



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra



REPUBLIQUE
ET CANTON
DE GENEVE

POST TENEBRAS LUX



**Access to the job market for
International Geneva professionals living in Switzerland**

Programme

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2. Introduction by the Canton of Geneva

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4. International civil servants: possibilities to remain in Switzerland after losing the legitimation card

Ms Tania Albertani, Director Service for Foreigners, Geneva Cantonal Office of Population and Migrations (OCPM)

5. Conditions of access to the labour market for non-European nationals

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6. Registration for unemployment insurance in Geneva: legal framework and support

Ms Sibylle Guerin, Recruitment Adviser, Employers Department, Geneva Cantonal Employment Office (OCE)

7. How to optimise your job searches and applications

Ms Marine Moncozet, Senior Director, Michael Page Group

Mr. Guillaume Stollsteiner, Founder, Transition&Performance (TnP)

8. AGPsy

Mr. Loïc Deslarzes, President of AGPsy

Ms Mélanie Fong, AGPsy Coordinator

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1. Welcome

Mr Yannick Roulin, Ambassador, Director of the International Geneva Welcome Centre (CAGI)



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



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Associate members



Fédération des
Entreprises
Romandes
Genève

GENÈVE
AÉROPORT

GENEVA
TOURISM



UNIVERSITÉ
DE GENÈVE



Hôpitaux
Universitaires
Genève



FIPOI



Chambre de commerce, d'industrie
et des services de Genève



BCGE



canton de
vaud



Association des Amis
Fondation pour Genève



FONDATION
POUR GENÈVE

Supporting members



GENÈVE
terroir

MEYRIN



CERN

HotellerieSuisse
Genève

Michael Page



GENEVA
GRADUATE
INSTITUTE



EXECUTIVE
EDUCATION

AGEP



cigna
healthcare



TACS



acg

!fage

swiZERLAND



Club suisse de la presse
SUISSA PRESS CLUB

FONDATION
GENÈVE
PLACE
FINANCIÈRE



GENÈVE
CLINIQUES
ASSOCIATION DES CLINIQUES PRIVÉES DE GENÈVE



GEM

Groupement des
Entreprises
Multinationales



Ville de Lausanne



aelia
DUTYFREE
FOR DIPLOMATS



UNITED NATIONS
GENEVA



WIPO
WORLD
INTELLECTUAL PROPERTY
ORGANIZATION

balexert



la francophonie



AXA
Vernier

palexpo
Genève



PREGNY-CHAMBÉS
Une commune aux portes de la campagne genevoise



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

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

Filtrer par catégories

Type de contrat

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

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

more info



cagi.ch

CONTACT

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Maître
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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)





2. Introduction by the Canton of Geneva

Ms Beatrice Ferrari, Director of International Affairs



Context and Concerns / Contexte et préoccupations

.....

- Concerns about major funding cuts
- Concerns for affected employees
- Increasing difficulties in fulfilling organizational missions
- Impact for beneficiaries

- Préoccupations face aux baisses importantes de financement
- Inquiétudes pour les employé-es touché-es
- Difficultés croissantes à remplir les missions des organisations
- Impact sur les bénéficiaires

We share your worries



International Geneva / La Genève internationale

.....

A crucial role for the canton of Geneva:

- Economic impact (jobs, activity)
- Crucial values: Solidarity, Human rights, Peace, Global problem-solving
- Dense, diverse, neutral, and universal ecosystem of over 700 actors
- Cross-thematic collaboration and unique expertise

Un rôle crucial pour le canton de Genève:

- Impact économique (emplois, activité)
- Des valeurs essentielles : solidarité, droits humains, paix, recherche de solutions globales
- Un écosystème dense, diversifié, neutre et universel de plus de 700 acteurs
- Des collaborations transversales et une expertise unique

Geneva – Working for the world



Geneva's Strengths / Les atouts de Genève

.....

- High-quality services, quality of life
- Consistent and long term support from Swiss authorities
- Proximity of organizations facilitating work and negotiations
- Strong international connectivity
- Neutral, universal

- Services de qualité, qualité de vie
- Soutien constant et à long terme des autorités suisses
- Proximité des organisations facilitant le travail et les négociations
- Connectivité internationale forte
- Neutre, universelle

A pole of stability – long-term home of cooperation



Support from the canton / Soutien du canton

.....

- Firm commitment to support International Geneva
- Two main measures implemented:
 - ⇒ *Support for NGOs to preserve expertise*
 - ⇒ *Foundation to support International Geneva's adaptation*
- Today's goal:
 - ⇒ *Provide clear information on conditions and available resources*
 - ⇒ *Support those losing their job*

- Volonté affirmée de soutenir la Genève internationale
- Mesures principales mises en place :
 - ⇒ *Soutien aux ONG pour préserver l'expertise*
 - ⇒ *Fondation pour l'adaptation de la Genève internationale*
- Objectif de la journée :
 - ⇒ *Informier au mieux sur les conditions et les ressources disponibles*
 - ⇒ *Accompagner celles et ceux qui perdent leur emploi*

Standing for international Geneva



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3. Continuation of the stay in Switzerland, options according to nationality

Ms Danielle Werthmüller, Head, Legal and Protocol affairs,
Swiss Mission UN Geneva



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Courtesy period for retaining the legitimation card of the Federal Department of Foreign Affairs:

- 2 months automatically granted from the date of termination of service,
- for staff members living in Switzerland, a longer courtesy period may be granted if exceptional circumstances are invoked by the OI, if they have sufficient financial means to extend their stay in Switzerland and that of their family members. All requests for a longer period must be presented by the IO to the Swiss Mission and duly justified. The Swiss Mission cannot accept any individual requests from staff members.



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Courtesy period for retaining the legitimation card of the Federal Department of Foreign Affairs:

- The staff members who terminate their duties to retire are entitled to a courtesy period of 3 months; the same period may be granted, at the request of the IO, to those who take early retirement.

The Swiss Mission will exercise flexibility depending on the circumstances and the requests made by the IOs.



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Different categories of staff members of los

-Swiss nationals (right of residence), registration with an unemployment office with unemployment benefits if insured and if conditions are met / or without benefits but with advice (canton of Geneva).

-Nationals of countries of the European Union (EU) and the European Free Trade Association (EFTA) (Agreement on the Free Movement of Persons) = application for a temporary Swiss permit, L permit, for the purpose of seeking employment (financial resources required). Their spouses and minor children may be granted a Swiss permit for family reunification (canton of Geneva). Registration with an unemployment office without benefits but with advice (canton of Geneva).



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-Third-country nationals (ordinary Swiss law, Foreign Nationals and Integration Act, restrictive conditions) if they find an employer based in Switzerland willing to apply for a Swiss permit (canton of Geneva). Their spouses and minor children may be granted a Swiss permit for family reunification (canton of Geneva).

-Family members with a Ci permit, who must apply for authorisation to continue working during the courtesy period or, depending on their nationality, qualifications or managerial position, may apply for a B permit via their employer based in Switzerland (canton of Geneva). Their spouses and minor children may be granted a Swiss permit for family reunification (canton of Geneva).



4. International civil servants: possibilities to remain in Switzerland after losing the legitimation card

Ms Tania Albertani, Director Service for Foreigners, Geneva Cantonal Office of Population and Migrations (OCPM)

Fonctionnaires internationaux

International civil servants

**Possibilités de demeurer en Suisse après la perte
de la carte de légitimation**

**Possibilities of staying in Switzerland after the loss
of the legitimization card**

Tania ALBERTANI
Directrice du service
Étrangers Office cantonal de
la population et des migrations

Plan

1. Informations utiles - Useful information
2. Contexte juridique et droit applicable - Legal context and applicable law
3. Départ pour l'étranger - Departure for abroad
4. Poursuite du séjour en Suisse - Continuation of the stay in Switzerland
 1. Récupération d'une autorisation précédente - Recovering a previous permit
 2. Retraite - Retirement
 3. Demande d'autorisation de séjour avec activité lucrative - Application for a residence permit with gainful activity
 4. Demande d'autorisation de séjour sans activité lucrative - Application for a residence permit without gainful activity
5. Membres de la famille - Family members
6. Formalités - Formalities

1. Informations utiles - Useful information

Informations utiles sur le site Internet - Useful information on the website

<https://www.ge.ch/organisation/office-cantonal-population-migrations-ocpm>

<https://www.ge.ch/perte-du-droit-carte-legitimation-poursuite-du-sejour>

Etat d'avancement d'une demande - Status of a request :

<https://www.ge.ch/suivi-ma-demande-ocpm>

Démarches en ligne ou par courrier - Online or by mail

Accueil du public - Reception

Sur rendez-vous uniquement pour les dossiers déjà déposés

By appointment only for files already submitted

Adresse de l'OCPM

Route de Chancy 88

1213 Onex

Site Internet SEM et Directives sur le séjour - SEM website and stay guidelines

www.sem.admin.ch

<https://www.sem.admin.ch/dam/data/sem/rechtsgrundlagen/weisungen/auslaender/weisungen-aug-f.pdf> (cf. chapitre 7)

2. Contexte juridique et droit applicable - Legal context and applicable law

Différents régimes applicables selon la nationalité et le but du séjour
Different regimes applicable depending on nationality and purpose of stay

Ressortissants Etats tiers
Third States Nationals



Loi fédérale sur les étrangers et l'intégration (LEI) Foreign Nationals and Integration Act (FNIA)

Ressortissants UE/AELE
EU/EFTA Nationals



Accord sur la libre circulation des personnes (ALCP) AFMP

Citoyens du Royaume-Uni – Brexit
UK Nationals - Brexit



Depuis le **01.01.2021** → LEI (év. Accord sur les droits acquis)

Asile



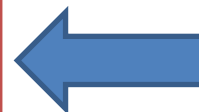
Loi fédérale sur l'asile (Lasi) Asylum

Fonctionnaires internationaux et membres des représentations étrangères



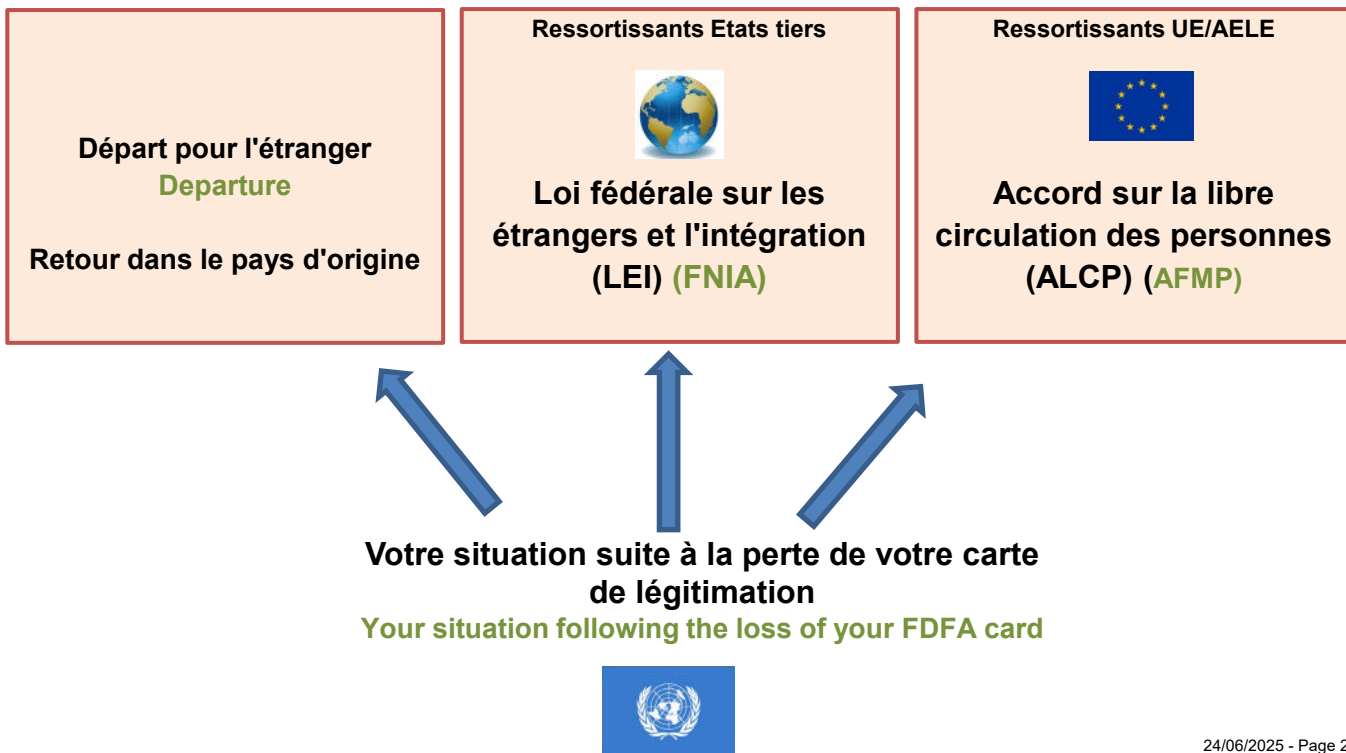
Loi sur l'Etat hôte (LEH) Compétence exclusive du DFAE Host State Act -Exclusive competence of the FDFA

Votre situation actuelle
Your current situation



2. Contexte juridique et droit applicable - Legal context and applicable law

Différents régimes applicables selon la nationalité et le but du séjour
Different regimes applicable depending on nationality and purpose of stay



3. Départ pour l'étranger **Departure for abroad**

Annnonce de départ facultative, mais nécessaire si une attestation de départ (formalités administratives) est demandée.

Announcement of departure is optional, but necessary if a certificate of departure (administrative formalities) is requested.

- Annonce de départ en ligne ou par courrier / **Departure announcement online or by postal mail:**

<https://www.ge.ch/annoncer-mon-depart-ocpm>

- Commande d'attestation de départ en ligne uniquement / **Departure attestation order online only :**

<https://www.ge.ch/obtenir-attestation-ocpm/commander-attestation-depart>

4. Poursuite du séjour en Suisse / Continuation of the stay in Switzerland

1. Récupération d'une autorisation précédente (permis B durable ou C) / Recover previous authorisation

Loss of the right to the legitimation card and continuation of the stay

FR

EN

1. Overview

2. Recover previous authorisation

3. Retirement of international civil servants

4. Retirement of staff of foreign representations

<https://www.ge.ch/perte-du-droit-carte-legitimation-poursuite-du-sejour/recuperer-sa-precedente-autorisation-sejour-etablissement>

4. Poursuite du séjour en Suisse / Continuation of the stay in Switzerland

Retraite en Suisse / Retirement

FR

EN

1. L'essentiel en bref

2. Récupérer sa précédente autorisation - séjour ou établissement

3. Retraite des fonctionnaires internationaux

4. Retraite de membres du personnel de représentations étrangères

<https://www.ge.ch/perte-du-droit-carte-legitimation-poursuite-du-sejour/retraite-fonctionnaires-internationaux>

4. Poursuite du séjour en Suisse / Continuation of the stay in Switzerland

Demande d'autorisation de séjour avec activité lucrative

Application for a residence permit with gainful activity

- **Système dual d'accès au marché du travail suisse:**
Dual system of access to the Swiss labour market

- **ALCP pour les ressortissants UE/AELE**
AFMP for EU/EFTA nationals

<https://www.ge.ch/demander-permis-travail-employeur-suisse/ressortissant-ue/aele>

- **LEI et conditions restrictives pour les ressortissants d'Etats tiers (non UE/AELE)**
FNIA and restrictive conditions for third-country nationals (non-EU/EFTA)

<https://www.ge.ch/demander-permis-travail-employeur-suisse/ressortissant-etat-tiers-hors-ue/aele>

4. Poursuite du séjour en Suisse / Continuation of the stay in Switzerland

Demande d'autorisation de séjour sans activité lucrative

Application for a residence permit without gainful activity

- **ALCP pour les ressortissants UE/AELE**
AFMP for EU/EFTA nationals

- **Permis L recherche d'emploi:**
L permit for job search

<https://www.ge.ch/demander-permis-sejour-sans-activite-lucrative/demande-permis-ue/aele-recherche-emploi>

- **Permis B sans activité:**
B permit without activity

<https://www.ge.ch/demander-permis-sejour-sans-activite-lucrative/demande-permis-ue/aele-sans-activite>

5. Membres de la famille **Family members**

Principe général **General principle**

La perte de la carte de légitimation du titulaire principal met **fin au statut dérivé** des membres de la famille.

The loss of the primary holder's legitimation card ends the derived status of family members.

Tout membre de la famille souhaitant rester en Suisse doit déposer une demande d'autorisation de séjour.

Any family member wishing to remain in Switzerland must apply for a residence permit.

En fonction de la situation familiale, demande groupée ou individuelle pour les personnes concernées:

Depending on the family situation, group or individual application for the persons concerned:

<https://www.ge.ch/demander-permis-sejour-ma-famille-regroupement-familial>

<https://www.ge.ch/document/aide-pratique-annoncer-ligne-son-arrivee-geneve-deposer-demande-permis-sejour-avec-sans-activite-aupres-ocpm>

5. Enfants Children

Enfants majeurs ayant 12 ans de séjour en Suisse sous carte de légitimation:

Adult children who have been in Switzerland for 12 years under a legitimation card:

→ Possibilité d'obtention d'un titre de séjour indépendant

→ Possibility of obtaining an independent residence permit

ALCP: regroupement familial des enfants jusqu'à 21 ans

AFMP: family reunification of children up to 21 years of age

<https://www.ge.ch/demander-permis-sejour-ma-famille-regroupement-familial/je-suis-ressortissant-etat-membre-ue-aele>

LEI: regroupement familial des enfants jusqu'à 18 ans

FNIA: family reunification of children up to 18 years of age

<https://www.ge.ch/demander-permis-sejour-ma-famille-regroupement-familial/je-suis-ressortissant-etat-hors-ue-aele>

6. Formalités Formalities



6. Formalités **Formalities**

Quand déposer votre demande?

When to apply?

- Le plus tôt possible dès que votre situation est claire.
- **As soon as possible as your situation becomes clear.**
- Délivrance effective du permis seulement après l'annulation de la carte de légitimation.
- **Effective issuance of the permit only after cancellation of the legitimation card**

Obligation d'assurance-maladie en Suisse

Health insurance obligation in Switzerland

En Suisse, l'assurance de base pour les soins (LAMal) en cas de maladie et d'accident est obligatoire.

In Switzerland, the basic health and accident insurance (LAMal) is mandatory.

<https://www.ge.ch/affiliation-obligatoire-caisse-assurance-maladie>

6. Formalités Formalities

Dépôt des demandes:

Applications

- **par courrier**, formulaires téléchargeables sur Internet, ou
- By postal mail, downloadable forms on the website
- **en ligne**, avec les avantages suivants: formulaire qui guide et oriente tout au long de la demande - confirmation de réception – possibilité de faire des demandes groupées pour les familles
- online, with the following advantages: form that guides throughout the request - confirmation of receipt - possibility to make group requests for families

<https://www.ge.ch/document/aide-pratique-annoncer-ligne-son-arrivee-geneve-deposer-demande-permis-sejour-avec-sans-activite-aupres-ocpm>

Toutes les informations utiles sont sur le site Internet ge.ch
All relevant information is available on ge.ch website

<https://www.ge.ch/perte-du-droit-carte-legitimation-poursuite-du-sejour>

<https://www.ge.ch/en/loss-right-legitimation-card-and-continuation-stay>

Certaines pages du site Internet sont disponibles en anglais
Some pages of the website are available in English

Infos sur l'état d'avancement d'une demande:
Request progress information:
<https://www.ge.ch/suivi-ma-demande-ocpm>

Demande d'attestation:
Request for attestation
<https://www.ge.ch/obtenir-attestation-ocpm/commander-attestation-demande-permis-deposee>

Merci de votre attention

Thank you for your attention



5. Conditions of access to the labour market for non-European nationals

Mr Laurent Righetti, Lawyer and Deputy Director, Foreign Labour
Department, Geneva Cantonal Office for Inspection and Labour
Relations (OCIRT)

Conditions of access to the labor market for non-European nationals

Laurent Righetti
OCIRT

Access to the labor market for non-European nationals

Holders of a legitimization card (CdL) who lose their job have different rights depending on their nationality.

European nationals: European workers benefit from the Agreement on the Free Movement of Persons (AFMP) and have the right to obtain a residence and work permit with full professional mobility.

Non-European nationals: Non-European workers do not benefit from any right to reside and work in Switzerland. Thus, any request to change employer is subject to the ordinary conditions of admission contained in the Federal Law on Foreigners and Integration (LEI) and its implementing ordinance (OASA). In Geneva, the examination of the conditions of access to the labor market is carried out by the cantonal office of inspection and labor relations (OCIRT). In certain cases, the OCIRT requests the prior notice of the tripartite commission for the economy (CTE) of the canton of Geneva.

European countries – EU 30

(UE 27 + 3 EFTA)

- Germany
- Austria
- Belgium
- Bulgaria
- Cyprus
- Denmark
- Spain
- Estonia
- Finland
- France
- Croatia
- Greece
- Hungary
- Ireland
- Iceland
- Italy
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg
- Malta
- Norway
- Netherlands
- Poland
- Portugal
- Czech Republic
- Romania
- Slovakia
- Slovenia
- Sweden

Conditions of access to the labor market for non-European nationals

- Economic interest
- Priority to the Swiss labor market and that of the EU/EFTA states
- Access to the labor market limited to specialists and managers
- Ex-ante review of working conditions and remuneration
- Availability of quotas for L (146) and B (91) permits
- Approval of the authorization from the State Secretariat for Migration (SEM).

Applications for residence and work permits

The employer sends all documents to the OCPM, which forwards the application to the OCIRT (electronic submission via the e-démarches portal is also possible).

- Completed, dated, and signed Form M, color copy of passport
- Cover letter, CV, copy of diplomas
- Employment contract signed by both parties.
- Proof of unsuccessful search on the Swiss and European labor market (including proof of the vacancy announcement at the cantonal employment office).

A response will be provided within 8 weeks.

<https://www.ge.ch/demander-permis-travail-employeur-suisse/ressortissant-etat-tiers-hors-ue/aele>

Cross-border work permits (G permit) for non-European nationals

Legal requirements

A permanent residence permit in France and regular residence in the neighboring border area for at least six months.

<https://www.ge.ch/document/4219/télécharger>

The conditions for granting a residence permit for third-country nationals also apply (economic interest, priority, working conditions). A weekly return home is required.

In addition to the standard documents, the employer must also provide a copy of the permanent foreign residence permit and proof of residence in the neighboring border area.

Family reunification

If both non-European spouses find ordinary employment, a single application for a limited permit is submitted for the main holder and the spouse can apply for family reunification (OCPM jurisdiction: <https://www.ge.ch/demander-permis-sejour-ma-famille-regroupement-familial>)

Thank you for your attention



6. Registration for unemployment insurance in Geneva: legal framework and support

**Ms Sibylle Guerin, Recruitment Adviser, Employers Department, Geneva
Cantonal Employment Office (OCE)**

Plan

- Loi sur l'assurance chômage – LACI
- Distinction entre Office Cantonal de l'Emploi (OCE) et caisse de chômage
- Inscription au chômage
- Conditions pour être indemnisé
- Obligations et droits

- Unemployment Insurance Act – LACI
- Distinction between the Cantonal Employment Office (OCE) and the unemployment insurance benefit agency
- Unemployment registration
- Requirement for receiving payment
- Obligations and rights

Elle détermine :

- L'inscription au chômage
- Le calcul et le versement des indemnités
- Les droits et devoirs des personnes inscrites au chômage

It determines :

- Registration procedures
- Calculation and paying benefits
- Rights and duties of registered unemployed persons

OCE

Caisse de chômage - Unemployment benefit agency

Office Cantonal de l'Emploi

Art 85 LACI

Accompagnement à la recherche d'emploi

Suivi des mesures de réinsertion

Contrôle de l'aptitude au placement

Cantonal Employment Office (OCE)

Art 85 LACI

Job search assistance

Reintegration measure advice

Monitoring of employment availability

Caisse de chômage

Art 81 LACI

Instruction du droit aux indemnités

Calcul et paiement des indemnités

Unemployment insurance benefit agency

Art 81 LACI

Examination of entitlement to compensation

Calculation and payment daily allowances

Délai de congé – Notice period

Inscrivez-vous à l'OCE dès que vous êtes disponibles pour un entretien de conseil

- Au plus tard le 1er jour où vous prétendez à des indemnités de chômage
- Votre employeur a l'obligation de vous libérer pour toutes démarches liées à votre recherche d'emploi

Register with OCE as soon as you are available to attend an advisory meeting

- No later than the first day on which you claim unemployment benefits
- Your employer is obligated to release you for all procedures related to your job

Délai de congé – Notice period

Recherchez un emploi

- Afin de vous éviter toute sanction, vous avez l'obligation de rechercher un emploi, sans attendre, en effectuant au minimum 2 candidatures par semaine, soit **8 par mois**
- Conservez toutes les preuves de vos recherches
- Recherchez un emploi, même si vous prenez des vacances

Search for a job

- Look for a job immediately to avoid sanctions: at least 2 applications per week
=> **8 per month**
- Keep all evidence of your applications
- Continue job searching even while on holiday

S'inscrire au chômage - Register with the OCE

- Copie recto/verso de votre **pièce d'identité ou permis de séjour valable** ou attestation de l'Office cantonal de la population et de la migration (OCPM)
- Copie de votre **carte AVS** ou carte d'assurance maladie
- Copie de votre certificat médical si vous êtes actuellement en arrêt ou en reprise
- Lettre de licenciement ou de congé (facultatif)

- Copy of both sides of your identity card or **valid residence permit** or certificate from the Cantonal Office for Population and Migration (OCPM)
- Copy of your **AVS card** or health insurance card
- Copy of your medical certificate if you are currently on sick leave or returning to work
- Termination letter (optional)

www.ge.ch/inscrire-au-chomage/mode-emploi-inscrire

Confirmation – Convocation

- Une confirmation d'inscription vous sera adressée **par mail**
- Vous recevrez une convocation pour un premier **entretien en présentiel** avec votre conseiller.ère en personnel

- A registration confirmation will be sent to you **by e-mail**
- You will receive an invitation to an initial **one-to-one meeting** with your job advisor

⇒ Possibilité de s'inscrire également pour les personnes **non-indemnisées et bénéficiant d'un suivi**

⇒ **Non-benefit** claimants may also register and benefit from **follow-up support**

Caisses de chômage - Unemployment benefit agencies

5 caisses de chômage à Genève

Lors de votre inscription à l'OCE, il vous sera demandé de **choisir une caisse de chômage et de vous y inscrire le plus rapidement possible.**

=> Vous devrez ensuite transmettre les documents à cette caisse, qui déterminera **si vous avez droit aux indemnités de chômage**

5 unemployment benefit agencies in Geneva

When you register with the OCE, you will be asked to **choose an unemployment benefit agency and register with it as soon as possible.**

=> send all documents to this agency which will determine **whether you are entitled to unemployment benefits**

www.ge.ch/document/liste-caisses-chomage

Conditions pour être indemnisé Conditions for compensation

art 8 LACI

- **Résider en Suisse**
- Avoir cotisé au moins 12 mois les 24 derniers mois à l'AVS / assurance chômage
- Ou prouver d'une affiliation volontaire à l'AVS / assurance chômage
- Être suisse ou au bénéfice d'un permis de séjour valable
- Être apte et disponible pour un nouvel emploi

- **Living in Switzerland**
- At least 12 months of contribution to unemployment insurance in the last 24 months
- Or proof of voluntary unemployment insurance coverage
- Swiss nationality or valid residence permit
- Fit and available for new employment

Vos obligations - Your obligations

- **Être joignable dans les 24 heures**
- Venir aux entretiens de conseils et aux mesures d'insertion
- Tout mettre en œuvre pour retrouver un emploi rapidement
- Accepter tout emploi convenable
- Renseigner l'OCE et la caisse de chômage de tout changement
- Effectuer le nombre de recherches d'emploi convenu et remettre le formulaire au plus tard le 5 du mois suivant

- **Be reachable within 24 hours**
- Attend advisory meeting and integration measures
- Do everything possible to find a job quickly
- Accept any suitable job
- Inform to OCE and unemployment benefit agency of any changes
- Carry out the agreed number of job searches and submit the form no later than the 5th of the following month

Vos obligations - Your obligations

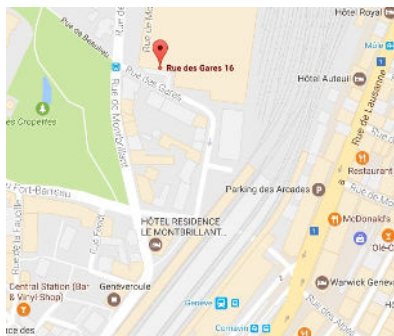
⇒ **En cas de manquement** : jours de suspension (non payé)
et pour les non-indemnisés : fermeture possible du dossier

⇒ **In the event of failure to comply** : days suspension (unpaid penalties)
and for those not receiving compensation : possible closure of the file

Vos Droits - Your rights

- **Suivi personnalisé**
- Entretien régulier avec un.e conseiller.ère en personnel
- Mesures de réinsertion (stage / formation) uniquement si en adéquation avec la stratégie d'insertion convenue avec votre conseiller.ère
- JobRoom : accès aux offres d'emploi et gestion des e.documents

- **Personalised follow-up**
- Regular meeting with your job advisor
- Labour market measures (training / courses) only if in line with the integration strategy agreed with your job advisor
- JobRoom : access to job offers and e.document management



Office cantonal de l'emploi (OCE) **Rue des Gares 16 - 1201 Genève**

Opening hours :
Monday- Friday : 08h00 -12h00 & 14h00 – 16h00

Thank you for your attention



7. How to optimise your job searches and applications

Ms Marine Moncozet, Senior Director, Michael Page Group

Mr. Guillaume Stollsteiner, Founder, Transition&Performance (TnP)

The Swiss job Market

First steps in your job search



Michael Page

TnP
TRANSITION & PERFORMANCE

THE SWISS JOB MARKET IN 2025

2.8%

Unemployment rate for the first semester

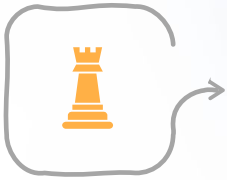
figure provided by the Federal Government – slightly down vs. 2025.

Most sectors are affected by the global economic slowdown, particularly export-oriented companies.

Decrease in permanent roles, increase in temporary positions.

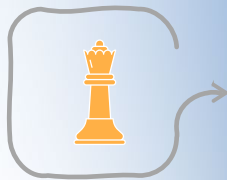


BE THE GAME CHANGER



END OF A MANDATE ≠ END OF A CAREER

Your experience in IOs is valuable. It now needs to be adapted to a new context.



THE SWISS MARKET IS DEMANDING

A competitive and relationship-based market.
Stand out through your expertise, cultural understanding, and command of national languages.



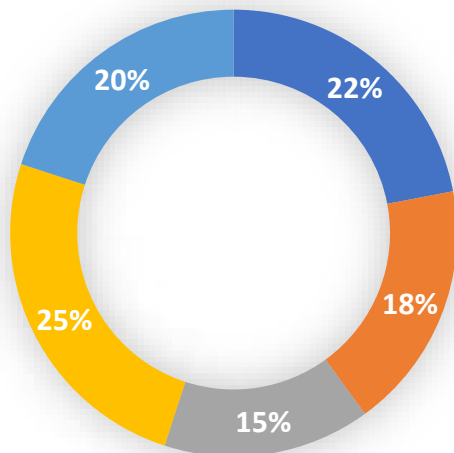
8 TO 10 MONTHS TO REPOSITION YOURSELF ALONE

With a clear strategy and the right support, this can be reduced to 3–5 months.

Be the
Game
Changer

- IN DEMAND INDUSTRIES & SKILLS

Hiring industries



- Santé
- Energie et Transport
- Finance
- Technologies
- Autres

A word cloud featuring various skills and competencies. The most prominent words are 'Compétences', 'Communication', 'Adaptabilité', 'Gestion', 'Leadership', 'Résolution', 'Créativité', 'Flexibilité', 'Esprit', 'Problèmes', 'Temps', 'Analyse', 'Empathie', 'Intelligence', 'Cybersécurité', 'Artificielle', 'Computing', 'Cloud', 'Automatisation', 'Réglementaire', 'Critique', 'D'équipe', 'Données', 'Numériques', 'Projet', 'Langages', 'Connaissance', 'Pensée', 'Flexibilité', 'Esprit', 'Problèmes', 'Temps', 'Analyse', 'Empathie', 'Intelligence', 'Cybersécurité', 'Artificielle', 'Computing', 'Cloud', 'Automatisation', 'Réglementaire', 'Critique', 'D'équipe', 'Données', 'Numériques', 'Projet', 'Langages', 'Connaissance', 'Pensée'.

4 STEPS TO REPOSITION YOURSELF

1

CLARIFY YOUR GOALS

Know what you want – and what you no longer want

2

REFRAME YOUR EXPERIENCE

Translate your IO missions into concrete achievements that are understandable by the private / public sector

3

UNDERSTAND THE SWISS MARKET

Less visible positions, emphasis on stability, expectations of versatility, compensation

4

ACTIVATE YOUR NETWORK

Applying is not enough.
You need to be recommended,
introduced, visible in professional
circles.



TOOLS AND CHANNELS TO STAY CONNECTED

Linkedin

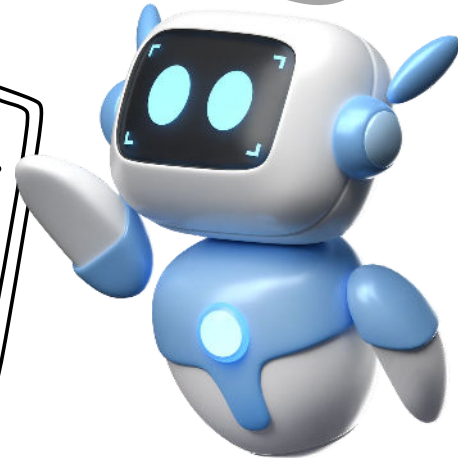
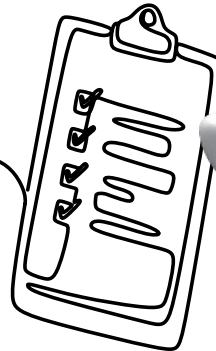
Recruitment
firms

TALENTAI by
TnP



Jobboards

ChatGPT
IA



HOW TO STAND OUT



Local expertise is welcome

- Past professional experiences
- Volunteering and non-profit involvement
- Local training
- Mastery of a national language



Human skills

- Professional references
- Behavioral examples
- Interview communication



Networking

- Professional clubs
- Recruitment agencies
- Outplacement films
- Themed networking events
- Training opportunities



Importance of LinkedIn

- An up-to-date LinkedIn profile
- Consistent with your CV
- Article publications
- Recommendations from colleagues, managers, clients

BRIDGES TO YOUR NEXT ROLE



**Other
international
public sector
actors
Swiss
foundations.**



**Swiss public
sector
Starts up &
SME
Consulting
firms
Multinationals,
Banks**



Transferable roles:

- **Institutional communication ↔ Corporate communication**
- **Humanitarian project management ↔ IT/industrial project manager**
- **Development data analyst ↔ Data analyst**
- **International law lawyer ↔ Corporate lawyer**
- **NGO HR ↔ Talent acquisition / HRBP**
- **Humanitarian logistics ↔ Supply chain manager**
- **Sustainability-related job**



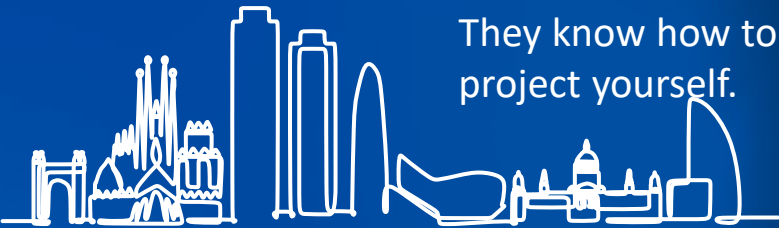
Types of bridges:

- **Temporary missions (consulting, secondments)**
- **Intersectoral mobility programs**
- **Co-financed continuing education**
- **Networking and transition platforms**

CAREER SUPPORT : A BOOSTER, NOT LUXURY

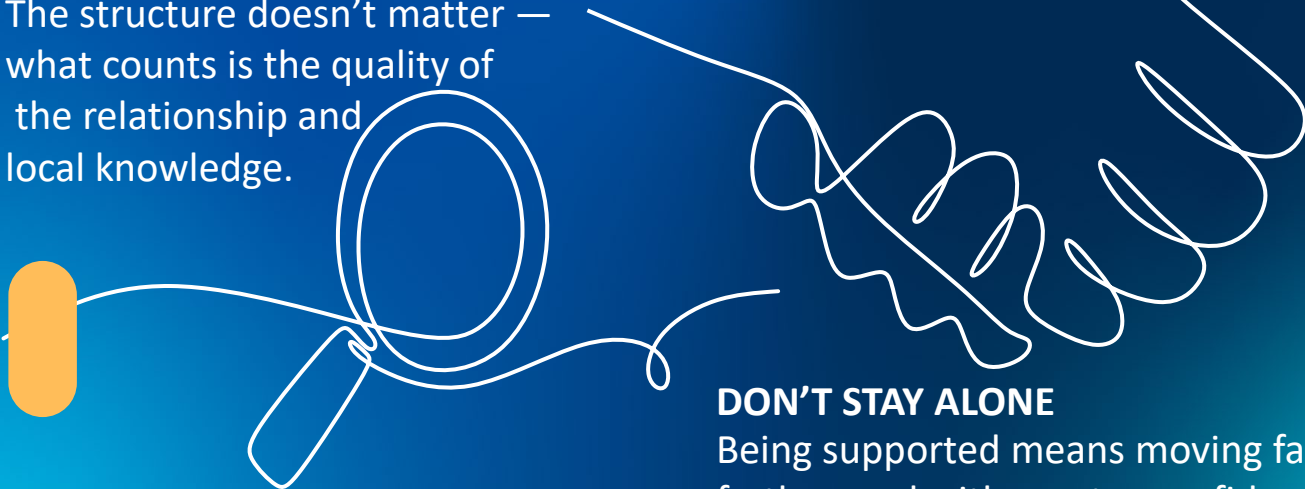
A GOOD COACH KNOWS IOs AND THE SWISS MARKET

They know how to listen, challenge, and help you project yourself.



FIRM, FREELANCE, OR SPECIALIZED NETWORK

The structure doesn't matter — what counts is the quality of the relationship and local knowledge.



DON'T STAY ALONE

Being supported means moving faster, farther, and with greater confidence.

MichaelPage

Part of PageGroup



TRANSITION & PERFORMANCE

AGPsy

Association Genevoise des Psychologues

Loïc Deslarzes, President

Mélanie Fong, Executive

Coordinator

www.psy-ge.ch

agpsy@psy-ge.ch

Listening, psychological support, and guidance
in response to the crisis



Over 900 trained and experienced mental
health professionals:

- [Find a psychologist](#)



Partners:

- [Psychiatric Emergency Services](#)
- [Trajectoires](#) (Referral and orientation service)
- [Malata vie](#) (Crisis unit for youth aged 13-25)
- [LAVI Center](#) (Victims of violence)
- [Bureau d'Information Sociale](#) (General guidance)
- [Bureau Central d'Aide Sociale](#) (SOS children)

9. Q&A

1. Welcome

Mr Yannick Roulin, Ambassador, Director of the International Geneva Welcome Centre (CAGI)

2. Introduction by the Canton of Geneva

Ms Beatrice Ferrari, Director of International Affairs

3. Continuation of the stay in Switzerland, options according to nationality

Ms Danielle Werthmüller, Head, Legal and Protocol affairs, Swiss Mission UN Geneva

4. International civil servants: possibilities to remain in Switzerland after losing the legitimization card

Ms Tania Albertani, Director Service for Foreigners, Geneva Cantonal Office of Population and Migrations (OCPM)

5. Conditions of access to the labour market for non-European nationals

Mr Laurent Righetti, Lawyer and Deputy Director, Foreign Labour Department, Geneva Cantonal Office for Inspection and Labour Relations (OCIRT)

6. Registration for unemployment insurance in Geneva: legal framework and support

Ms Sibylle Guerin, Recruitment Adviser, Employers Department, Geneva Cantonal Employment Office (OCE)

7. How to optimise your job searches and applications

Ms Marine Moncozet, Senior Director, Michael Page Group

Mr. Guillaume Stollsteiner, Founder, Transition&Performance (TnP)

8. AGPsy

Mr. Loïc Deslarzes, President of AGPsy

Ms Mélanie Fong, AGPsy Coordinator

Do you still have questions? Or need more information?

- CAGI: welcome.cagi@etat.ge.ch
- Canton of Geneva: affaires.internationales@etat.ge.ch, 022 3279035
- Swiss Mission UN Geneva: geneve.oi@eda.admin.ch
- Geneva Cantonal Office of Population and Migrations (OCPM):
<https://www.ge.ch/suivi-ma-demande-ocpm>
- Geneva Cantonal Office for Inspection and Labour Relations (OCIRT):
laurent.righetti@etat.ge.ch or smoe@etat.ge.ch
- Geneva Cantonal Employment Office (OCE): sibylle.guerin@etat.ge.ch
- Michael Page: www.michaelpage.ch
- TnP: guillaume.stollsteiner@tell-np.com
- AGPsy: agpsy@psy-ge.ch

Liens utiles concernant l'assurance chômage ; les caisses de chômage et l'OCAS :

S'inscrire au chômage à Genève :

[S'inscrire au chômage | ge.ch](#)

Formulaire d'inscription en ligne :

[Inscription - Inscription au chômage](#)

Choisir une caisse de chômage :

[Liste des caisses de chômage | ge.ch](#)

Preuve de recherche d'emploi

[Conditions pour s'inscrire | ge.ch](#)

Demande d'attestation d'affiliation ANOBAG auprès de L'OCAS Genève :

[Demande d'attestation d'affiliation | Ocas](#)

Pour toute autre demande auprès de l'OCAS par exemple demander son numéro AVS :

[Autres demandes | Ocas](#)

S'inscrire au chômage Canton de Vaud :

[Inscription des demandeuses et demandeurs d'emploi à l'ORP | État de Vaud](#)

S'inscrire au chômage canton du valais :

[Informations pour les chômeurs - - vs.ch](#)