CAGI
CENTRE D'ACCUEIL DE LA GENÈVE INTERNATIONALE
INTERNATIONAL GENEVA WELCOME CENTRE



Spouses/partners of employees of International Geneva Dual Careers: UNIGE 2.11.2026

CAGI
CENTRE D'ACCUEIL DE LA GENÈVE INTERNATIONALE
INTERNATIONAL GENEVA WELCOME CENTRE

WHO ARE WE ?

✓ **A non-profit association**, founded in 1996 by the Swiss Confederation and the Republic and Canton of Geneva

✓ **Welcomes and assists newcomers to International Geneva**, and their families, helping them settle and integrate into the Lake Geneva region

✓ **Supports NGOs** and **assists visiting delegates** attending international conferences in Geneva

All CAGI services are provided free of charge



more info
cagi.ch

CAGI
CENTRE D'ACCUEIL DE LA GENÈVE INTERNATIONALE
INTERNATIONAL GENEVA WELCOME CENTRE

Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

OUR MEMBERS

REPUBLIQUE ET CANTON DE GENEVE

Associate

VILLE DE GENÈVE
canton de vaud
SIG
FIPOI
UNIVERSITÉ DE GENÈVE
ccig Chambre de commerce, d'industrie et des services de Genève
BCGE
GENÈVE AÉROPORT
Association des Amis Fondation pour Genève
GENEVA TOURISM
Fédération des Entreprises Romandes Genève
FONDATION POUR GENÈVE
HUG Hôpitaux Universitaires Genève

Supporting

AXA Vernier
VILLE DE NYON
palexpo Genève
PROPER LANGUAGES
aelia DUTYFREE FOR DIPLOMATS
GEM
HotellerieSuisse Genève
GENÈVE terroir
acg
Club suisse de la presse
balexert
Ville de Lausanne
GENEVA GRADUATE INSTITUTE EXECUTIVE EDUCATION
cigna healthcare
GENÈVE CLINIQUES
swi zerland
TNP TRANSITION & PERFORMANCE
pwc
WIPO WORLD INTELLECTUAL PROPERTY ORGANIZATION
Michael Page
ORGANISATION INTERNATIONALE DE la francophonie
GENÈVE CLINIQUES
bubbles CRÈCHES
MEYRIN
FONDATION GENÈVE PLACE FINANCIÈRE
UNITED NATIONS GENEVA
FONDATION TERRA & CASA
CERN
PREGNY-CHAMBÉSY
DUPERREX International Ltd
Divonne-les-Bains

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INTERNATIONAL GENEVA WELCOME CENTRE

CAGI'S SUPPORT AND SERVICES

WELCOME SERVICE

- Housing & Information
- Welcome Programme
- Conversation Exchange Programme
- Practical information to live in Geneva

EMPLOYMENT FOR INTERNATIONALS

- CAGI Recruitment Platform
- Private Household Employees platform
- Dual careers - 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

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CENTRE D'ACCUEIL DE LA GENÈVE INTERNATIONALE
INTERNATIONAL GENEVA WELCOME CENTRE

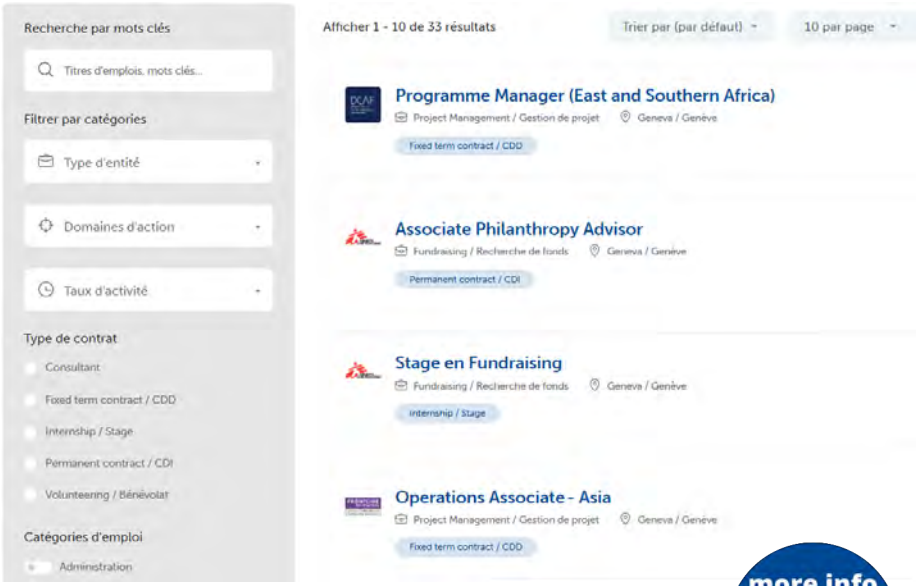


EMPLOYMENT FOR INTERNATIONALS

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INTERNATIONAL GENEVA WELCOME CENTRE

CAGI RECRUITMENT PLATFORM





➲ Access the platform

more info
cagi.ch

CONTACT

CAGI
CENTRE D'ACCUEIL DE LA GENÈVE INTERNATIONALE
INTERNATIONAL GENEVA WELCOME CENTRE

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Route de Ferney 106
1202 Genève

+41 (0)22 546 14 00
welcome.cagi@etat.ge.ch
Access map

CAGI
CHATBOT

Virtual Assistant – available 24/7 – online
and by phone: **+41 22 539 14 29**

CAGI website

CAGI
CENTRE D'ACCUEIL DE LA GENÈVE INTERNATIONALE
INTERNATIONAL GENEVA WELCOME CENTRE

WELCOME CENTER

Ms. Anne Meylan, Dual Career Program Manager
Welcome Center



WELCOME CENTER

Hôpitaux Universitaires Genève

Hes·so GENÈVE
Haute École Spécialisée de Suisse occidentale

UNIVERSITÉ DE GENÈVE

Welcome Center

2012 **Creation of the Welcome Center – a partnership between HUG and UNIGE**

2017 **Expansion of the partnership with HES-SO under the responsibility of the UNIGE**

WELCOME CENTER

HUG Hôpitaux Universitaires Genève

Hes·so GENÈVE

UNIVERSITÉ DE GENÈVE

Relocation support for academic staff (phd's, postdocs and professors) at UNIGE, HES-SO and management staff at HUG.



Housing search, visit of apartments, coordinating moving in/out.



Daily life support (bank, insurances, medical care, transport, taxes, etc.).



Registration for schools/crèches.



Provide information on french classes, cultural activities, leisure, sports.



Exclusive accommodation platform for our beneficiaries.

WELCOME CENTER

HUG Hôpitaux Universitaires Genève

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UNIVERSITÉ DE GENÈVE

Dual Career programme
Individual support for the professional integration of the partner of postdocs and professors.



WELCOME CENTER

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Hes·so GENÈVE

UNIVERSITÉ DE GENÈVE

Welcome Center – Some figures



In 2026, around 30 dual career were supported.
60 % of women - 40 % of men

WELCOME CENTER

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Hes·so GENÈVE

UNIVERSITÉ DE GENÈVE

WELCOME CENTER

Notre équipe

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Programme Carrière Duale
Chargée du programme
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Relocation
Agent de Relocation
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1205 Genève
www.welc.ch
info@welc.ch

Scanne-moi ! www.welc.ch

HUG Hôpitaux Universitaires Genève
Hes·so GENÈVE Haute École Spécialisée de Suisse occidentale
UNIVERSITÉ DE GENÈVE



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

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

Ms Laurénie Sulliger, Attachée (Legal and Protocol Affairs)

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 legitimation cards holders: opportunities and applicable rules

CAGI

Spouses/partners of employees of International Geneva – Dual Careers

02.11.2026



Laurénie Sulliger
Attachée (Legal and Protocol Affairs)

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 abroad (incl. IO)

Ci permit – Opportunities

- Ci permit is granted to the following **family members**:
  - spouse & partners
  - unmarried children who entered Switzerland before the age of 21

  provided that they:
  - hold legitimation cards type "B", "C", "D", "E", "G", "I", "L" "P" and "R“
  - 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

- Ci permit *vs* FDFA legitimation card type “H” (consultants & interns)
  - diplomatic status
  - 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 conditions are met, the Swiss Mission sends the requested **attestation** (free of charge)

   ⇨ it certifies to potential employers that he/she is not subject to Swiss ordinary rules

3. A request for **Ci permit** 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 legitimation card

Ci permit – FAQ

- 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 legitimation card back through PM/IO

Ci permit – Rules and regulations

1. 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)

2. 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

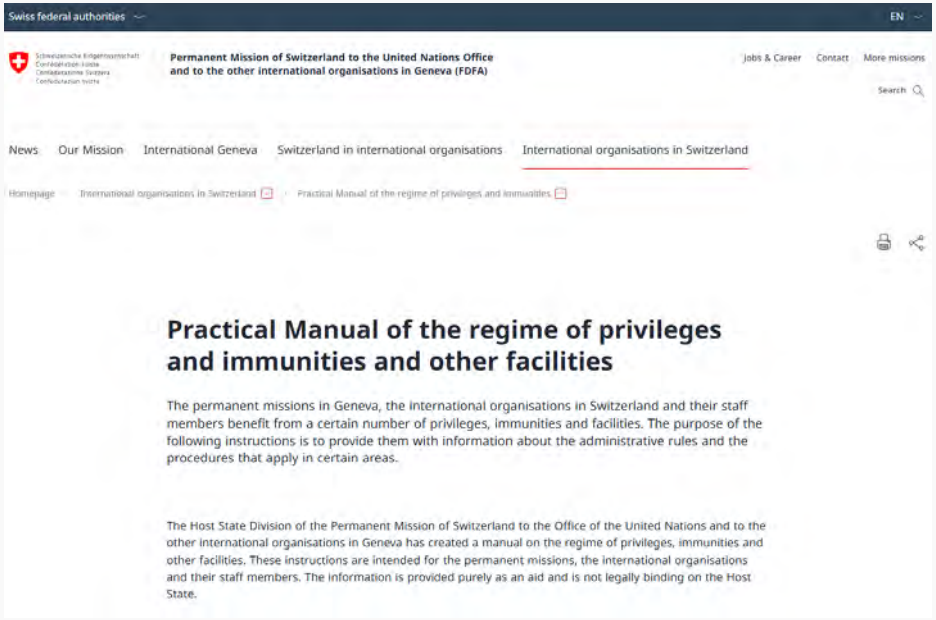
EU/EFTA nationals may apply for an ordinary residence permit (B permit) instead of a Ci permit, under AFMP

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	

For more information

Practical Manual of the regime of privileges and immunities and other facilities (link)

- **Members of family** → Overview of Ci permit
- **Taxation** → Ci permit - taxation
- **Forms** → Ci permit – attestation



Law

Article 22, Host State Ordinance (HSO)

Contacts

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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

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

Geneva's business ecosystem and career opportunities for international professionals

Mr. Mario Marchesini, Deputy, Department of Economic Promotion and Support, Chambre de commerce, d'industrie et des services de Genève

Geneva Chambre of Commerce and Industry

Geneva's business ecosystem and career opportunities for international professionals

CCIG



The CCIG in 45 seconds

A private-law association, independent from the State

1865	2,807	41,000+	31,000+	120+
Founded	member companies at 31.12.2025	services	followers	events / year

Why it matters today

We connect companies, support entrepreneurship and help make Geneva’s business environment easier to navigate.

ADVOCATE | CONNECT | SUPPORT

Geneva: a high-value, international economy

CHF 66.7 bn

GDP in 2025p

7.6%

of Swiss GDP

427,656

jobs in 2023

CHF 7,893

median monthly gross salary, 2024

32,398

jobs in IOs and INGOs, 2024

Entreprises 45k	Share	Jobs (FTE)
Micro-enterprises (< 9)	85.8%	18.9%
Small enterprises (10-49)	11.4%	23,8%
Medium-sized enterprises (50-249)	2.3%	26,0%
Large enterprises (> 250)	0,4%	31,2%

Working in Geneva

1 Ci permit

For eligible family members of FDFA legitimation-card holders. Access to the Swiss labour market is facilitated, regardless of nationality or qualifications.

A Ci permit is required before working.

2 Ordinary permit EU/EFTA

EU/EFTA: access is facilitated under free movement.

3 Ordinary permit Non- EU/EFTA

Non-EU/EFTA: admission is restrictive and depends on qualifications, economic interest and available quotas.

- **You can work as an employee.**
- **You can also be self-employed!**

Working with a Ci permit as an independent

Three legal layers

1 Work authorisation

A FDFA legitimation card alone does not authorise work. The Ci permit must cover the independent activity.

2 Self-employed status

Recognition by the AVS compensation office (OASI – Old Age and Survivors Insurance).

It answers: is this activity economically independent?

3 Sole proprietorship

Legal form, commercial register, VAT, tax, accounting, insurance and professional authorisations.

One element does not automatically prove the other two.

How AVS (OASI) decides

Economic facts prevail over the wording of the contract

Own name and account

Invoices are issued directly to clients.

Economic risk

The person bears costs, investment and collection risk.

Freedom to organise

Working time, methods and mandates are independently chosen.

Several clients

A single dominant client creates a material reclassification risk.

False self-employment risk: “consultant” or “freelancer” on an invoice is not decisive.

Affiliation: mandatory in principle

Recognition and contributions start with the real activity

Evidence to provide

Contracts and mandates
Offers and invoices
Business correspondence or website
Professional liability insurance
Equipment or premises evidence

AVS / AI / APG

The self-employed person pays the full contributions.

10% from CHF 60,500 annual income in 2026.

A declining scale applies below this level.

Not included

No unemployment insurance
No compulsory occupational pension for the owner
No compulsory accident insurance for the owner
Voluntary protection is strongly advisable

The compensation office sets provisional instalments, then regularises them using the final tax assessment.

The thresholds that matter

Each threshold triggers a different obligation

CHF 2,500	**Ancillary income**	If secondary self-employment income does not exceed this annual amount, AVS/AI/APG is collected only on request.
CHF 10,100	**Low income**	Below this annual income, the 2026 minimum contribution is CHF 530, subject to the ancillary-activity exception.
CHF 60,500	**Full AVS rate**	From this annual income, AVS/AI/APG is 10%.
CHF 100,000	**Register and VAT**	Commercial-register entry is generally mandatory for a commercially run sole proprietorship above this turnover. VAT is a separate test.
CHF 500,000	**Accounting**	Below this turnover, simplified accounts are generally possible; ordinary accounting applies at or above it.

CHF 100,000 does not determine the right to work, AVS affiliation or self-employed status.

A practical route in Geneva

01 **Confirm eligibility and obtain the Ci permit**

02 Define the activity, clients and any regulated-profession requirements

03 Start building evidence: offers, contracts, invoices and insurance

04 **Apply to the compensation office for self-employed recognition**

05 Check commercial register, VAT, tax and accounting obligations

06 Arrange accident, income-protection and retirement cover

Sole proprietorship: simple, but not risk-free

The owner and the business are not separate legal persons

Advantages

- No minimum capital
- Fast and inexpensive to start
- Simplified governance
- Profit taxed once as personal income

Main risks

- Unlimited personal liability
- No automatic unemployment cover
- No compulsory occupational pension
- Business continuity depends on the owner

Additional checks

- Professional authorisation
- Professional liability insurance
- Data protection and contracts
- Employment duties if staff are hired

Useful official links

Ci permit: FDFA
https://www.eda.admin.ch/missions/mission-onu-geneve/en/home/manual-regime-privileges-and-immunities/introduction/manual-family/access-labour-market-family-staff.html

Geneva independent-work permit
https://www.ge.ch/demander-permis-sejour-travailleur-independant

AVS self-employed contributions 2026
https://www.ahv-iv.ch/p/2.02.e

Swiss SME Portal: self-employment
https://www.kmu.admin.ch/en/self-employment-guidelines

Sole proprietorship
https://www.kmu.admin.ch/en/legal-form-sole-proprietorships

EasyGov business registrations
https://www.easygov.swiss/easygov/#/en

OCSTAT official statistics
https://statistique.ge.ch/

Geneva Business Desk
https://www.ge.ch/dossier/guichet-entreprises

Rules and thresholds can change. Verify the current official position before acting.

Three points to remember

1. A Ci permit holder can be self-employed
2. AVS status depends on the economic facts
3. Each threshold triggers a different obligation



Thank you

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INTERNATIONAL GENEVA WELCOME CENTRE

WELCOME CENTER

Ms. Anne Meylan, Dual Career Program Manager
Welcome Center

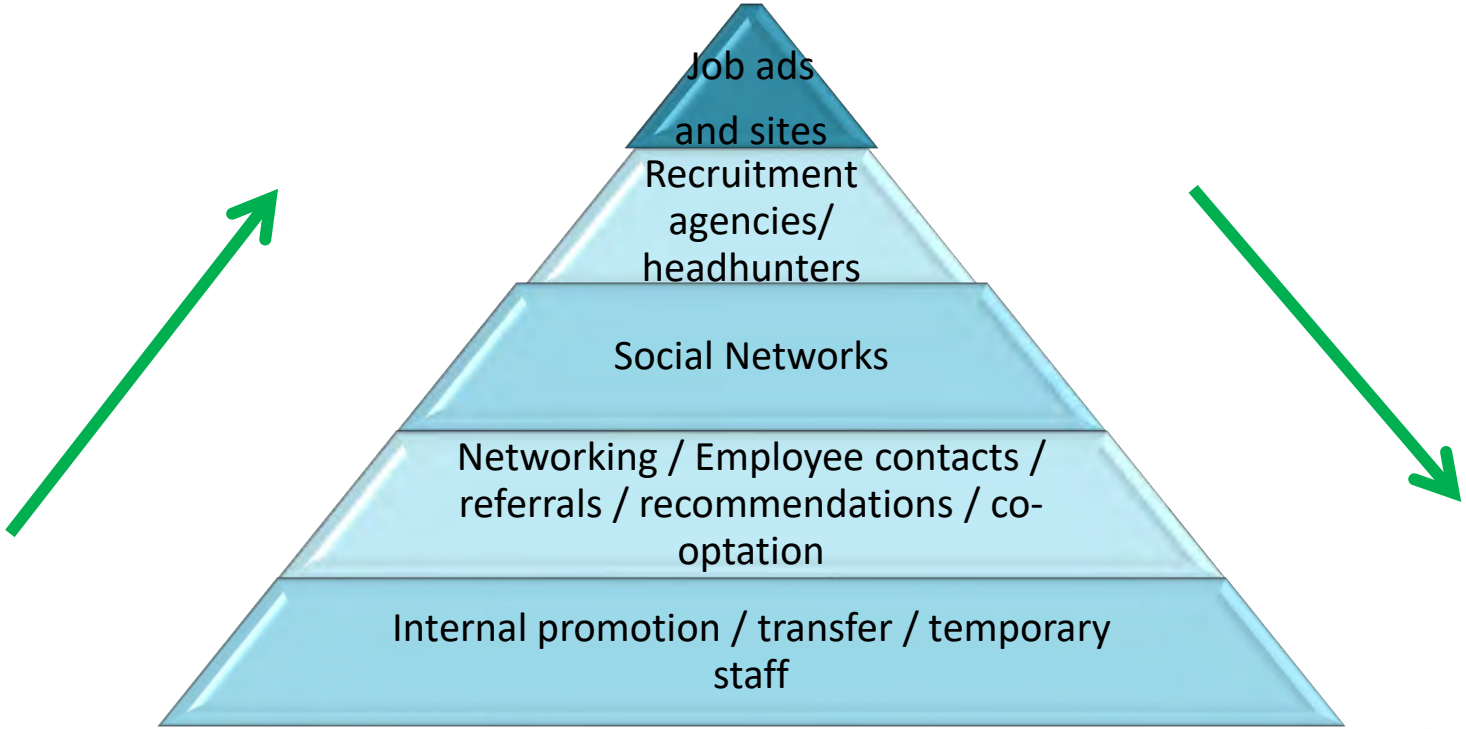


Networking and Linkedin tips

Nov, 2nd 2026, Uni Dufour

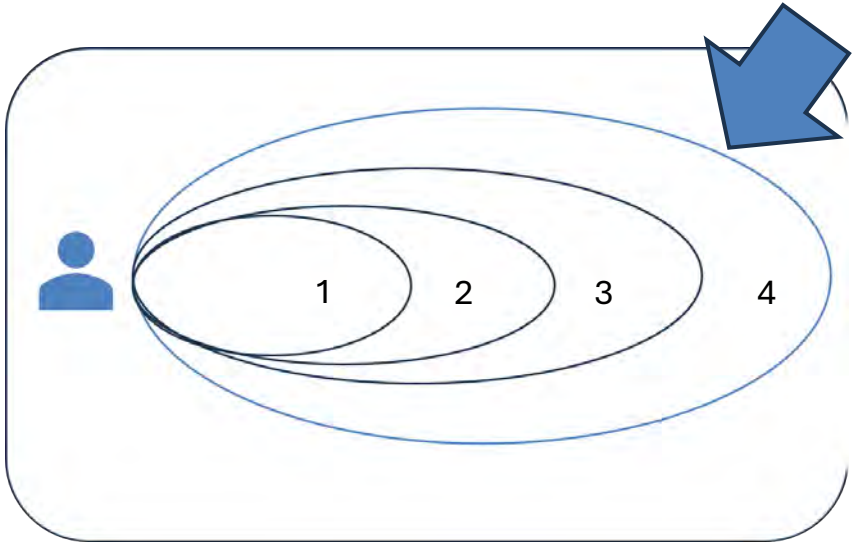
WELCOME CENTER

The paradox… when looking for a job



©Anne Meylan – Nov 2026

The strength of the network



©NarraCare

1. Close friends and family—3 to 5 on average
2. (former) colleagues – competitors – neighbors – suppliers, etc. 30 to 40 people with whom we regularly interact
3. People recommended by groups 1 or 2—100 people on average
4. Comes from circle 3. This is where job opportunities open up! 2,000 people we don't know

©Anne Meylan – Nov 2026

Be ready…prepare at least one (elevator) pitch

Time length from 30 sec. to 1 min. 30

- Who am I
- What can I do

- The companies I've worked for and the job I have done
- What impact I've made
- I'm interested in ("Today I want to move toward …)
- I'd like to understand / discover ("I'm actually looking to better understand the skills required in this type of environment.")

©Anne Meylan – Nov 2026

Where to network?

- ✓ Everywhere!
- ✓ Attend events, breakfast meetings, conferences…
- ✓ Take training courses

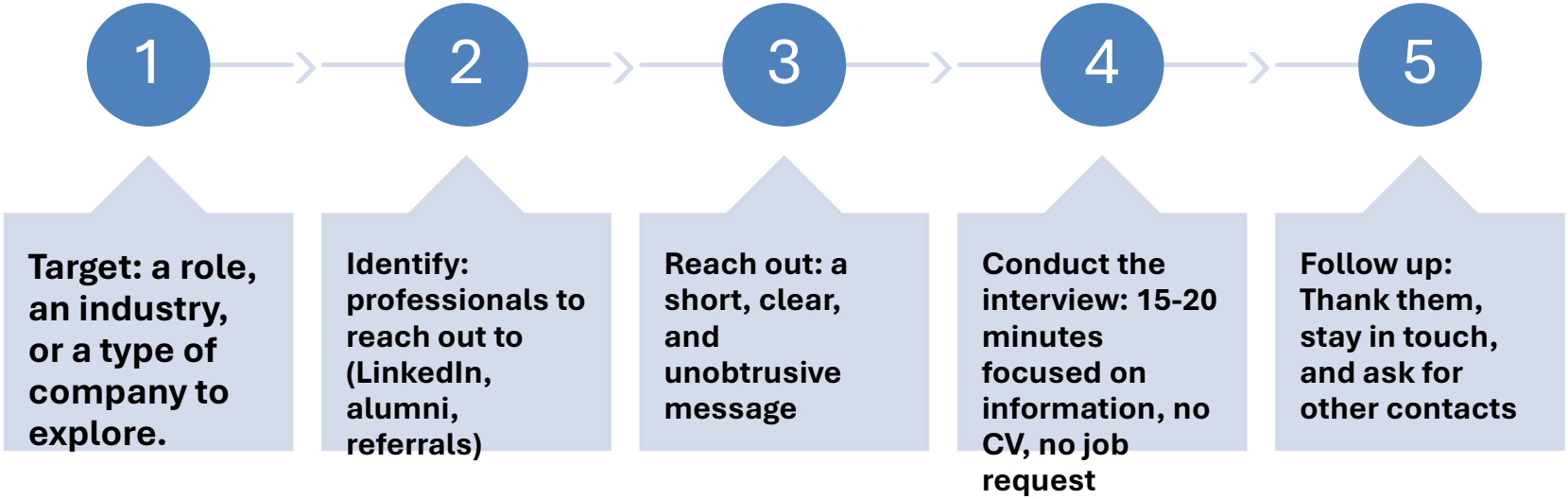
- ✓ **CAGI - University of Geneva**
- ✓ **LinkedIn** : people, companies, events, alumni
- ✓ **Jobup** : job postings → companies → people to identify
- ✓ **Webinars**
- ✓ **Cité des Métiers** : workshops, career advice, and job events
- ✓ **Communities, Alumni, …**
- ✓ **Chambers of Commerce : Geneva Canton – Vaud Canton**

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- ✓ FER
- ✓ FONGIT
- ✓ https://www.geneve-finance.ch/en-ch/events
- ✓ https://commoditythursdays.com/
- ✓ Career Women's Forum
- ✓ https://ungeneva-toastmasters.ch/
- ✓ And much more…

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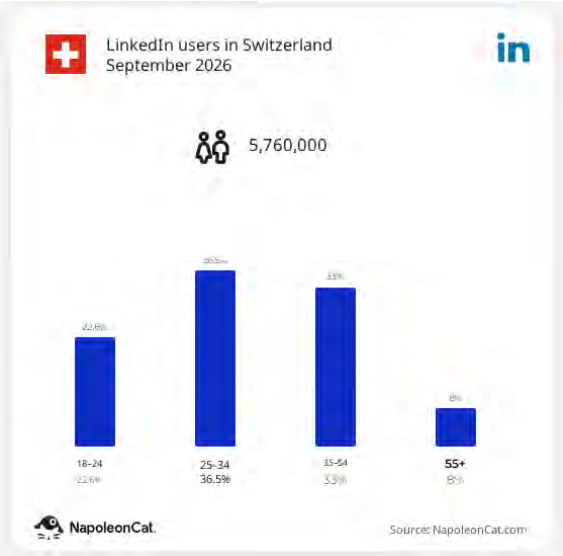
One useful tool to network : the PIE method



Based on Daniel Porot's theory https://www.porot.com/books

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LinkedIn Tips



The importance of LinkedIn and a detailed profile, job title, photo, banner, etc....

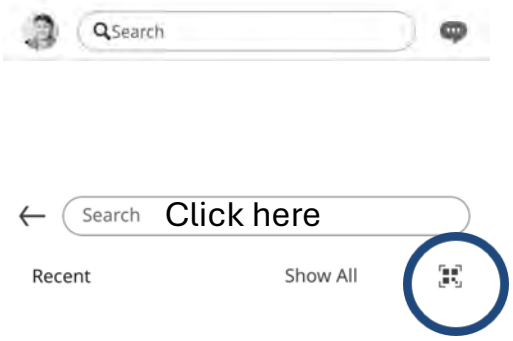
There were 5 760 000 Linkedin users in Switzerland in September 2026, which accounted for 63.4% of its entire population.
People aged 25 to 34 were the largest user group (2 100 000).

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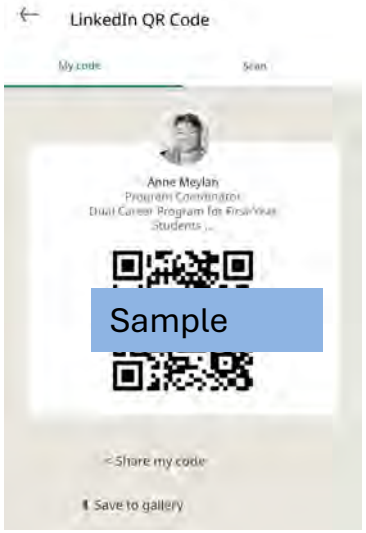
LinkedIn Tips

- Create / activate your own QR code



Then the QR logo appears

- Share it!



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WELCOME CENTER

10.35 — 11.15

Coffee break will be served on the ground floor





International
Dual Career Network

Presentation of the International Dual Career Network

Ms Justyna Eroglu , Strategy Team member





INTERNATIONAL DUAL CAREER NETWORK

"Spouses/partners of employees of International Geneva – Dual Careers"

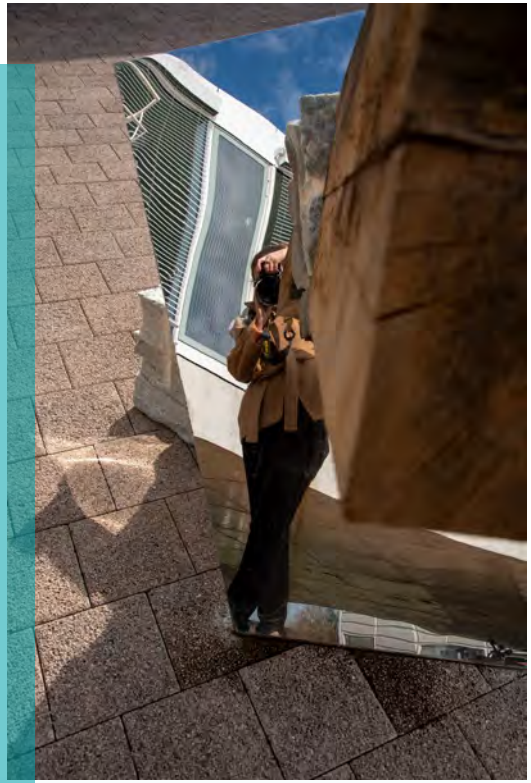
2nd November 2026

International
Dual Career Network

About me

Justyna Eroglu

- Joined IDCN in Oct 2024 → Communication Lead since Oct 2025 → member of the Strategic Team since Oct 2026
- Marketing, Communications and Events professional with 15+ years of international experience across multinational corporations and as well non-profit organizations
- Wannabe photographer

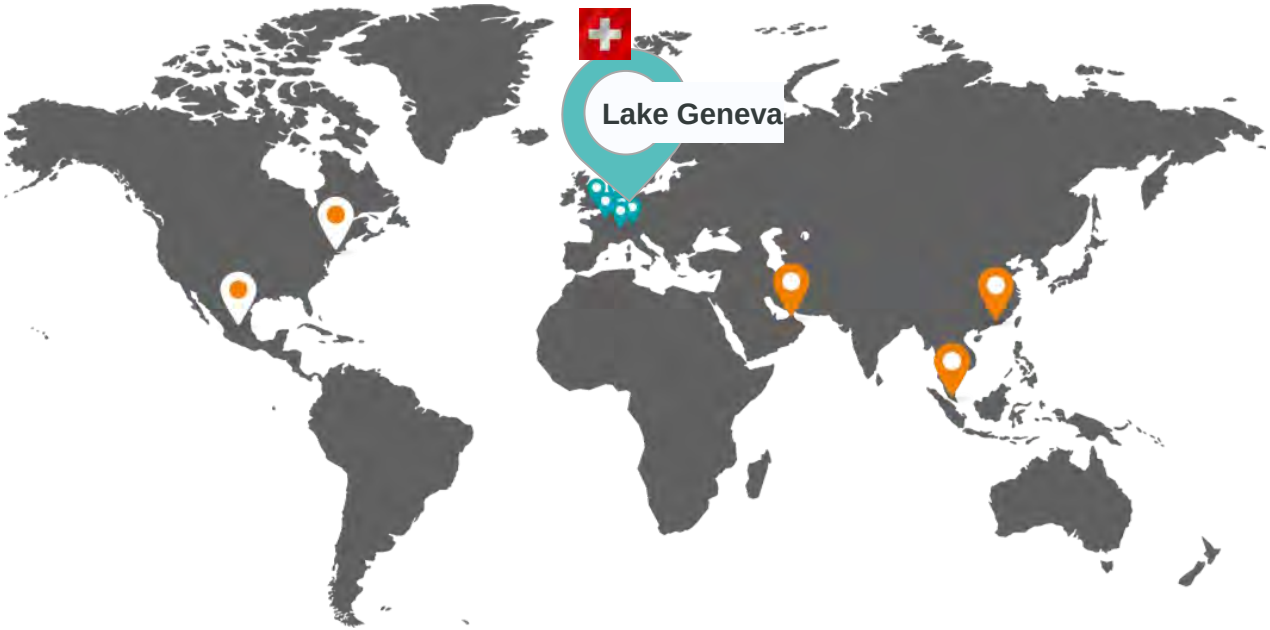




What is IDCN?

An association of international organizations and corporations facilitating the integration of mobile employee partners through **awareness, guidance, and professional networking**.

Global Map



Founded in 2011 by Nestlé, PMI, EY, and CVCI

15 locations

Americas
- Mexico City
- New York

Asia
- Dubai
- Hong Kong
- Singapore

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

International Dual Career Network

Celebrations of 10 years of excellence 2021

IDCN

In numbers 2026

120
Corporate Members

15
Cities

100+
Partner Volunteers

100%
Recommend IDCN

15
Years

4000
Partner Members

Mission & Vision

Our Mission

Facilitate the professional and social integration of international employees' spouses/partners by:

- Providing a strong and inclusive professional network
- Creating events to build skills and confidence
- Supporting companies in their diversity & inclusion objectives



Our Vision

A world where every international mobility becomes a successful opportunity for the whole family:

- Partner employment as a key factor in the success of an expatriation
- Building a global community of support and inspiration
- Becoming the global reference for dual-career solutions



IDCN Lake Geneva Area

Corporate Members

United Nations
Nestlé
P&G
ITU
World Economic Forum
COMMITTED TO IMPROVING THE STATE OF THE WORLD
CERN
Unil
UNIL | Université de Lausanne
UNIVERSITÉ DE GENÈVE
Alcon
IMD / Real learning Real impact
Celanese
RICHEMONT
Kingdom of the Netherlands
GCSP Geneva Centre for Security Policy
CVCI INTERNATIONAL LINK
Hes·so
BUSINESS SCHOOL LAUSANNE BSL
LEADING INNOVATOR IN BUSINESS EDUCATION
ADM
MEDAIR
PHILIP MORRIS INTERNATIONAL
HUG Hôpitaux Universitaires Genève
SUNSTAR
SICPA
EPFL

IDCN Lake Geneva Area

Key Metrics

- Corporate Partners - 24
- Partner Members – 500+
- Volunteers - 16

Steering Committee

Alcon



Claudia Palm

Nestlé



Louise Barrelet

CVCI INTERNATIONAL LINK



Laurine Chiarini

PHILIP MORRIS INTERNATIONAL



Laetitia Santin

UNIVERSITÉ DE GENÈVE



Anne Meylan

About our Partner Members

Profile at a glance

- Spouses/partners of employees from member companies
- Qualified professionals with diverse backgrounds (marketing, finance, IT, sciences…)

International background

- 74 nationalities represented, 38 languages spoken
- Multilinguals, often 2–3 languages or more
- For many, this is not their first international mobility

What they contribute

- Motivated and open-minded
- Able to bring real value to local companies

Most frequent questions:

“Where should I start? How do I find a job?”

“How do you network in Switzerland?”

“Why is everything so different here?”

“Who could guide me?”

“Maybe I should learn French?”

“Why doesn’t my CV work here?”



So what do we do?

Corporate Events:

👉 Meet recruiters and managers directly

Career Mornings:

👉 Learn about the local job market through hands-on workshops

Workshops & Masterclasses:

👉 Improve your CV & LinkedIn, practice networking

Social Events:

👉 Connect with the community, share experiences, make friends

Volunteering:

👉 Develop new skills, gain valuable experience, build lasting connections









Register with IDCN Lake Geneva

Partner / Spouse Registration Link

International
Dual Career Network

IDCN Events Calendar 2026

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Café Bonjour

Café Roulette

WORLD ECONOMIC FORUM
February 10th

United Nations
March 17th

P&G
April 28th

CERN
March 31st

CAGI
CENTRE D'ACCUEIL DE LA GENÈVE INTERNATIONALE
INTERNATIONAL GENEVA WELCOME CENTRE

IDCN
All Corporate Member Meeting

IDCN
Masterclass

IDCN
Masterclass

IDCN Lake Geneva Picnic

Summer Break

SICPA
September 24th

CERN
September 29th

IDCN
Morning coffee
September 16th

IDCN
Awareness Session
October 6th

CAGI
CENTRE D'ACCUEIL DE LA GENÈVE INTERNATIONALE
INTERNATIONAL GENEVA WELCOME CENTRE
November 2nd

Nestlé
November 10th

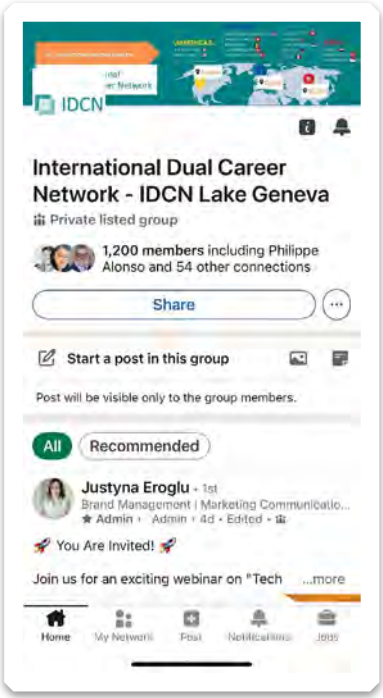
IDCN
Steering committee Meeting
November 12th

EPFL
December 1st

CVCI
INTERNATIONAL LINK
December 15th

IDCN
Volunteer Christmas Lunch

Newsletters, Posters, Success Stories



LinkedIn group



success stories



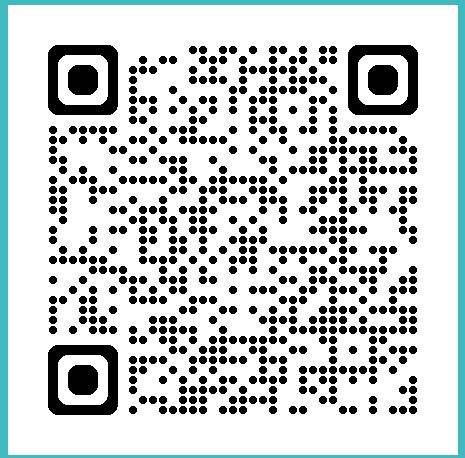
published newsletters



event posters

International Dual Career Network

IDCN Lake Geneva Linkedin Page



International
Dual Career Network

Our Team



Strategy Team
Justyna Eroglu



Strategy Team
Ksenia Belyaeva



Strategy Team
Alexandra Dumont



Membership Team Lead
Maximilian Brock



Volunteer Manager
Lizzie Strahan



Membership Manager
Posma Batu Bara



Events Team Lead
Stephanie Capelani



Events Coordinator
Effie Zagari



Events Coordinator
Momal Talha



Events Coordinator
Yuce Ulker



Events Coordinator
Viktoria Begmat

Events Coordinator
Vacant



Communications Team Lead
Alexandra Petukhova



Photographer
Diarmid Farquhar

Communications Team Member
Vacant



Measurements Team Lead
Julio Junek



Measurements Manager
Lilla Lukovics

The Next Event



Nestlé

10 November 2026

«Navigating the Swiss Job Market & Elevating Your Personal Brand»

International
Dual Career Network



Thank you!

International
Dual Career Network



Bénévolat Genève

Ms Sandra Mayland, Co-Manager, Bénévolat Genève

Bénévolat Genève

Geneva Centre for volunteering

INTERNATIONAL GENEVA WELCOME CENTRE (CAGI) AND THE WELCOME CENTER OF UNIGE/HES-SO GENÈVE/HUG – 2ND NOVEMBER 2026

Sandra Mayland – Co-Manager, Bénévolat Genève

Who are we?

Bénévolat Genève is

- The centre of expertise in volunteering in Geneva
- A bridge between volunteers and local associations
- The key actor promoting volunteering engagement in Geneva

Key facts

Key figures about *Bénévolat Genève*

- Gathers the volunteering needs of over 300 organisations based in Geneva
- Over 100 volunteering missions on our website, updated daily
- Over 7’000 people ready to volunteer registered on our platform

Where can I volunteer in Geneva?

Before engaging –
be aware of a few key principles :

- A volunteering engagement should not exceed 4 to 6 hours per week.
- Volunteer work is always unpaid.
- Volunteering is a freely chosen commitment.
- Volunteers are entitled to have their contribution recognised.

Where can you volunteer in Geneva?

- **Hundreds of local associations** and public services, of every size.
- Opportunities to volunteer in a **wide range of fields**, including sport, nature conservation, social welfare, culture or education.
- Opportunities are available for both **one-off activities and regular commitments**.
- For local associations, a minimum **B1 level in French** is mostly required.

The many benefits of volunteering

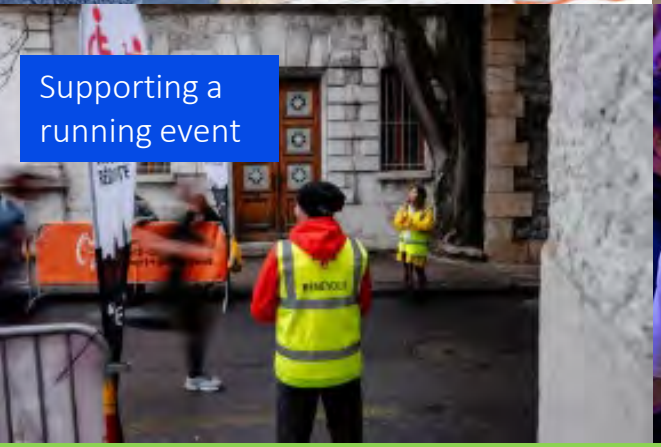
- Contributing to a cause
- Making a difference on a local level
- Practising French
- Expanding your network
- Developing skills
- Understanding the local culture



Helping children with their homework



Helping out with a food collection



Supporting a running event



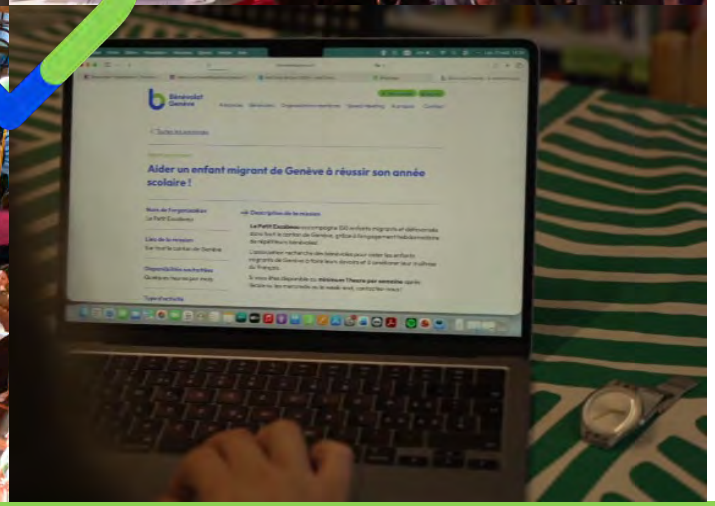
Volunteering at a film festival

How can *Bénévolat Genève* support anyone wishing to volunteer in Geneva?








Aider un enfant migrant de Genève à réussir son année scolaire !

Visit our web platform:

www.benevolatgeneve.ch

Follow us on Instagram or LinkedIn :

benevolat_geneve

Bénévolat Genève

Michael Page

Crafting a winning CV for Switzerland

Ms. Julia Pelé, Associate

Crafting a winning CV for Switzerland

Learn how to tailor your CV to stand out in the competitive Swiss job market



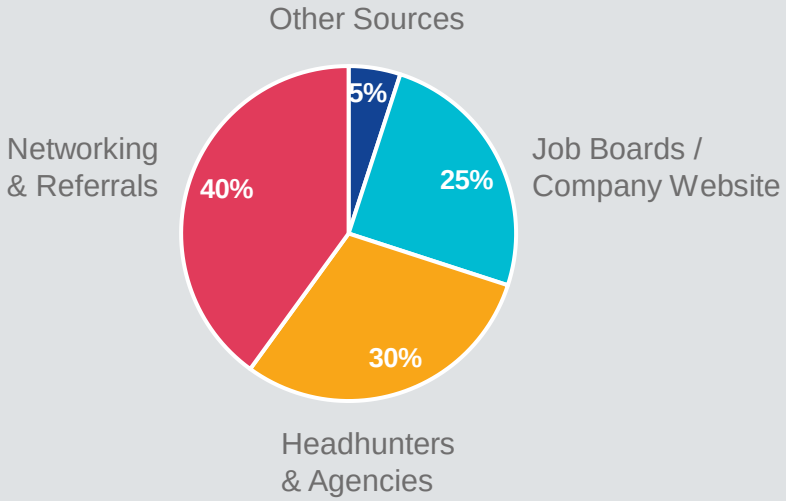
Michael Page

Understanding the Swiss Job Market

“In Switzerland, the hidden job market is huge.
If you only apply online, you’re reaching just 30% of available opportunities.
The rest comes from networking, headhunters, or referrals — and your CV must be ready for those channels too.”

“In Switzerland, your CV isn’t just a document — it’s your first piece of personal branding.”

How jobs are filled in Switzerland



Key Data on the Swiss Market

Indicator	Value & Trend	Implication for a Candidate
Decrease in job openings in 2024 & 2025	The number of job openings in Switzerland decreased by approximately **10%** in 2024 / 2025 compared to 2023.	The market is more competitive: a **CV** must be **highly differentiating**.
Focus on international profiles	In Geneva, international experience is a strong asset when it is clearly relevant to the local market and demonstrate a clear fit with local standards.	Translate your experience into local value => What problem do you solve here?
AI & volume of applications	The Swiss market feels “saturated”: automated and AI-generated applications create a lot of noise for recruiters, making it even harder to identify truly qualified profiles.	Avoid a “generic/standardized” CV. **Personalize it and highlight concrete results.**
Swiss market-focused	Despite the persistent shortage of skilled professionals, recruitment practices in Switzerland remain **largely conventional**, focusing on job portals and applicant tracking systems, with limited innovation.	Candidates should be **compliant with expectations** (clear format, PDF, readable) **and** add a personal touch that stands out.

CV Comparison







1

Angélique Planchet

Nationality : French
Location Annemasse (FR)
Email : xxxxxxx @outlook.fr
Phone +33 xxx xx xx
Driving licence
Age : 35

EDUCATION

2021 — TRAINING IN SEO AND WEB WRITING
ReferenSEO

2017 2018 — MBA (year 1 completed) TOURISM MANAGEMENT
Work-study program at Yelloh! Village - EFHT (Keyce Academy), Pérols (FR)

2015 2017 — ADVANCED TECHNICIAN CERTIFICATE IN TOURISM (BTS tourisme)
Work-study program at Yelloh! Village - CFA Montpellier (FR)

2008 2011 — BACHELOR'S DEGREE IN FOREIGN LANGUAGES (English-Spanish)
University of Nantes (FR)

2008 — HIGH SCHOOL DIPLOMA IN ECONOMICS AND SOCIAL SCIENCES

KEY SKILLS

- Customer service & reception: bookings management, multilingual front-desk service, coordination with internal departments
- Communication: content creation, web writing, social media management
- IT: Microsoft Office & Google suite, various ERP's, Wordpress
- Languages :
  English ●●●●○
  Spanish ●●●○○
- Soft skills :
  adaptability, teamwork, curiosity, emotional intelligence, organizational ability

PROFESSIONAL EXPERIENCE

2021 - 2025 — WEB CONTENT WRITER - xxx
Writing SEO-optimized content for various clients (articles, descriptions of products, etc.)

2021- 2021 — RECEPTIONIST
Campsite Montpellier Plage, Palavas-Les-Flots (FR)
Customer support – check-in & check out – booking management – administrative support – social media – content creation

2018 - 2021 — ONE-ON-ONE TUTORING IN FRENCH LANGUAGE
Complétude

2020 - 2021 — SALES SECRETARY
E. Leclerc supermarket, Bressuire (FR)
Multi-line switchboard – supplier relations – creation of internal documents and communication materials

2019 2020 — SALES ADMINISTRATION ASSISTANT
Info U (IT subsidiary of Système U), Vendargues (FR)
Orders and invoicing – administrative follow-up of purchasing and supplies

2015 - 2018 — RESERVATIONS AGENT
Yelloh! Village (premium camping chain), Aigues-Mortes (FR)
Sales of touristic stays - handling phone, email and chat requests – customer satisfaction follow-up and complaint resolution

2012 2015 — VARIOUS JOBS AND INTERNSHIPS
Front desk agent at a safari park
Supervisor in a middle school, Cinema ticket sales assistant, Cashier

2

Jack Martin

Private Chef – Geneva–Lausanne Area

Professional private chef with over 20 years of international experience across the UK, France, and Switzerland. Skilled in fine dining, menu development, and team leadership. Passionate about seasonal, creative cuisine and delivering memorable dining experiences in both restaurant and private settings.

■ Gland, Vaud, Switzerland | ✉■ xxx@gmail.com | ■ +41 78 xxx xx xx

PROFESSIONAL PROFILE

Experienced and passionate Head Chef with over 20 years of experience in high-end restaurants, brasseries, and private dining. Skilled in kitchen management, menu creation, team leadership, and high-volume service. Recognized for creativity, organization, and the ability to perform under pressure. Having worked extensively in the UK, France, and Switzerland, I bring an international perspective and a deep commitment to quality, seasonality, and consistency. Now seeking new opportunities in Switzerland to continue evolving as a chef and contribute my expertise to a dynamic culinary team.

KEY SKILLS

Leadership & Team Management · Menu Design & Recipe Development · Cost Control & Inventory Management · Seasonal & Local Ingredient Use · High-Pressure Service Execution · Pastry & Patisserie Expertise · Food Safety & Hygiene Standards · Fluent in English | Intermediate French

EDUCATION

NVQ in Hospitality Management – Guildford College, UK (2004–2006)
Collyer's College – Horsham, UK (2002–2003)
Forest School – Horsham, UK (1996–2002)

PROFESSIONAL EXPERIENCE

Head Chef | Collectif de Chefs Cuisiniers

xxx – Lausanne, VD | Feb 2024 – Present
Lead daily kitchen operations, manage ordering and cost, and develop innovative seasonal recipes and pastries.

Chef de Partie | xxx

Geneva, Switzerland | Sep 2023 – Jan 2024
Assisted in menu preparation and daily mise en place for modern Vietnamese-inspired dishes. Maintained quality standards and supported smooth kitchen operations during high-volume service.

Chef de Partie | xxx

Geneva, Switzerland | Sep 2019 – Oct 2022
Worked across various kitchen sections preparing authentic ramen and seasonal small plates. Ensured consistency in presentation and taste, contributing to the restaurant's reputation for fresh, balanced flavours.

Cuisinier | Tasty Ski Company

Morzine, France | Jun 2019 – Aug 2019
Prepared gourmet chalet-style meals for guests in a ski resort environment. Focused on high-quality presentation, dietary flexibility, and efficient service.

Cuisinier | Chalet Val D'Abondance

Châtel, France | Dec 2018 – May 2019
Managed daily menus and coordinated kitchen logistics for a private chalet.

Sous Chef | Côte Brasserie

Lewes, England | Feb 2018 – Nov 2018
Oversaw kitchen sections, stock management, and staff training. Supported Head Chef with menu implementation and quality control.

Pâtisserie Chef | Tristan's Restaurant (Michelin Star)

Horsham, England | Feb 2016 – Aug 2017
Created plated desserts and assisted with fine dining preparation in a Michelin-recognized kitchen.

Head Chef | Côte Brasserie

Horsham, England | Sep 2009 – Feb 2016
Managed kitchen operations, staff training, and menu execution. Maintained high standards of quality, consistency, and hygiene across service.

Head Chef | The Bat and Ball Pub

Wisborough Green, England | 2007 – Aug 2009
Created seasonal menus using local produce and managed all kitchen operations.

Caterer | Self-Employed

Horsham, England | 2006 – 2007
Organized and cooked for private catering events and bespoke menus.

Head Chef | The Rose Pub

Pulborough, England | 2004 – 2006
Led kitchen team, designed seasonal menus, and handled day-to-day kitchen management.

LANGUAGES

English: Fluent
French: Intermediate

REFERENCES

xxx – Co-owner, — | +41 79 776 7509 | Geneva, Switzerland Simon Vogt – Co-owner, -
– | +41 79 275 5726 | Geneva, Switzerland
xxx – Co-owner, — | +41 79 518 0236 | Geneva, Switzerland Tom Jackson –
Chalet Manager, Val D'Abondance | +44 7720 665083 | England
xxx – Head Chef, Côte Brasserie | +44 7720 66508 | England

3

MELISSA BROWN

MARKETING & COMMUNICATION MANAGER



CONTACT

T: +41 79 624 xxx xx
E: xxx@gmail.com
A: Rue xxx 1208 Geneva
Nationalities: Swiss & French

PROFESSIONAL SKILLS

- **MS Office:** Word, PowerPoint, Excel
- **Adobe Creative Suite**: Adobe Photoshop, Adobe InDesign, Adobe Illustrator
- SAP, M3
- **Social Networks:** Facebook, Twitter, Instagram, Linkedin, Snapchat, TikTok, Youtube
- **Media:** OOH, Print, Online, Digital,
- Digital Marketing
- Excellent verbal and written communication skills
- Positive and professional approach to management

EDUCATION

BACHELOR OF INTERNATIONAL MARKETING, WITH HONOURS
2013-2016
Westminster University of London

ERASMUS, FACULTY OF ECONOMICS
2015
Complutense Universidad de Madrid

INTERNATIONAL BACCALAUREATE
2013-2016
International School of Geneva

LANGUAGES

- French: Mother tongue
- English: Fluent (C1)
- Spanish: Intermediate (B1)
- German: Notions

PERSONAL SKILLS

- Humanitarian Mission in Dakar in 2011
- Theatre
- Singing
- Fashion
- Sports: Dance, Ski, Running, Pilates, Yoga,
- Travel: USA, Asia, EU, Africa

PROFILE

+8 years' experience in Communication, Marketing & PR within the luxury sector, I am a hard worker, always concerned about delivering excellence in every area of my life. Challenge represents a driving force I like to make the most of the opportunities that are presented to me. Digitally savvy and highly curious about new digital trends, I have appreciation for beauty and design and have always demonstrated the ability to work in a demanding and constantly evolving environment, where adaptability, innovation and team-spirit are imperative. I am pleased to apply my knowledge and skills for continuous improvement.

WORK EXPERIENCE

EVENT PROJECT MANAGER - MARKETING & COMMUNICATION

Piaget, Richemont Group, Swiss Market - Geneva | August 2023 - ongoing

- Responsible for the planning and execution of all events in the Swiss Market line with Maison and market strategy within the two Boutiques network and Wholesale partners
- Planning and monitoring of KPIs and success management of local activations
- Development of innovative and impactful local events concepts both to recruit new clients and treat collectors with exclusive experiences and formats
- Management of the events and press budget envelope
- Collaboration with the product, sales, training and communications teams, markets and suppliers

EVENT PROJECT MANAGER - MARKETING & COMMUNICATION

Bank Lombard Odier & Co - Geneva | 2022 - 2023

- In charge of the Swiss domestic market events' strategy and elaboration
- Overseeing the Asian market events department

GLOBAL MEDIA OPERATIONS - MEDIA, INFLUENCE & PR

Audemars Piguet, HQ - Le Brassus | 2020 - 2022

- Leading native advertising projects for product launches on digital and print medias
- Support in defining the yearly media plan, help to ensure subsidiaries are allocating their media budget well according to HQ strategy
- Supervising and validating OOH, print and digital campaigns for worldwide subsidiaries
- Negotiation with partners involved in the media strategy (native advertising, websites, magazines, OOH, cities)

GLOBAL BRAND EXPERIENCE COORDINATOR - EVENTS & SPONSORING

Audemars Piguet, HQ - Le Brassus | 2019 - 2022

- Leadership, tracking coordination of external & internal events for VIP's, collaborators, Board members
- Participation in the brand experience strategy plan in accordance with other departments plan
- Creation of briefings in line with the strategy for events agencies and suppliers
- Tracking budgets
- Coordination and interdisciplinary work with different implied departments
- Continually develop my leadership skills while leading projects
- Moderation of Audemars Piguet worldwide subsidiaries' events concepts, creation of guidelines
- Implementation of hybrid & digital strategies to handle future projects coming after COVID-19

EVENTS & PR COORDINATOR - PRESS & PUBLIC RELATIONS

Cartier, Richemont Group, Swiss Market - Geneva | 2017 - 2019

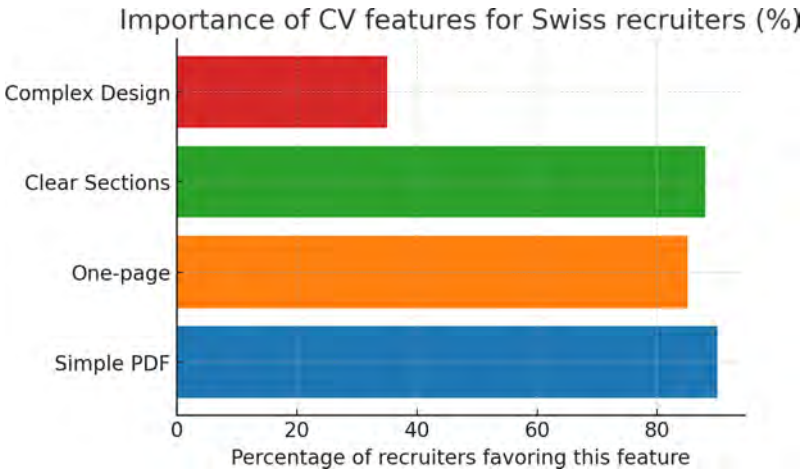
- Planning & execution of tailor-made clients' experience and journey for events for VIP's clients, boutiques, press, K.O.L & retailers (e.g.:High Jewelries events in Hong-Kong, Paris, NYC)
- Coordination of press related events for new launches, press trips and shootings
- Identification of KPIs & proposition of PR yearly projects to the management in regards of marketing plans and products launches
- Management and daily monitoring of the budget for events, kits, press trips, shoots and gifts
- Post events and projects report and reviews writing for Executive committee and HQ
- Resumé of the monthly press clippings and distribution to Management
- Follow up with editors to enhance exposure of Cartier and gain visibility
- Relationship with Swiss local journalists, products requests processing & follow-up

The key points to design your CV

The importance of the layout

What Data Shows: Tailored CVs Win

Data point:
•Tailored CVs are **3x more likely** to lead to an interview *(Indeed, 2023)*
•Recruiters spend **less than 7 seconds** on a first screening *(Ladders Study)*



Checklist

- ✓ Tailored content for each application
- ✓ Clear Complete Header (Personal data, Work Permit etc)
- ✓ Professional Summary / Objective
- ✓ Detailed and Contextualized Work Experience
- ✓ Relevant Education and Certifications
- ✓ Languages and Technical Skills
- ✓ Projects / Achievements / Interests
- ✓ Key Soft Skills (reliability, discretion, organization)
- ✓ Question: What do you think about having a picture on the CV?



Tools to help you

For beginners

Resume.io → Easy to use, perfect for first-time CVs.

Cvmaker → Fast and basic, no frills.

LinkedIn → Build a complete profile and export your CV directly

For all profiles

Canva → Intuitive interface, highly visual, ideal for modern design.

Adobe Express → Visual alternative to Canva, great for creative profiles.

Google Docs → Free templates available (File > New > From template).

FlowCV → Modern, customizable CVs with sharing options.

For professional inspiration

Kickresume → Templates inspired by real CVs from companies like Google or Tesla.

Zety → Writing assistance tools + diverse templates.

Exercise – YOUR profile





Key Takeaways



Adaptation beats quantity – tailor each CV.



Language and layout reflect your understanding of Swiss culture.



Networking matters as much as applying.

CAGI
CENTRE D'ACCUEIL DE LA GENÈVE INTERNATIONALE
INTERNATIONAL GENEVA WELCOME CENTRE

Q&A session

The Ci working permit for legitimation cardholders: opportunities and applicable rules
Ms. Laurénie Sulliger, Attachée of the Permanent Mission of Switzerland to the UN

Presentation of the International Dual Career Network
Ms. Justyna Eroglu , Strategy Team member, IDCN

Bénévolat Genève
Ms. Sandra Mayland, Co-Manager, Bénévolat Genève

Networking and LinkedIn tips
Ms. Anne Meylan, Dual Career Program Manager, Welcome Center

Geneva's Business Ecosystem and Career Opportunities for International Professionals
Mr. Mario Marchesini, Deputy, Department of Economic Promotion and Support, Chambre de commerce, d'industrie et des services de Genève (CCIG)

Crafting a winning CV for Switzerland
Ms. Julia Pelé, Associate Michael Page