELCOME SERVICE



HOUSING & INFORMATION

- Support finding accommodation through an online housing platform
- Housing offer primarily for internationals
- VIP Service for Permanent Representatives, Heads of IOs and their Deputies
- Settling-in & departure support
- Proofreading of rental contracts and tenancy law advice
- Support Permanent Missions and NGOs in their search for office space

Contact

📞 +41 22 546 14 17

✉️ welcome.cagi@etat.ge.ch



WELCOME PROGRAMME



If you have been in Geneva for less than a year and are eligible, sign up for the Programme and stay informed of the next event!



Practical Geneva Conferences

To learn about the practical aspects of daily life in Geneva



Excursions and visits

To discover Geneva and the Lake Geneva region as a group



Social events

To participate in local events between Genevans and Internationals



Conversation exchange programme

To practice and improve a foreign language

[Download the Programme's brochure](#)



REGISTRATION FORM

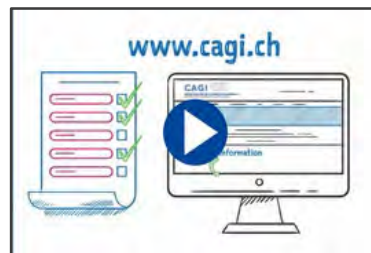
PRATICAL GENEVA



Housing & Insurances



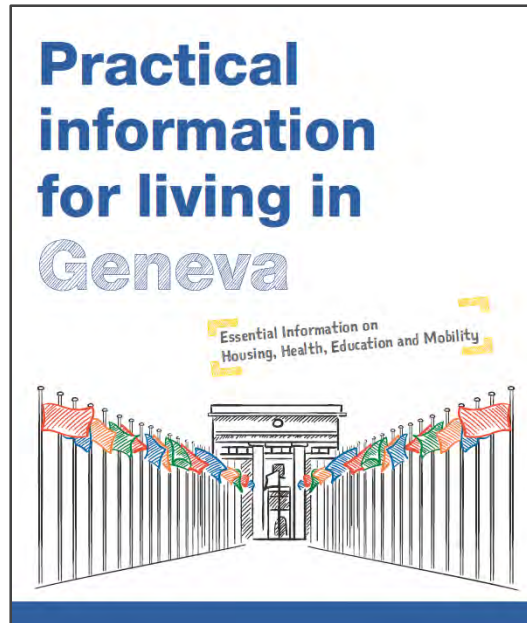
Health & Medical



Education & Family life



Transport & Mobility



Brochure (pdf)



PRACTICAL GUIDE FOR NEWCOMERS

A practical guide to facilitate your settlement and integration before your arrival in Geneva and during your stay.

1. Practical information (video/brochure)
2. Housing in Geneva
3. Welcome Programme



EMPLOYMENT FOR INTERNATIONALS



CAGI RECRUITMENT PLATFORM

CAGI RECRUITMENT PLATFORM

The CAGI Recruitment Platform displays jobs, internships and voluntary positions offered by Geneva based NGOs as well as local contracts offered by Permanent Missions and Delegations.

It is open to NGOs that have an up-to-date and validated profile with CAGI as well as Permanent Missions and Delegations accredited to the UN and to other international organizations in Geneva, to the WTO and to the Disarmament Conference.



Non governmental
organizations



Permanent Missions and
Delegations

[Access the platform](#)

Recherche par mots clés

 Titres d'emplois, mots clés...

Filtrer par catégories

 Type d'entité ▾

 Domaines d'action ▾

 Taux d'activité ▾

Type de contrat

- ☐ Consultant
- ☐ Fixed term contract / CDD
- ☐ Internship / Stage
- ☐ Permanent contract / CDI
- ☐ Volunteering / Bénévolet

Catégories d'emploi

- ☐ Administration

Afficher 1 - 10 de 33 résultats

Trier par (par défaut) ▾

10 par page ▾



Programme Manager (East and Southern Africa)

 Project Management / Gestion de projet  Geneva / Genève

Fixed term contract / CDD





Associate Philanthropy Advisor

 Fundraising / Recherche de fonds  Geneva / Genève

Permanent contract / CDI



Stage en Fundraising

 Fundraising / Recherche de fonds  Geneva / Genève

Internship / Stage

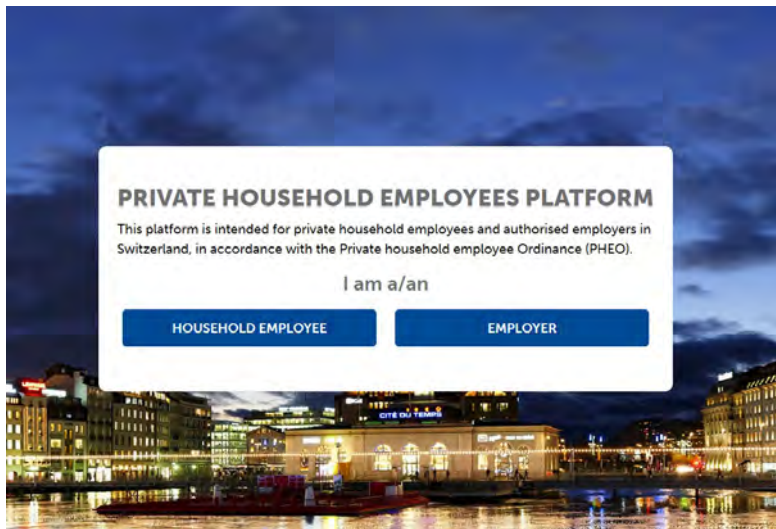


Operations Associate - Asia

 Project Management / Gestion de projet  Geneva / Genève

Fixed term contract / CDD

PRIVATE HOUSEHOLD EMPLOYEES PLATFORM



A platform dedicated to members of the staff of:

- diplomatic missions
- permanent missions
- consulates
- international organizations

People looking for a job and those looking for a domestic employee must register online by creating a profile on the platform



CULTURAL KIOSK AT UN GENEVA & CERN

CULTURAL KIOSK : UN Geneva / CERN

One-stop-shop point of information and ticketing for entertainment, shows and cultural activities

- Preferential rates on a variety of tickets
- Recommendation of tourist and leisure activities in Geneva and Switzerland



Kiosque Culturel ONU Genève

☎ +41 22 917 11 11

✉ info@kiosqueonu.ch



Kiosque Culturel CERN

☎ +41 22 766 94 76

✉ info@kiosquecern.ch

AGENDA

<https://www.cagi.ch/en/cultural-kiosk-agenda/>



CULTURAL KIOSK AT UN GENEVA & CERN



Practical information



Cultural partners



SOCIALS

Special
offers



[@CagiGeneva](https://twitter.com/CagiGeneva)

Weekend
ideas &
inspiration



[@cagi.geneva](https://www.facebook.com/cagi.geneva)

Cultural
recommendations



[@CagiGeneva](https://www.linkedin.com/company/cagi-geneva)

Practical
Geneva
Information

CONTACT

La Pastorale, Maison de Maître
Route de Ferney 106
1202 Genève
Mo-Fr : 9 a.m. - 4:30 p.m.

+41 (0)22 546 14 00

welcome.cagi@etat.ge.ch



www.cagi.ch

[@CagiGeneva](https://www.instagram.com/CagiGeneva)



WELCOME CENTER



Relocation service in the Geneva region for **HUG** management staff and **UNIGE** and **HES-SO** academic staff. **Socio-professional integration** of their life **partners**.

Pierre-Yves Martin

Corinne Galland (UNIGE-HES)

Pierre-Dominique Gerdil (HUG)

Anne Meylan (Dual Career)

Main Missions

To be organized before arrival

- Accommodation
- Residence permit
- Finances, banking
- Health Insurance
- Social Insurances

To be organized upon arrival

- Children
- Culture, sports
- leisure
- Mobility
- Taxes

Dual Career Program

- Requests have increased sharply over the last 12 years
- Academic or non academic careers
- The program requires significant networking
- Collaboration with CAGI is essential
- Long term task including CV adaptation, informations on «Geneva microcosm», moral support, etc...

Poor partner's integration is the main cause of a Welcome client leaving Geneva



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Federal Department of Foreign Affairs FDFA

Permanent Mission of Switzerland to the United Nations Office
and to the other international organisations in Geneva

The Ci working permit for legitimization cards holders: opportunities and applicable rules





Ci permit – Opportunities

- Provides an **easy access** to the Swiss labour market for the family members of staff of permanent missions (PM) and international organisations (IO)
- Ci permit is granted without consideration of
 - quotas on foreign workers
 - labour market regulations
- Applies for:
 - consultancy and internship in PM and IO
 - work in private sector
 - work as an independent
 - work from Switzerland for an employer based in a foreign country



Ci permit – Opportunities

- Ci permit is granted to the following **family members**:
 - ⇒ spouse & partners
 - ⇒ unmarried children who entered Switzerland before the age of 21
 - ... who are holding legitimation cards type "B", "C", "D", "E", "G", "I", "L" "P" and "R"
 - ... who live in Switzerland together with the principal beneficiary
- Ci permit holder continues to enjoy all of the **privileges and immunities (P&I)** to which they are entitled to as family member (private life), except with regard to their gainful activity
- Consultants / Interns: Ci permit vs legitimation card type "H"
 - diplomatic status (see above)
 - unemployment benefits
 - health insurance
 - driving licence



Ci permit – Procedure

1. The applicant fill in the **form** *Ci-permit - Attestation for the access to the Swiss labour market*
 - ⇒ available on the Swiss Mission's website, section [Manual: forms](#)
 2. If the applicant meet the conditions, the Swiss Mission sends to his/her private address the requested **attestation** (free of charge)
 - ⇒ it certifies to potential employers that he/she is not subject to Swiss ordinary rules
 3. The Ci permit **request** is submitted to the cantonal population office of the place of residence
 - ⇒ attestation from the Swiss Mission; proof of future employment; OCPM form "K"
 - ⇒ subject to a fee and additional commercial or health authorisations, where applicable
- **Ci permit** is granted in exchange of the legitimization card



Ci permit – Procedure

- **When can the activity start?**

As soon as the application has been submitted to the population office of the place of residence (where applicable, when the necessary authorisations have been obtained from the competent Swiss authorities)

- **Validity of the Ci permit?**

- ⇒ For the duration of the contract or independent activity, maximum 2 years (renewable)
- ⇒ As long as the principal beneficiary exercises official duties and the conditions are met

- **Renewal of the Ci permit / change of employment ?**

The cantonal population office is in charge of renewing / amending the permit

- **What happens at the end of functions ?**

- ⇒ Keep the Ci permit for the duration of unemployment insurance benefits, if applicable
- ⇒ Return the Ci permit to population office & request legitimisation card back through PM/IO



Ci permit – Rules and regulations

Family members are not allowed to work with their legitimation card as spouse/children, unless so authorised by the cantonal population office (ex: incidental gainful activity, summer job as student)

Ci permit holders are **subject to Swiss law** with regard to their gainful activity:

- ✓ Swiss income tax on the gainful employment (in principle, taxation at source)
- ✓ Swiss social insurances (AVS/AI/APG/AC, LPP) and to Swiss accident insurance
- ✓ No immunity in case of claims related to their gainful employment
- ✓ EU/EFTA nationals, family member of a career staff member of an EU/EFTA permanent mission: subject to compulsory Swiss health insurance (LAMal)
(cf. [Agreement on the Free Movement of Persons](#), AFMP)



Access to Swiss labour market – B permit

EU/EFTA nationals may apply for an ordinary residence permit (B permit) instead of a Ci permit, under AFMP

Ci Permit

B permit

Privileges and immunities

Keeps P&I in private life (if any)

no P&I

Status in Switzerland

Depends on principal beneficiary
(official duties and common household)

Independent from principal beneficiary
B permit → C permit → Swiss citizenship

Family members of IO staff members benefiting from the IO health coverage

Automatic exemption from Swiss health insurance

Must apply for an exemption to Swiss health insurance
(within 3 months)

Income taxes and Swiss social insurances

Both are subject to



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

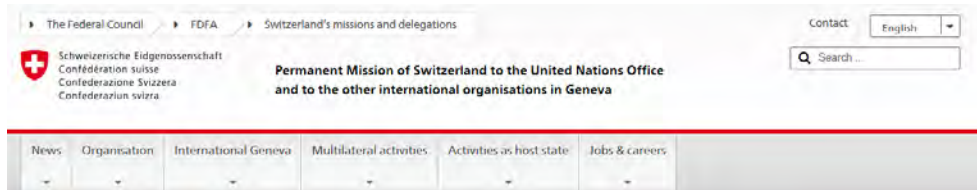
Federal Department of Foreign Affairs FDFA

Permanent Mission of Switzerland to the United Nations Office
and to the other international organisations in Geneva

For more information

Swiss Mission - [website](#)

- **Manual: Members of family** → Ci permit - access to the Swiss labour market
- **Manual: Taxation** → Ci permit - taxation
- **Manual: Forms** → Ci permit – attestation



Home > Activities as host state > Practical Manual of the regime of privileges and immunities and other facilities

Print page

Activities as host state
Practical Manual of the regime of privileges and immunities and other facilities

Manual: Forms

Manual: FDFA legitimization cards

Manual: Customs

Manual: Immunity

Manual: Insurance

Manual: Labour (law)

Manual: Members of family

Manual: Opening of a mission

Practical Manual of the regime of privileges and immunities and other facilities

The permanent missions in Geneva, the international organisations in Switzerland and their staff members benefit from a certain number of privileges, immunities and facilities. The purpose of the following instructions is to provide them with information about the administrative rules and the procedures that apply in certain areas.

The Host State Division of the Permanent Mission of Switzerland to the Office of the United Nations and to the other international organisations in Geneva has created a manual on the regime of privileges, immunities and other facilities. These instructions are intended for the permanent missions, the international organisations and their staff members. The information is provided purely as an aid and is not legally binding on the Host State.

Contact

**Permanent Mission of
Switzerland to the United
Nations Office and to the other
international organizations in
Geneva**

Rue de Varembe 9–11 (6th
floor)
P.O. Box 194
CH-1211 Geneva 20

Phone
+41 (0)58 482 24 24

Fax
+41 (0)58 482 24 37

geneve.oi@eda.admin.ch

Opening hours

Law

Article 22, Host State Ordinance ([HSO](#))

Swiss Mission - contacts

+41 58 482 24 24

geneve.oi@eda.admin.ch



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Federal Department of Foreign Affairs FDFA

Permanent Mission of Switzerland to the United Nations Office
and to the other international organisations in Geneva

Thank you for your attention





Facilitating Professional Integration for Employee Partners
/Spouses

INTERNATIONAL DUAL CAREER NETWORK
(IDCN)

Shivani Bhardawaj
IDCN Global Program Director



- 7 Moves across globe
- 3 Master's degree
- 20 + certifications
- 4 language fluency
- 6 times reinvited career
- 1 Gratifying (hobby/
social work) side hustle
- 1 polyglot child

OUR MISSION










IDCN is an association of multinational and local organizations that aim to support the professional integration of employee partners and spouses by hosting a variety of professional and social networking events, both locally and globally.

By leveraging the talent available through dual-career partners and spouses, the IDCN emphasizes the importance of fulfilling organizational responsibilities towards inclusion, diversity, corporate social responsibility, environmental, social, and governance (ESG) standards, as well as sustainability initiatives.



JOIN IDCN

THE INTERNATIONAL DUAL CAREER NETWORK

Europe

-  Basel-Zurich
-  London
-  Brussels
-  Luxembourg
-  Copenhagen
-  Munich
-  Jutland-Funen (DK)
-  Paris
-  Lake Geneva




Americas

-  Mexico City
-  New York

14

LOCATIONS
WORLD-WIDE

Asia

-  Dubai
-  Hong Kong
-  Singapore

Our Trusted Global members

GLOBAL MEMBERS

ACCESS TO ALL LOCATIONS



ALSTOM



HSBC

L'ORÉAL



PHILIP MORRIS INTERNATIONAL



TechnipFMC



NOVARTIS



UNIVERSITY OF
COPENHAGEN



International
Dual Career Network

Our Trusted Local members



IDCN Activities

- Professional integration & networking
- Events - relevant for local job market
- Volunteering opportunities
- Local job market strategies
- Workshops and webinars for new skills
- Personal & professional development



IDCN Global Executive Board 2024



Mary K. Kobia
de Vos

Mark

IDCN President



Louise Barrelet
IDCN Compliance
Officer

Global Expatriate
Policies
& Tax Manager



Xinyi Jin
IDCN Board Member
Corporate HR Services
Transversal Projects
Director



Rosemary Barber
Lanch
IDCN Board Member
Head of Global



Shivani Bhardawaj
Rodriguez

IDCN Global Program Director

IDCN Finance
Manager



Cesar



Claudia Palm
IDCN Board member

Office Manager, Alcon HQ



Vinciane Istace
IDCN Permanent Guest

Communications and PR Leader



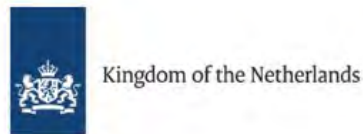
Thai An TRUONG
IDCN Board member
Group International Mobility
Director

IDCN Global Center of Expertise (CoE)



International
Dual Career Network

IDCN Lake Geneva Corporate Members



IDCN, Lake Geneva Steering Committee

Alcon



Claudia Palm,
IDCN Network Lead



Veronika Beck



Laurine Chiarini



Magali Homann



PHILIP MORRIS INTERNATIONAL



Camille Pilet



UNIVERSITÉ
DE GENÈVE



Anne Meylan

IDCN, Lake Geneva Organization Chart

Partner Committee Office			
IDCN Lake Geneva Partner President - Pragma Bhatnagar			
IDCN Lake Geneva Vice President – Mykhailo (Misha) Kurochkin			
Membership	Events	Communication	Measurement
Enhance the overall membership experience	Coordinate and Facilitate networking events	Facilitate internal & external communication	Track key performance metrics that drive overall strategy
Volunteer Manager Dipanwita Dash	Team Lead Joreen Mufwaya & Jozi Rachman	Team Lead Zeinab Hashmat	Team Lead Rodrigo de Oliveira
Membership Manager Zoi Mavrogonatou	Events Team Momal Talha	LinkedIn Manager Zeinab Hashmat	
Membership Backup Adrienne Chandler	Mykhailo (Misha) Kurochkin	Newsletter Manager Agnieszka Wiecek	
	Kevin Eyorekon	Creative Designer Jonas Recker	
		Photographer Diarmid Farquhar	



IDCN Events Calendar 2024

2024

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec

In Discussion

*Career
Mornings*



September 12th



Tentative



November 21st



Tentative

&

*Corporate
Events*



Awareness
Session



Awareness
Session



Awareness
Session



Get together
social event

Summer
Break

*IDCN
Events* All Corporate
Member
Meeting



Masterclass



Global Webinar



Masterclass



All CM Meeting



Welcome Event +
Training



Global Webinar



Steering
Committee
Meeting



Volunteer
IDCN Christmas
Lunch



International
Dual Career Network

Spouses/partners of employees of International Geneva – How to succeed with your job search"



- Strength
- Weakness
- Opportunity
- Threats

A decorative background on the right side of the slide featuring several purple pencils of varying heights, arranged in a row. The pencils are sharpened and have a natural wood-colored eraser. The background is a solid light red color.

SWOT Analysis



Unique proposition

Your brand





Legal understanding



Elevator pitch



Self-help and
improvement time
turn relocation
time gap to
professional
certification

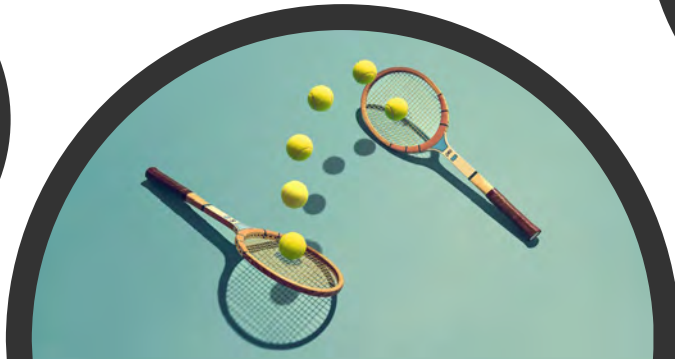


Reach out and maintain touch!



Mindset and mental health

Hobby







Practice AND KEEP LEARNING AND EVOLVING!



International
Dual Career Network



Network, Network and Network



International
Dual Career Network



découvrir

Towards professional integration of qualified migrant women
in French speaking Switzerland

Geneva, Lausanne, Neuchâtel



THE ASSOCIATION



Our mission

Enable qualified migrant people to access the Swiss labor market and find a job corresponding to their skills and expertise, allowing an effective professional and social integration in French speaking Switzerland.



Our public

Foreign people established in Switzerland for -5 years

Professional qualifications
(university degree)

Valid work permit



Our objectives

- Help overcome obstacles to professional integration.
- Promote the professional potential of qualified migrants in the Swiss labour market.
- Avoid professional disqualification, the waste of experience and skills.

OUR ACTIVITIES

Frensh & English courses

Support services

Coaching & Mentoring programmes

Workshops

Informational events

Job-coaching & Networking events



OUR OUTREACH



Awareness-raising events



Partnership with companies
and potential employers



Partnership with peer
organisations

OUR PARTNERS



BACARDI®



TAG Heuer



L'ORÉAL

CATERPILLAR



O22 FAMILLES

Michael
Page



Musée d'ethnographie
de Genève



BNP PARIBAS



découvrir




Over 800 people
supported each year




3 cantons
147 nationalities
361 professions
60+ partners

CONTACT

 www.associationdecouvrir.ch

 +41 22 732 75 40

 info@associationdecouvrir.ch

 [www.linkedin.com/company/association-découvrir](https://www.linkedin.com/company/association-d%C3%A9couvrir)

 www.facebook.com/ASSOCIATIONDECOUVRI/



découvrir

Career opportunities with the United Nations





What you should know before applying

- Job openings for three months or longer are advertised on <https://careers.un.org/>.
- Find a mission/job field that matches your passion.
- Recruitment processes are conducted on a competitive basis and open to external and internal applicants.
- Be aware that the UN environment is international, mobile and multi-cultural.



What are my Career Options?



UN GENEVA

Job Openings and Temporary Job Openings

Internationally recruited	Abbr.	Locally recruited	Abbr.
Professional and higher	P & D	National Professionals	NPO
Field Service	FS	General Service and related categories	GS

- GS positions - a high school diploma or equivalent degree (no GGST required)
- P & above positions - a completed Master's or Bachelor's degree (plus two additional years of relevant experience)
- Pay attention to any certificates or licenses that are required or desirable
- Applications that do not meet the requirements of the job will be rejected automatically

Short-term Opportunities

- Positions less than three months are not always advertised.
- Consultants (outside experts) & Individual Contractors (replacing staff) - various contract lengths
- Internship Programme (Full-time, Unpaid)

Other Programmes

- Language Competitive Examination - for translators, editors and verbatim reporters - <https://careers.un.org/lbw/home.aspx?viewtype=LE>
- United Nations Volunteers - www.unv.org (Paid and unpaid positions)
- For UN agencies, funds and programmes outside of the UN Secretariat, please visit their websites directly



Mobility program

- Facilitates lateral geographic reassignment of staff to rotational encumbered positions.
- Includes the staff members in the P categories up to the D2 level and the FS categories
- The exercise is intended to promote the development of skills and foster an understanding of the diverse mandates of the Organization through experience and service in a variety of duty stations.

Moving from General Service category to Professional and higher category

- For Professional posts every effort should be made to select candidates at the Professional and higher category, or candidates who have passed the General Service to Professional category examination and are on the G to P rosters.



Application Process



UN GENEVA







Source of all maps on this website: [UN Geoportal](#).





Sample Job Openings



UN GENEVA

General Service Position

Education

High school diploma or equivalent is required.

Job - Specific Qualification

Advanced level of excel is desirable.

Work Experience

At least three (3) years of financial and accounting experience are required. The minimum years of relevant experience is reduced to one (1) year for candidates who possess a first level university degree or higher. Experience Enterprise Resources Planning (ERP) systems, such as SAP or Umoja, is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English or French is required; and knowledge of the other is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

Appointment or assignment against this position is for an initial period of one year. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. Applicants for positions in the General Service and related categories must be authorized to work for the United Nations in the duty station where the position is located. Eligible applicants selected from outside the duty station are responsible for any expenses in connection with their relocation to the duty station. Staff members subject to local recruitment are not eligible for allowances or benefits exclusively applicable to international recruitment. At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

<https://careers.un.org/jobSearchDescription/234040?language=en>

Professional Position

Education

An advanced university degree (Master's degree or equivalent degree) in communication, journalism, international relations, public administration or related field is required. A first-level university degree in combination with two years of qualifying experience may be accepted in lieu of the advanced university degree.

Job - Specific Qualification

Successful completion of both degree and non-degree programs in data analytics, business analytics or data science programs is desirable.

Work Experience

A minimum of five years of progressively responsible experience in public information, journalism, international relations, communications, public administration or related area is required. Experience in data analytics or related area is required. Experience planning, organizing, and holding outreach events is desirable. Experience with multichannel communication to large groups of employees is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in both English and French is required. Knowledge of another UN official language is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview.

Special Notice

Filling of these positions is subject to funding availability and the initial appointment will be for a period of one year. Extension of the appointment is subject to extension of the mandate and/or the availability of the funds. At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application. The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position. Pursuant to section 7.11 of ST/AI/2012/2/Rev.1, candidates recruited through the young professionals programme who have not served for a minimum of two years in the position of their initial assignment are not eligible to apply to this position.

<https://careers.un.org/jobSearchDescription/234092?language=en>



Submitting an application through inspira

- Target each job application - Give adequate time to prepare a high-quality application and keep templates of applications of various job types ready.
- In the work experience section, only include information relevant to the position and make the most out of your experience.
- In the education section, make sure you select the correct level of degree.
 - Applicants should attach an electronic copy of their degrees and certificates.
- In the language section, make sure you include your mother tongue.
 - Fluent = fluent in all four levels (reading, speaking, understanding, and writing; knowledge = confident or fluent in at least two areas.
- Provide references that know you well and that are reliable.
- Pay attention to application deadlines.



How to answer Job Requirements questions



GENERIC EXPERIENCE



BAD RESPONSE

4. Do you have 7 years of progressively responsible experience in Human Resources Management and Administration? Please explain below.

☐ No

Yes, I have 9 years of experience in human resources management. See my candidate profile for details. ❌

VS.

GENERIC EXPERIENCE



GOOD RESPONSE

Date & Employers

Detail of Experience

4. Do you have 7 years of progressively responsible experience in Human Resources Management and Administration? Please explain below.

☐ No

Yes, from 2016 – 2019 with WeRecruit Enterprise.
From 2012 – 2016 with London Homebuilding Association.
From 2009 – 2012 with Save the Children NGO.
From 2005 – 2009 with Private Consulting Firm.

During the above period I performed a wide range of human resources management functions, including managing, coordinating, and implementing large recruitments (over 50) at the national and international level. Managed large and complex rostering exercises from job posting, to assessments to conducting interviews and reporting on results. Experienced in implementing performance appraisal system and advise on its compliance with policies, rules and regulations. In my current job with WeRecruit, I provide advice to senior managers and staff on the interpretation and application of human resources policies.



What to include in a Motivation Statement

Cover Letter	Motivation Statement
Directions: Describe how your experience, qualifications and competencies match the position for which you are applying	Directions: Please explain what motivates you to apply for this position. You may also use this space to tell us anything else that is not already in your application that makes you a good fit for this position.
Summary of educational background	Direct explanation of why you applied for this job, in this location, at this moment
Summary of employment history	How your competencies, values, and behaviors are in keeping with the mandate of the UN and the mandate of the particular UN entity you are applying to
Explanation of why your knowledge, skills, and abilities make you a good fit candidate for the job	Any information not included in your application that demonstrates why you are a good fit for the position
Motivation for seeking the position	Elements of personal character and experience that would support your success and resilience in this position
Summary of relevant communications skills and abilities (e.g., languages)	An explanation of how this job fits into your career progression, including (if relevant), why you are shifting to a new area of work and/or new location.
Timeline of availability/administrative factors	Timeline of availability/administrative factors



- Tests can have multiple formats (essays, multiple choice, translation, etc.) and verify the knowledge of the candidate.
- Tests are usually issued online and during a specific time window.
- To prepare for tests, study any relevant documents online about the section and the organization and revise any knowledge relevant to the position.
- Follow all the instructions carefully; each test is confidential and will need to be taken in an individual capacity without external help.



Competency-Based Interviews (CBIs)



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- Fixed-term positions require at a minimum a Competency Based-Interview (CBI) for shortlisted staff.
- For short-term positions CBIs and/or tests are optional.
- Interviews on average last 45 minutes followed by an opportunity for you to ask questions.
- CBIs verify the behavior exhibited by candidates in past situations as a predictor of future behavior.
 - Prepare a wide range (both positive and negative) of brief examples of your accomplishments and challenging situations in relation to the competencies in the job opening.
 - Think about how you could contribute to the work of the UN and the relevant position.
 - The structure of your answer should be - Situation, Task, Action, and Result.
- Sample competency interview questions:
 - Tell us about a situation when you went above and beyond your manager's expectations.
 - Give an example of a time when you used your problem-solving abilities to resolve an issue.



Additional Tips

- You are in charge of your career path, and you have to apply for a position to be considered.
- Utilize networking channels through IDCN, CAGI, and other sources to find out about opportunities.
- How to network in the UN:
 - Regarding short-term positions, try to market your skills to relevant hiring managers through professional networking via any joint project-related work with academia, NGOs, etc.
 - The recruitment process in the UN for fixed term positions is structured; and candidates should refrain from contacting the hiring manager at any stage of the recruitment process after submitting an application for a job opening in Inspira.
- Be mindful of the different stages involved in a recruitment process (3-6 months).
 - Initial automatic screening followed by HR and hiring manager assessment of applications, recommendation, and the final selection decision followed by reference checks.



Additional Resources



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- UNOG Centre for Learning and Multilingualism:
 - Language Training Programme- <https://learning.unog.ch/language-index>
(650 CHF for a 48-hour course)
- Different job levels: <https://careers.un.org/job-level>
- Compensation Packages: <https://commonsystem.org/cp/>
- How to apply: <https://careers.un.org/how-to-apply>
- UN Competencies Framework: <https://careers.un.org/lbw/home.aspx?viewtype=WWLF>
- Preparing for an interview: <https://hr.un.org/page/prepare-competency-based-interview>
- Careers Tips Thursday (Centre for Learning and Multilingualism – UNOG):
(<https://learning.unog.ch/career-tips-Thursday>)



Thank you!



UN GENEVA

What do multinational companies pay attention to, when recruiting

Ms. Ina STUMPE DOUFFIAGUES

Head of Communications

Member of the GEM HR and Public Affairs committees



Groupement des
Entreprises
Multinationales

Introducing my self

- Expat child (Different residence authorisations)
- Expat wife (Same country – 11 moves in 18 years)
- Working in LITASCO SA since January 1st 2005

Presentation

1. Preamble
2. Profile and soft skills selection criteria
3. Multinational companies' recruitment processes
4. Practical and expert tips to improve chances to be hired
5. Questions?

Preamble

Challenges for Multinational Companies as an employers (put yourself in the recruiters shoes)

Most of the largest MNCs of the modern age, are publicly traded multinational corporations.

Historically they were founded around mining, oil drilling and later manufacturing, especially high-tech electronics, chemicals, drugs and cars

MNCs may gain from their global presence in a variety of ways.

Theoretical background (Wikipedia)

The actions of multinational corporations are strongly supported by economic liberalism and free market system in a globalized international society.

According to the economic realist view, individuals act in rational ways to maximize their self-interest and therefore, when individuals act rationally, markets are created and they function best in a free market system where there is little government interference.

As a result, international wealth is maximized with free exchange of goods and services

Preamble

Finding and hiring suitable candidates can be a stressful and challenging situation:

- Getting it wrong can cost several years salary for a single bad hire
- Hiring the right candidate strengthens your organization
- It promotes teamwork and cohesion amongst your employees.

That is why MNCs also need to remain very attractive

Profile and soft skills selection criteria

- The best candidates have a combination of relevant hard and soft skills and the personality fitting to the Company culture.
- They support and boost the company growth and performance:
- Having a team of competent and motivated individuals working together in harmony often produces excellent commercial performances and increase the financial profits.

Profile and soft skills selection criteria

They improve the company culture:

It is important to hire people who embody company values.

International employees very often possess unique set of qualities and insights.

Their model behavior helps to positively shape corporate culture and push company ethos.

They introduce new perspectives:

Bringing in a new person with a different professional experience, challenges the team and avoid turning in circles on old processes.

They Boost team morale and cohesion:

learning together and helping each other is part of company culture so that employees thrive and deliver high-quality work as a unit.

The MNCs are looking at hiring employees their people want to work with:

Making collaboration and communication easy with positive, respectful, and empathetic people.

It minimizes interpersonal problems, and make working together easy and smooth.

Profile and soft skills selection criteria

Reducing their recruiting and hiring costs:

Spending less on new job postings, interviews, on boarding costs, and the burden of having to do it all over again if the hired employee does not fit the role and the culture.

Hiring the right individuals is the foundation of a successful, growing workplace

Reaching a final hiring decision is a complex equation that relies on many criteria.

Matching soft skills competencies and behaviors related to the role really matters during the resume screening phase

Profile and soft skills selection criteria

Some of the core soft skills irrespective of which technical role they apply for include:

Education background & Extra curricular activities (for Junior roles)

Language proficiency

The most basic soft skill for an international employee is to have is fluency in the company's official corporate language.

You need to be able to communicate properly with teammates and managers. If not ability to deliver results will be hindered.

Cultural adaptability

Adapting to new environments, work styles, and cultural norms is crucial for international employees. Candidates should demonstrate flexibility, have an open mind, and be willing to embrace change in their lifestyle and working conditions.

Can you add value to your team? Can you navigate unfamiliar situations, work efficiently in diverse teams, and find innovative solutions to challenges?

Erin Meyer -**The Culture Map** – **Book** *Breaking Through the Invisible Boundaries of Global Business*

Profile and soft skills selection criteria

Prior relevant international experience and technical capabilities:

Certainly, the most important criteria at this stage with focus on the specific technical requirements of the role as well as relevant industry experience (Plug and play)

For senior role or managerial positions - proven leadership and management experience

Global mindset

Companies look for candidates who possess a global mindset and have a broad understanding of global issues, trends, cultural differences, and are experienced in working across communities.

Collaboration and teamwork

International employee diverse backgrounds must be able to work in a team and collaborate with others. A harmonious multicultural teams, must be built to leverage the strengths and ideas of each team member to achieve common goals.

Problem solving and Critical thinking

Applicants must demonstrate ability to develop creative solutions for each issue at hand.

Critical thinking is a core skill for many positions. It enables employees to be autonomous and independent in their work and analyze complex information correctly.

Multinational companies' recruitment processes

- Creating of a Recruitment Process Flowchart
- Opening the position
- Briefing with hiring manager and internal stakeholder
- Drafting and agreeing on a job description
- Search and screening the CVs and candidates for the selection process.
- Interviewing process for the candidates.
- Assessments and selection of best fits
- Finalizing and making an offer including salary and benefits

Practical and expert tips to improve chances to help you accede a job in an MNC

- Set and assess your own clear career goals
- Polish your resume and cover letter into a clear, concise “story”, highlighting relevant experience, skills, and achievements
- Tailor and adapt with in full honesty your resume to the job description, use keywords, and ensure a professional format
- Do not hesitate to have as many different resumes as job applications
- Focus on job scope, not on titles
- Prepare for the interviews
- Research the company activity, history, presence, culture and values
- Show corporate cultural awareness, if relevant, prepare for questions
- Network with current employees at multinational companies build a strong and professional online presence, market yourself on LinkedIn and JobUp
- Highlight valuable soft skills like communication, be self-aware but not arrogant
- **Bring references & recommendations**

Practical and expert tips to improve chances to help you accede a job in an MNC

Remember - Hiring managers do not have time to loose.

However, no matter how friendly they are DO NOT

- Say I am just casually looking...
- I will take anything, I have no other offers
- I have plenty of offers (It is not a poker game)
- My previous job or manager was terrible
- I work to live, I do not live to work
- Talk about your financial situation

You should keep all above to yourself because if you share some feelings it could weaken your negotiation stance.

Practical and expert tips to improve chances to help you accede a job in an MNC

Remember that no employer will ever love you more than they love you just before they make you a job offer.

If they do not show you the love at that point, don't hesitate to walk away.

- Once on board you should know that MNCs invest in upskilling their employees through training, workshops, seminars, and conferences.
- They offer a playground for career growth, letting you climb the corporate ladder or even hop between departments or affiliate Companies globally.

You may one day become the spouse that will be expatriated and followed by the one you once supported in moving!

Questions


**Thank you, Tak, Merci, Gracias, Grazie, Danke, Dankie,
Bedankt, Shoukran, Shnorhakalutiun, Dhannyabad, Do jeh,
Xie xie, Obrigado Spasiba, Teşekkürler**



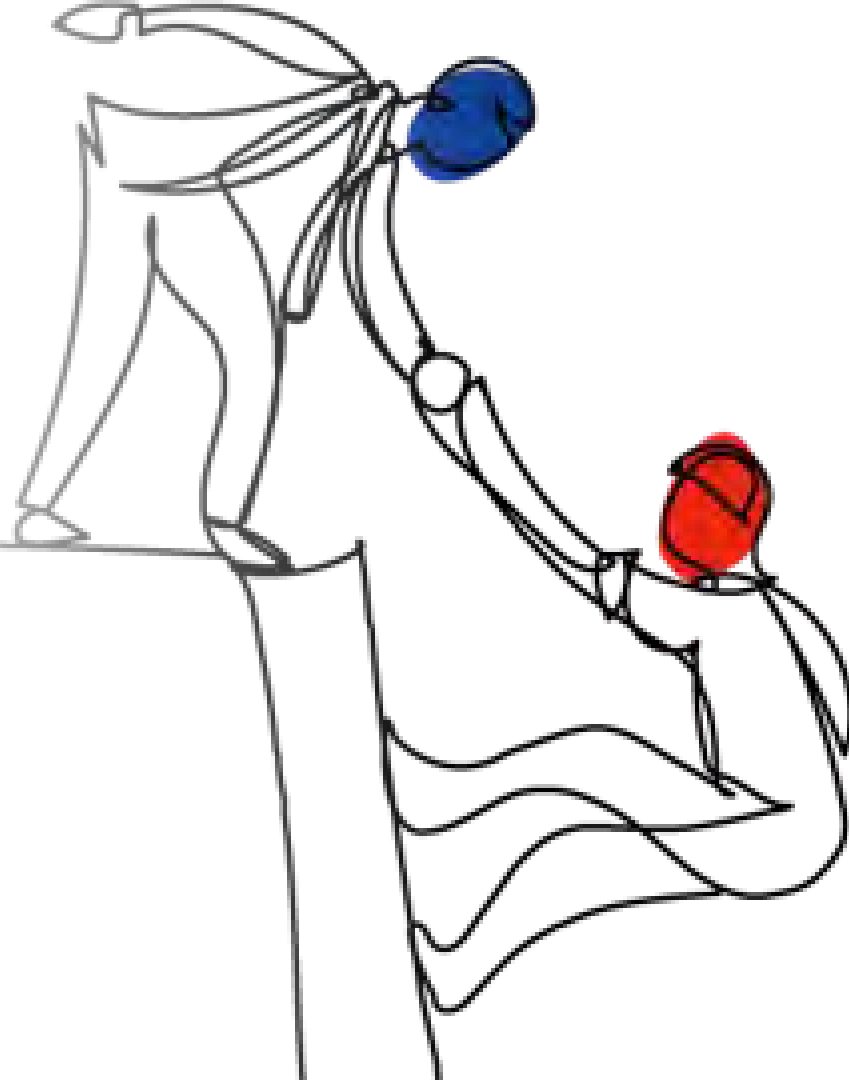
Key Steps to get a job in Geneva Area

Tips to cope and to thrive

PageGroup



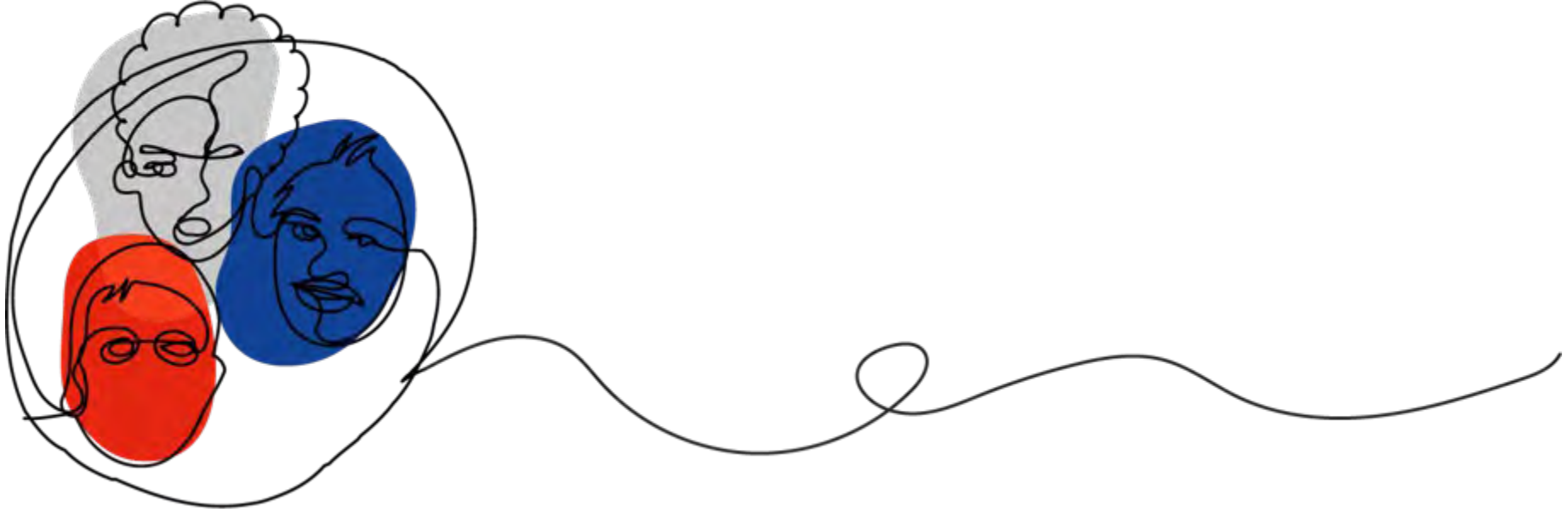
Welcome to the
Swiss Labour Market
where we ...



NEED YOU ! THE WAR OF TALENT IS BECOMING FIERCIER



STEP 1 : UNDERSTAND THE GENEVA LABOUR MARKET



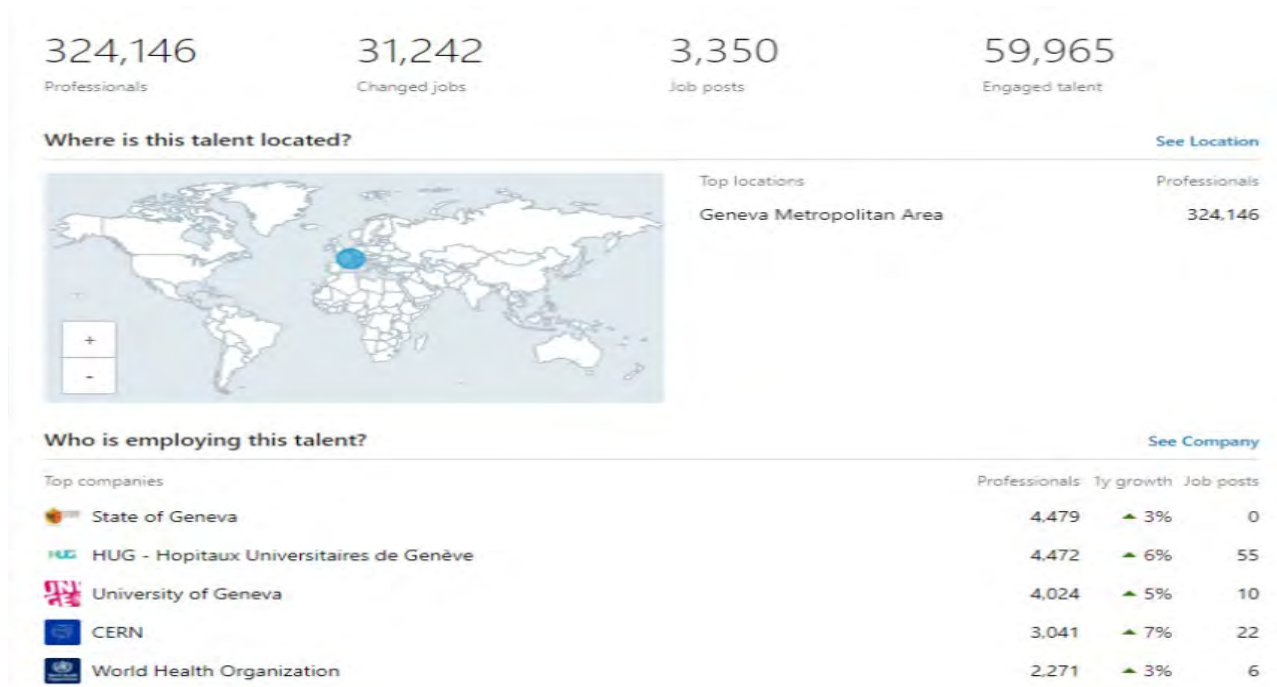
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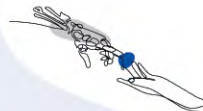
THE MAIN SECTORS OF ACTIVITY IN GENEVA AREA



Talent Market – Geneva in a picture



**INNOVATIVE TOOLS
& TECHNOLOGY**



A snapshot of the talent market of International Geneva

IOS, NGOS & PERMANENT MISSIONS



181

States represented by a
Permanent Mission



461

Non-governmental
Organizations (NGOs)


















39

International
Organizations (IO)



16

platforms











Company (100) ↻	Professionals ↕	Job posts ↻	Attrition ↻
 International Committee of the Red Cross - ICRC	1,274 ↗ 8%	6	 18%
 The Global Fund	1,032 ↗ 6%	11	 6%
 World Economic Forum	767 ↗ 13%	12	 8%
 Gavi, the Vaccine Alliance	435 ↗ 8%	4	 7%
 UNICEF	419 ↗ 6%	3	 10%
 International Federation of Red Cross and Red Crescent Societies - IFRC	331 0%	4	 10%
 Croix-Rouge genevoise	240 ↗ 9%	0	 13%
 Médecins Sans Frontières (MSF)	189 ↗ 2%	0	 20%
 Team for the Planet	141 ↗ 4%	0	 2%
 UNOPS	122 ↗ 2%	6	 10%

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Top employers and skills

What companies are employing this talent?

Company (100) ↕	Professionals ↕	Job posts ↕
 ROLEX	1,870 ▲ 9%	123
 HUG - Hopitaux Universitaires de Genève	4,472 ▲ 6%	55
 Pictet Group	1,456 ▲ 2%	41
 EY	383 ▼ 4%	32
 Deloitte	374 ▼ 1%	30
 Richemont	919 ▲ 4%	25
 TotalEnergies	771 ▲ 8%	25
 MSC Cruises	366 ▲ 13%	25
 CERN	3,041 ▲ 7%	22
 Lombard Odier Group	1,360 ▲ 6%	22

What are the most common skills among this talent?

Skills (100) ↕	Professionals	% of total ↕	Job posts ↕	Gender ↕	Top Employers
Analytical Skills	23,131	7%	699		
Administrative Assistance	21,317	7%	29		
Finance	19,838	6%	368		
Data Analysis	17,169	5%	120		
Risk Management	15,369	5%	116		
Financial Analysis	14,734	5%	38		
Banking	14,305	5%	247		
International Relations	12,976	4%	31		
Customer Relationship Management (CRM)	12,744	4%	90		
Human Resources (HR)	12,403	4%	66		



ALL ABOUT
CUSTOMERS

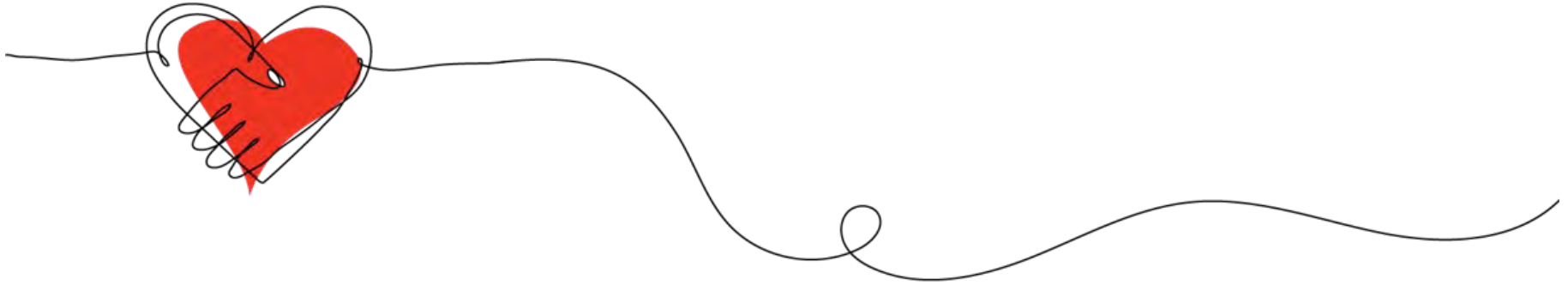
How specific is the Swiss market ?

-  **A low unemployment rate...**
-  **... But a demanding and highly-competitive market with a strong demand for skills**
-  **Multilingualism and cultural diversity**
-  **Economic, Geographical and political Stability**
-  **Regulatory framework**

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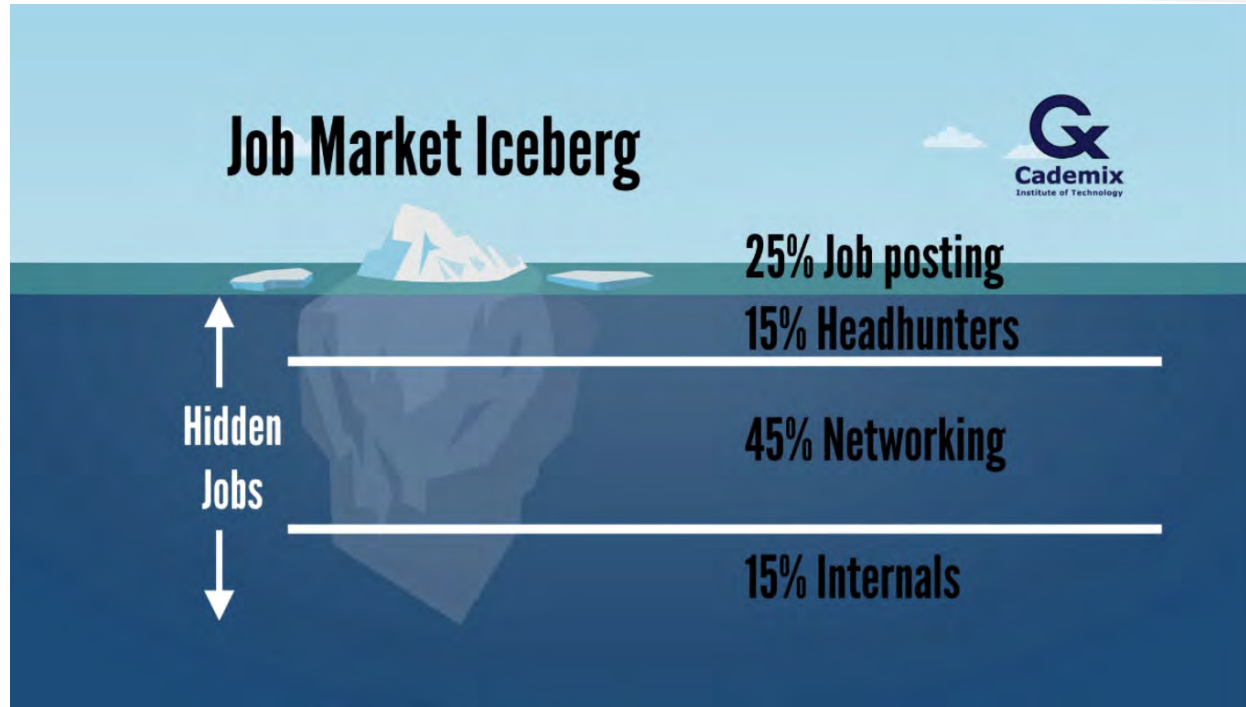
STEP 2 : WHERE TO LOOK



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REALITY CHECK



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HEADHUNTERS



Which kind of contracts should you target ?

- **Permanent** : a contract that you get directly from a company (process can be done either by the company itself or through an agency like us)
- **Temporary contracts which can have different forms :**
 - Fixed-term / Maximum duration contracts:** same as permanent contracts but for contracts with a limited timeframe
 - Interim / Interim Management:** same as above but under Michael Page payroll
 - Contracting:** self-employed candidates (freelancers) covered by Michael Page
 - Try & Hire:** temporary assignments with the possibility to go perm afterwards



STEP 3 : NETWORK AND CONCRETE ACTIONS



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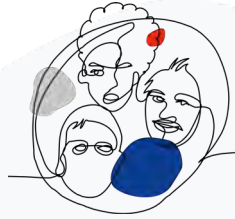


TARGET PLAN

CV

CAREER
EXPECTATIONS

NETWORK



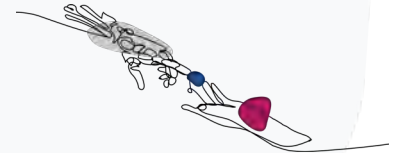
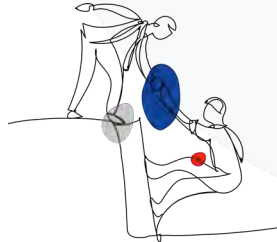
BUILD YOUR CV & MOTIVATION LETTER

EXPLORE THE LABOUR MARKET ON
LINKEDIN



CREATE JOB MAILERS ON JOBBOARDS &
RECRUITER WEBSITES

GO TO JOB FAIRS



LOCAL SPECIFITIES

Picture or not ?

Which layout?

Local trainings &
certificates are
welcomed



**YOUR
NAMEHERE**

DETAILS

Address - Street line
City, ST 10003
T 000 00 0 0000
email@address.com

ABOUT ME

Aliquid albusci temporibus vis in. Mel in nisl inimicus, aequie intellegam disve bit theophrastus et eam. In tempor nostro adversarium nam. His ea allenumancillae, noster laoreet insolens cum id. Mazim tempor everti usu ei, tollit enique in his, at his modo stet eirmod. Ut,

SKILLS

Skill Number 1	●●●●●●●●
Skill Number 2	●●●●●●●●
Skill Number 3	●●●●●●●●
Skill Number 4	●●●●●●●●
Skill Number 5	●●●●●●●●

EXPERIENCE

JOB TITLE, COMPANY NAME

City, State — 2012-2015

Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Accomplishments:

- Ut enim ad minim veniam, quis nostrud exerc.
- Exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.
- Ut enim ad minim veniam, quis nostrud exerc.

JOB TITLE, COMPANY NAME

City, State — 2005-2012

Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Accomplishments:

- Ut enim ad minim veniam, quis nostrud exerc.
- Exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.
- Ut enim ad minim veniam, quis nostrud exerc.

EDUCATION

DIPLOMA

School Name — 2003-2005

Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

DIPLOMA

School Name — 2001-2003

Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

STEP 4 : PREPARE YOUR INTERVIEWS & POST INTERVIEWS









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Do not forget THE BASICS

SUCCESS NEEDS PREPARATION

-  **Action 1 | Read and Appropriate the job description**
-  **Action 2 | Think about your own experience and Strenghts**
-  **Action 3 | Gather pieces of information about the company culture & activities**
-  **Action 4 | Prepare a 2 minute speech about yourself**
-  **Action 5 | Prepare a couple of interesting questions versus the role and company**
-  **Action 6 | Be ready for the general HR questions**

AFTER THE INTERVIEW

**Call
the recruiter**



**Send a
Thank you note**



Follow up



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Know your
strengths
and
weaknesses

Be smart and
creative about
your networking

Make the
most of
your one
chance to
make a
good
impression

Follow
up after
your
interview

Give yourself the
benefit of the doubt
and keep applying

**CONCLUSION & KEY
TAKE AWAY**

PageExecutive

MichaelPage

PagePersonnel

PageOutsourcing

Part of PageGroup

*Ms. Roya Caviglia, founder of
Baby Sign Language Course and
English Voice Academy*



Q&A session

- *Ambassador Mr. Yannick Roulin, Director of CAGI*
- *Mr. Pierre-Yves Martin, Director of the Welcome Center*
- *Ms. Laurénie Sulliger, Attachée of the Permanent Mission of Switzerland to the UN*
- *Ms. Shivani Bhardwaj, Global Program Director IDCN*
- *Ms. Sarah Gamblin, Communication, fundraising and partner relations officer of Association Découvrir*
- *Ms. Nataliya Myronenko and Ms. Rosa Ylimaula, Human Resources Management Service, UNOG*
- *Ms. Ina Stumpe, Head of Communications, member of the GEM HR and Public Affairs committees*
- *Ms. Marine Moncozet and Mr. Olivier Broutin, Michael Page*
- *Ms. Roya Caviglia, founder of Baby Sign Language Course and English Voice Academy*