

JOB APPLICATION

1. PERSONAL DATA		2. PREVIOUS EXPERIENCE	
NAME	<input type="text"/>	JOB 1	<input type="text"/>
SURNAME	<input type="text"/>	JOB 2	<input type="text"/>
ADDRES	<input type="text"/>	JOB 3	<input type="text"/>
EMAIL	<input type="text"/>	JOB 4	<input type="text"/>
EXTRACT	<input type="text"/>		

3. PICTURE UPLOAD

SELECT

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

Programme

1. Welcome

Mr. Onder Cetinkaya, President, ITU Staff Council

2. Introduction to CAGI's services

Mr. Yannick Roulin, Ambassador, Director of CAGI

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

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

4. Presentation of the International Dual Career Network

Mr Misha Kurochkin, Partner President IDCN Lake Geneva

5. Presentation of the "Association découvrir"

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

- 15 minutes Coffee break -

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

Ms. Alice Kovarikova and Ms. Rosa Ylimaula, Human Resources Management Service, UN Geneva

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

*Mr. Chris Clay, Global Strategic Talent Acquisition Advisor, Cargill
Groupement des Entreprises Multinationales (GEM)*

8. How to optimize your job research and applications

Ms. Marine Moncozet and Mr. Elliott Bouet , Michael Page

9. Q&A session

10. Closing

Ms. Maria Traficanti, Chief, ITU Human Resources Management Department



Welcome:

Mr. Onder Cetinkaya, President, ITU Staff Council

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

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

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

more info



cagi.ch

PRACTICAL GUIDE FOR NEWCOMERS

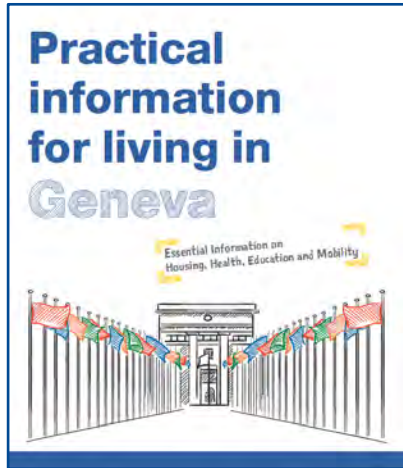
A practical guide to facilitate your settlement and integration before your arrival in Geneva and during your stay.

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

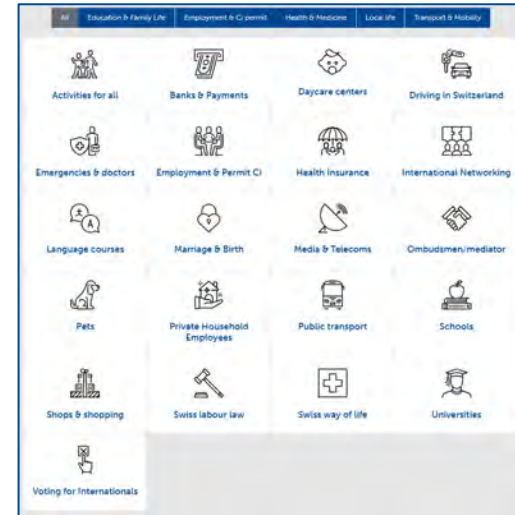
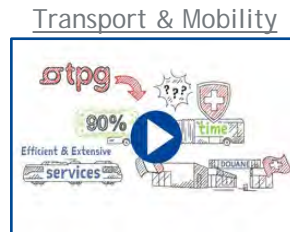
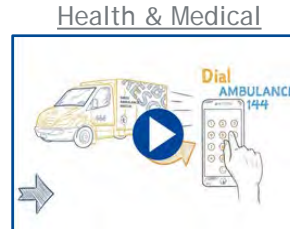
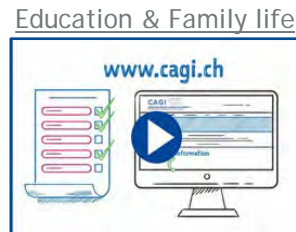


PRACTICAL GENEVA

- Informing employees and their family members before their arrival
- How to reach incoming employees of International Geneva?



Booklet



Web Information



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

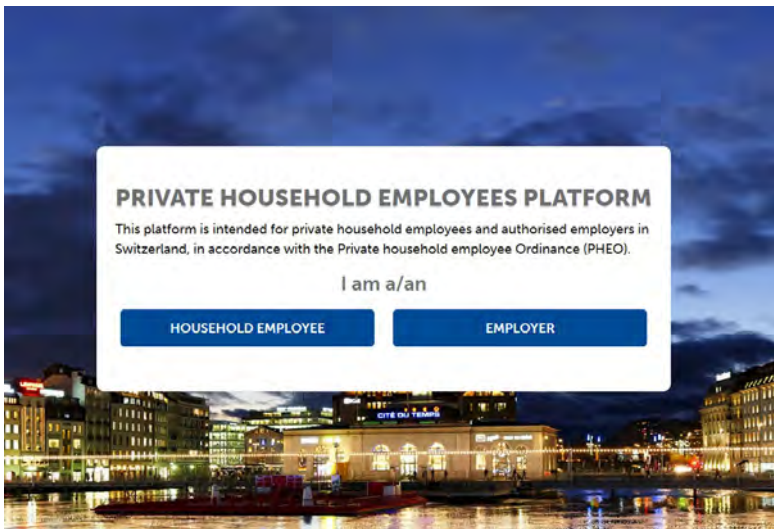
Fixed term contract / CDD

more info



cagi.ch

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



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)





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

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
 - ... 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
- Ci permit vs legitimation card type "H" (consultants & interns)
 - 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 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 legitimization 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 legitimization 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

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

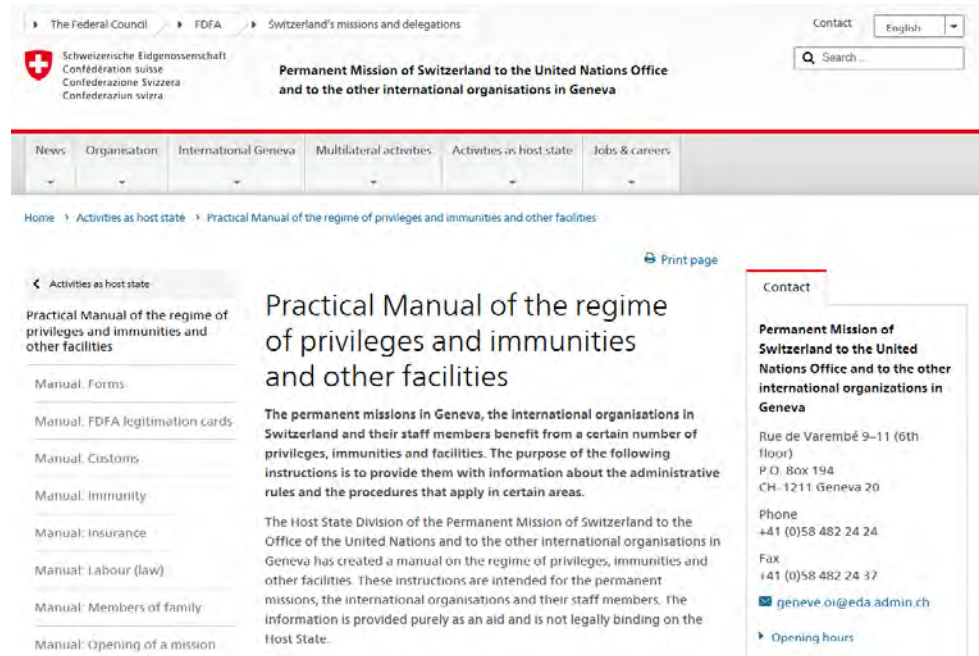
Law

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

Swiss Mission - contacts

+41 58 482 24 24

geneve.oi@eda.admin.ch



The screenshot shows the official website of the Permanent Mission of Switzerland to the United Nations Office and to the other international organisations in Geneva. The header includes the Swiss flag and the mission's name in four languages: German, French, Italian, and Romansh. A navigation bar lists various topics: News, Organisation, International Geneva, Multilateral activities, Activities as host state, and Jobs & careers. The main content area is titled 'Practical Manual of the regime of privileges and immunities and other facilities' under the 'Activities as host state' section. It provides information about the manual's purpose and where to find it. A sidebar on the right contains contact information, including the address (Rue de Varembe 9-11), phone number (+41 (0)58 482 24 24), fax number (+41 (0)58 482 24 37), and email address (geneve.oi@eda.admin.ch). There is also a link to 'Opening hours'.

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

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



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





INTERNATIONAL DUAL CAREER NETWORK

5th June 2025

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



International
Dual Career Network

My Journey



Originally from Ukraine
15+ years in International Sales and Marketing
Sales, Marketing and Distribution across 10 markets



2013 - 2014
The first relocation
Good career development



2019 - 2023
The second relocation, UAE
Career is on hold, childcare and self employment



Since Sep 2023
Active job search
IDCN volunteering

IDCN Partner Member Profile



- **Young professional.**
- **High education, good career development.**
- **Open to explore new opportunities.**
- **Speaks more than one language.**
- **Followed spouse / partner in relocation.**
- **Excited about the Swiss lifestyle.**
- **Believes to be hired in about 6 month maximum.**

IDCN Partner Member Profile

Why doesn't
my CV work?

Maybe I need to
learn French?

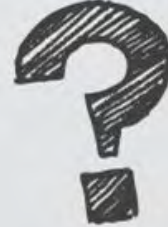
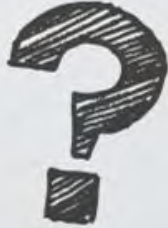
Why is everything
so different here?

Where to start?
Where to find a job?

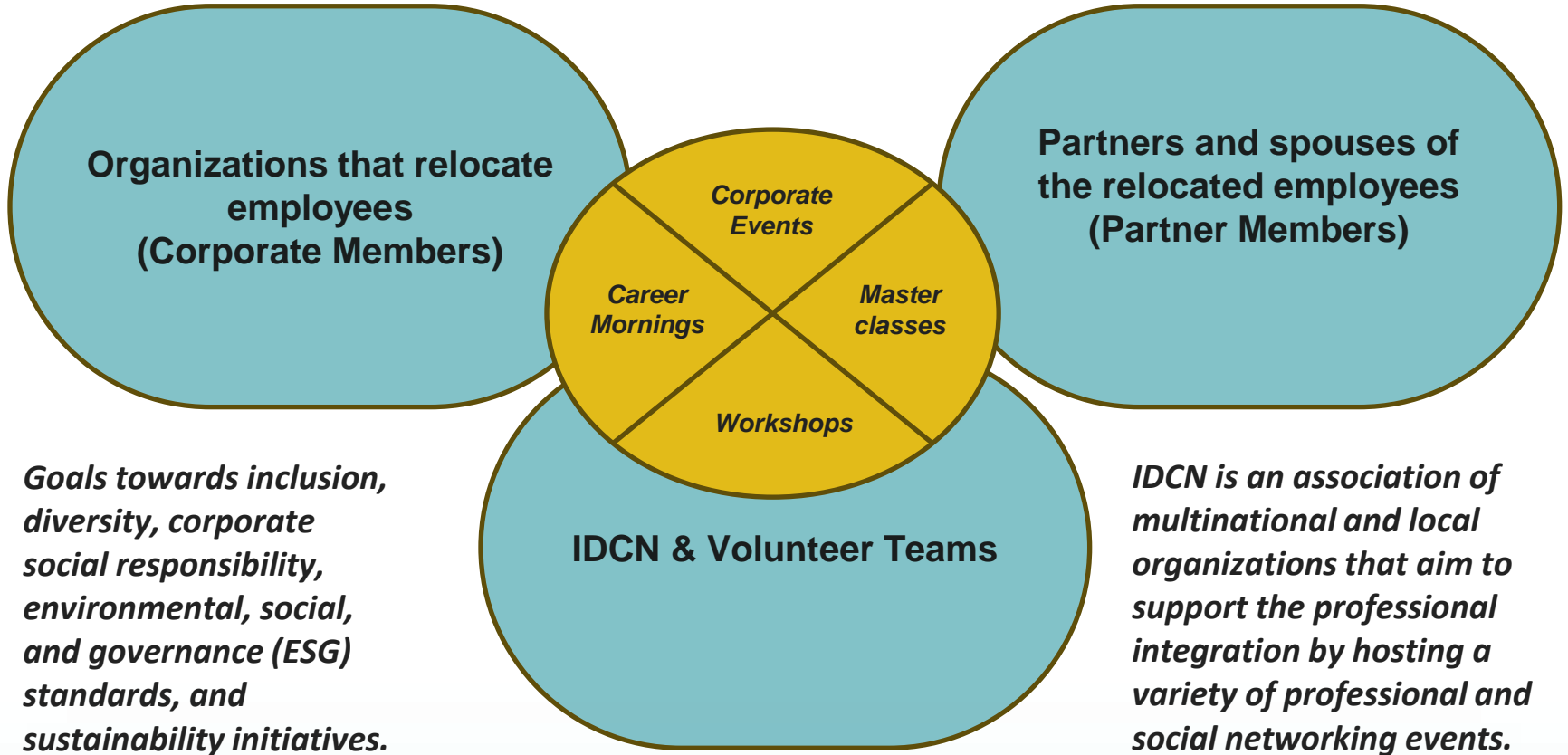
Who could
guide me?

Maybe I need to
get local certification?

How do they do
networking here?



Why IDCN?



15 LOCATIONS WORLDWIDE













International
Dual Career Network

AMERICAS:

MEXICO CITY 
NEW YORK 

EUROPE:

AMSTERDAM-UTRECHT 
BASEL-ZURICH 
BRUSSELS 
COPENHAGEN 
JUTLAND-FUNEN 
LAKE GENEVA 
LONDON 
LUXEMBOURG 
MUNICH 
PARIS 

ASIA:

DUBAI 
HONG KONG 
SINGAPORE 



7

2011

Number
of organisations

120+

2025



International
Dual Career Network

IDCN Lake Geneva, Key Metrics

Corporate Partners - 24

Partner Members - 513

Volunteers 2025 - 14

EMPLOYMENT RATE 77%

IDCN Lake Geneva, Key Metrics

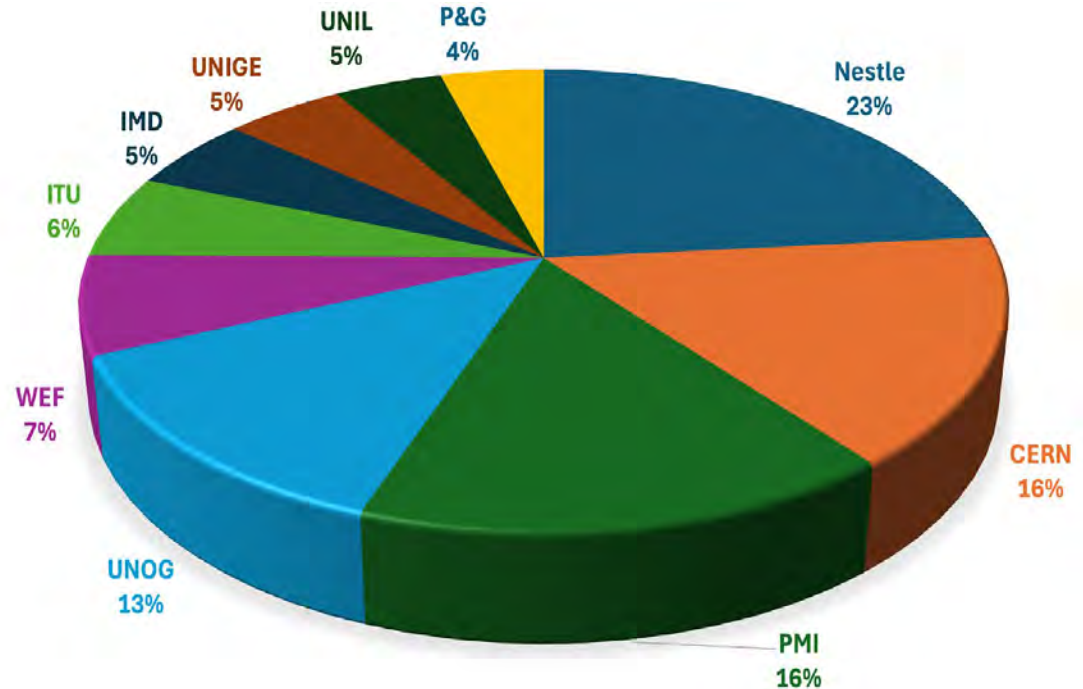
Average age: 35-38

Nationalities: 74

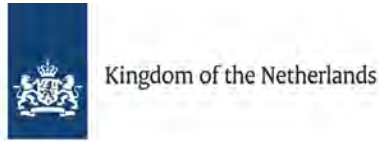
Languages: 38

Top 10 Professional Areas

- Communications
- Education / Training
- Accounting/Finance
- IT / Engineering
- Marketing / Sales / Business Development
- Research & Development
- Project Management
- Operations / Logistics
- Legal / Corporate Affairs / Compliance
- Human Resources



IDCN Lake Geneva Corporate Members



IDCN, Lake Geneva Steering Committee

Alcon



PHILIP MORRIS INTERNATIONAL



**UNIVERSITÉ
DE GENÈVE**



Claudia Palm,
IDCN Network Lead



Louise Barrelet



Laurine Chiarini



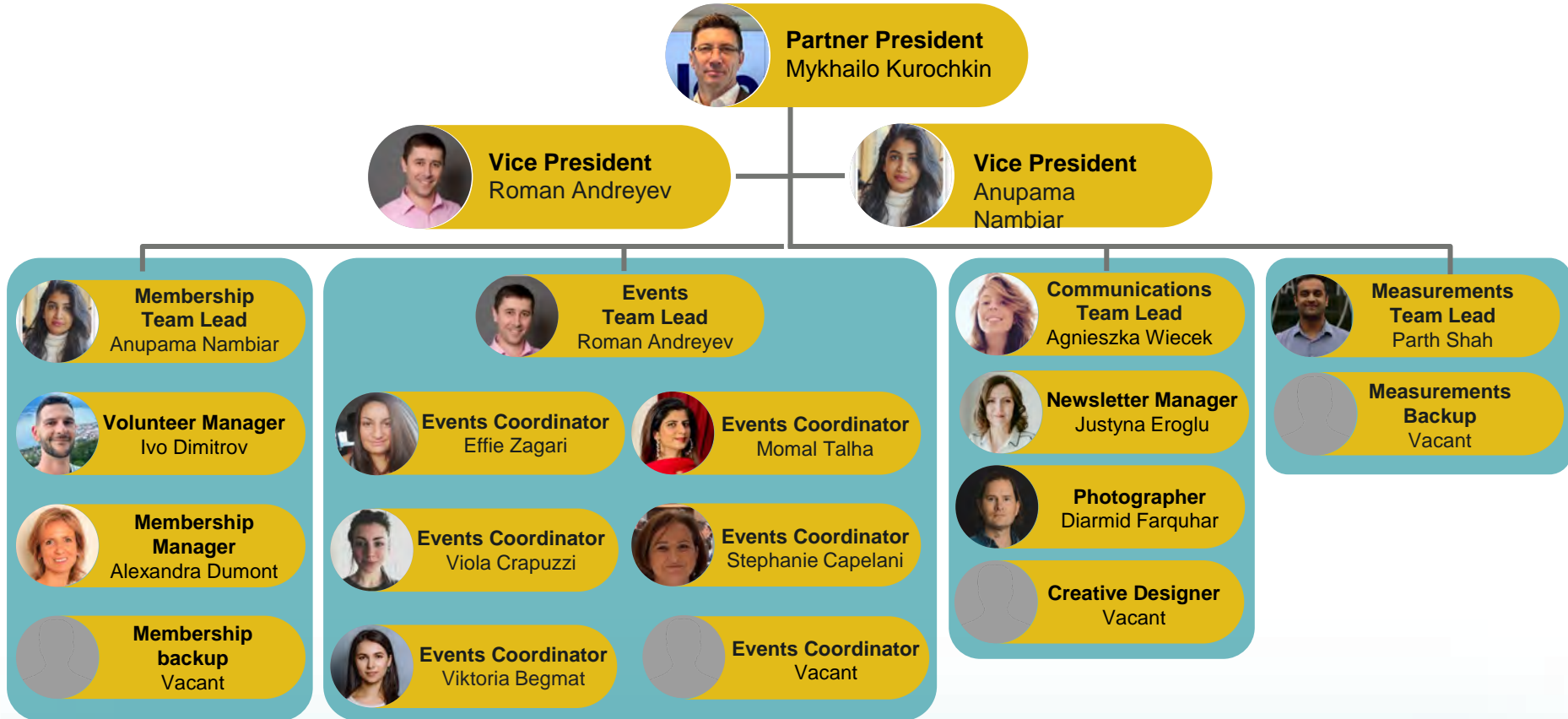
Laetitia Santin



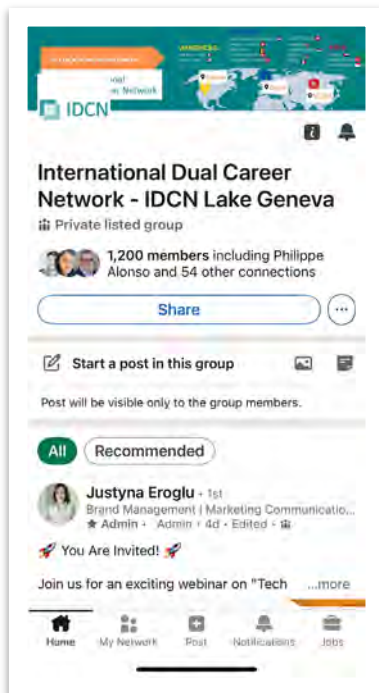
Anne Meylan

- **Provide guidance and advice to Partner Committee Office**
- **Steering Committee meets quarterly**

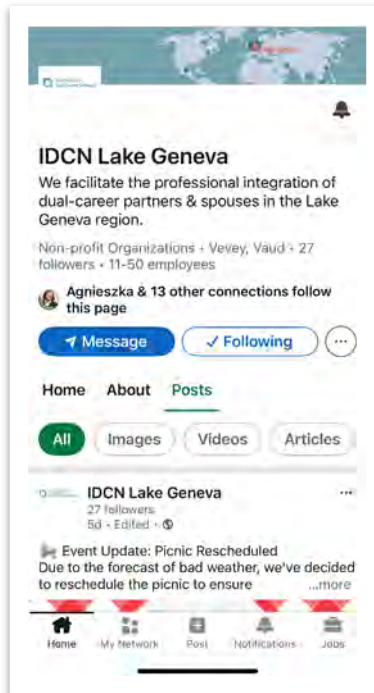
IDCN, Lake Geneva Organization Chart



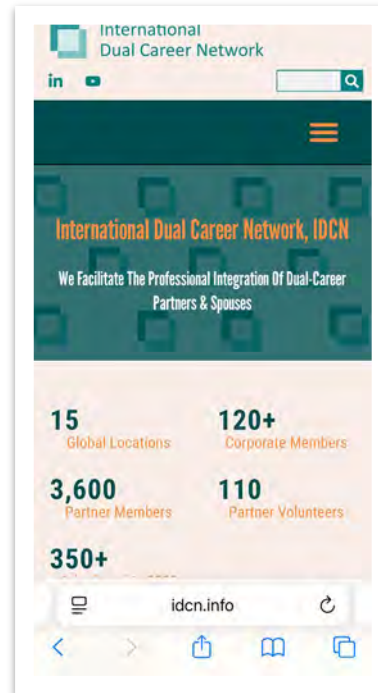
Useful links



LinkedIn
group



LinkedIn
page



IDCN
webpage

IDCN Events Calendar 2024

2024

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec

Career
Mornings

&

Corporate
Events

IDCN
Events

All Corporate
Member
Meeting

Welcome
event



October 29th



December 10th



Awareness
Session



Awareness
Session



Awareness
Session



Global Webinar

Summer
Break



September 19th



Awareness
Session



Masterclass



Masterclass



Global Webinar



Masterclass



Masterclass



Welcome Event +
Training
Volunteer Picnic



Volunteer
Training



All Corporate
Member
Meeting



Volunteer Christmas
Lunch



International
Dual Career Network

IDCN Events Calendar 2025 - Q1 & Q2 Plan

2025

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec

Career
Mornings

&

Corporate
Events

IDCN
Events



March 18th



April 11th

Awareness
Session



June 5th



May 14th



Date TBD

Logo

Date TBD



February 6th

Awareness
Session



March 25th



April 9th

Awareness
Session

Summer
Break



Date TBD



Date TBD



Welcome Event +
Training
February 20th



Masterclass



Global Webinar



Picnic!



Masterclass
Volunteer Picnic



Welcome Event +
Training



Global Webinar



Masterclass

All Corporate
Member
Meeting



Volunteer Christmas
Lunch

Logo

Planning Corporate Event, CM is in discussion



International
Dual Career Network

IDCN Lake Geneva Activities 2025

EXTERNAL EVENTS:

- Corporate Events
- Career Mornings
- Global Webinars
- Spouse Welcome



Events Topics 2024 / 2025



Business creation in Switzerland



Work Opportunities at Sunstar and Recruiting Process



Spousal Employment Support Event - How to Succeed in your Job Search



Unleash Your Potential: Discovering Nestlé's Recruitment Secrets



Tech Transformation: Reskilling and Upskilling for Your Next Chapter



Rebranding and Networking in Career Transition



Networking and enhancing visibility

IDCN Lake Geneva Activities 2024

INTERNAL AND SOCIAL EVENTS:

- Masterclasses
- New Member Welcome Events
- Volunteer Picnic /Christmas Lunch



Welcome Events for new Partner Members



MAIN OBJECTIVES:

- Warm, informative, and fun welcome sessions.
- Presentation and recruiting of volunteers.

TIMING:

- 2-3 times a year.

IDCN Membership

Benefits:

1. Free of charge for partner members.
2. Access to IDCN events.
3. Professional development, networking & integration.
4. Personal development.
5. Social networking, community.

Who can apply:

- Spouse or partner of the IDCN Corporate Member employee.
- Currently unemployed.
- Lives in the Lake Geneva region.



Thank you!

Join today: www.idcn.info



découvrir

Empowering Highly Skilled Migrant Women
into the Swiss Labour Market

Genève, Vaud, Neuchâtel, Valais

WHO WE ARE



Mission

From 2007

Recognizing skills and promoting the integration of highly skilled migrant women into the Swiss labour market



Target group

- Individuals of foreign origin (primarily women)
- University-level education
- Established in Switzerland for less than 5 years
- Valid work permit



Objectives

- Help overcome obstacles to professional integration
- Promote the potential of highly skilled migrant talents
- Avoid professional disqualification and the waste of skills

5 branches across 4 cantons: **Geneva – Neuchâtel – Lausanne – Renens – Sion**

ACTIVITIES

- French & English courses
- Support for the recognition of foreign diplomas
- Support in optimizing application package to meet Swiss standards
- Optimizing LinkedIn profile
- Thematic info sessions
- Job coaching events
- Networking events
- Training & coaching programme (ProActe)
- Mentoring programme



KEY FIGURES

From 2007

- **6,155** talents supported (86% women / 14% men)
- **+3,115** integrated into the Swiss workforce
- **149** nationalities represented
- **375** professions
- Over **50 active partnerships**
- **19 years** of action in support of professional and social integration

"Recognising talent and promoting equality in Switzerland."

découvrir

NETWORK



Réseau Femmes

La Collective

Espaces · Liens · Féminismes

après
LE RÉSEAU DE L'ÉCONOMIE
SOCIALE ET SOLIDAIRE

Bénévolat

Vaud



Insertion Genève



Collectif d'associations
pour l'action sociale

Coordination asile.ge

découvrir

"A network with shared interests to drive greater impact"

INITIATIVES WITH PARTNER COMPANIES



AWARNESS-RAISING EVENTS

Diversity & Gender Equality



SKILLS RECOGNITION

Mentoring, Speed-dating,
Career guidance, etc.



RECRUITMENT

Digital platform, Internship
opportunities, Diversity and
Inclusion Charter

PARTNERS



J.P.Morgan

L'ORÉAL



Nestlé




Michael
Page




découvrir

THANK YOU FOR YOUR ATTENTION!

CONTACT

 www.associationdecouvrir.ch

 +41 22 732 75 40

 info@associationdecouvrir.ch

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

 www.facebook.com/ASSOCIATIONDECOUVRIR/

 www.instagram.com/associationdecouvrir/

découvrir

15 minutes

- *Coffee break* -



Career opportunities with the UN

Ms. Alice Kovarikova

HR Officer, Human Resources Management Services, UNOG

Ms. Rosa Ylimaula

Associate HR Officer, Human Resources Management Services, UNOG

ITU

5 June 2025





Agenda

- Welcome
- Overview of Career Opportunities at the UN
- Applications to UN positions
- Practical Tips




Career Opportunities at the UN


- Professional posts, General Service posts, Consultants/Individual Contractors, Internships, UN Volunteers
- The UN working environment **is international, mobile and multi-cultural**
- All job opportunities are published on careers.un.org




UN Careers Website




Economic, Social
and Development




Information and
Telecommunication
Technology




Internal Security and
Safety




Legal




Logistics,
Transportation and
Supply Chain




Management and
Administration



Political, Peace and
Humanitarian




Public Information
and Conference
Management




Science


Management and Administration




Ombudsman




Investigation




Management and Analysis




Inspection and Evaluation




Audit




Administration




Ethics



Finance




Human Resources



Investment Management

[Clear Selection](#) [See Jobs](#)



Applications to UN Secretariat Jobs

- **Target** each job application
- Only include information **relevant to the position**
- **Highlight major accomplishments** achieved in the role
- Provide references that know the applicant well and that are reliable sources for feedback
- Pay attention to **application deadlines**
- **Keep a repository** of templates of applications **for various job types** ready



Practical Tips: Answering Job Requirements



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. ❌

GENERIC EXPERIENCE



GOOD RESPONSE



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.



Practical Tips: Motivational Statement

- The Organization uses it to gauge your **enthusiasm, motivation** and **cultural and behavioural fit** for a certain position.
- Start by captivating the reader's attention and adding a **personal touch** to your statement.

"Growing up in a rural area in XXX, I witnessed first-hand the transformative impact of community-driven initiatives on individuals' lives. One vivid memory that shaped my aspirations occurred during a summer volunteering programme in a remote village in XXX Province. I taught literacy and numeracy to children who had limited access to education, but more importantly, I learned the value of inclusion, diversity, and equitable opportunities. This experience planted a deep commitment to contributing to global development and inspired my interest in talent acquisition and human resource outreach as tools for driving positive change.

This passion has guided my academic and professional journey."

- Make sure you answer two main questions:
 - **Why am I interested in the position?**
 - **Why should they consider me?**



Practical Tips: Answering Job Requirements

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



Practical Tips: Technical Assessments



- **Purpose:** To verify technical knowledge
- **Different types of formats:** Essays, multiple choice, translation, graphic design, short videos, etc.
- **Preparation:** Read the Job Opening description. research online
- **Read the instructions carefully**
 - Cannot use any external help to complete the technical assessment, including AI!
 - Assessment can be proctored






Practical Tips: Competency-Based Interviews (CBI)

- ✓ Structured interviews seeking **concrete** examples from **past** experience
- ✓ Main tenet of CBI: **Past performance is the best predictor of future performance**
- ✓ Questions assess the positive or negative indicators of behaviour
- ✓ Answers to CBI should be:



Useful QR Codes

Resource	Description	URL Link & QR Code
UN Career Portal	Visit the one-stop UN Careers Portal where you can get all the necessary information on current job openings, career options, staff profiles, application tips, pay and benefits, and much more!	https://careers.un.org 
Inspira	Use the Inspira application platform to search through current job openings, set job vacancy alerts, create an applicant profile, and submit your applications to work for the United Nations Secretariat.	https://inspira.un.org 
Career Tips Thursday	Connect to UNOG CTT website to view all previous recordings of this monthly webinar, focused on providing tips and guidance on a wide range of career-related topics.	https://learning.unog.ch/career-tips-thursday 





Thank you!



What do multinational companies pay attention to when recruiting?

June 5th 2025



Agenda

01 About me

02 Cargill at a glance

03 Cargill Switzerland

04 Our recruitment process

05 Q&A

Global Strategic Talent Acquisition Advisor

“Always laugh when you can. It’s cheap medicine”

Professional life

- Currently part of the EMEA TA Management team, Global Trading and Risk Management SME and Executive head hunter
- Joined Cargill in 2009 as Global TA Lead for the Energy Transportation and Metals Enterprise
- Prior to Cargill, worked in international search and prior to that within Investment Banking in London, including a 4 year stint as an options trader in the open outcry market at LIFFE.

Personal life

- My family is based in Mallorca, The Mediterranean and The Pacific
- . I enjoy hiking and am falling back in love with cycling



Cargill

At a glance

We are...



160K+
Employees



70
Countries



125
Markets



159
Years old



Our purpose: To nourish the world in a safe, responsible and sustainable way

Our purpose drives everything that we do.



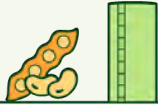
How we source, make and deliver goods that are vital for living

Source and trade

Partner with farmers and ranchers growing crops and raising animals.



Originate, source, store and trade commodities.



Provide global insights and risk management solutions.

Make and transport

Transport goods from where they're grown and produced to where they're needed.



Craft meat, egg and alternative protein products, and salt, oils, starches, cocoa and sweeteners.



Formulate feed to support animal health and productivity.



Create nature-derived, bio-based products and biofuels.

Deliver for customers



Sell food products and ingredients, agricultural solutions and bio-based industrial products to manufacturers, farmers and ranchers, foodservice customers, retailers and consumers—to nourish the world in a safe, responsible and sustainable way.

74

Did you know? These are some of our customers



Cargill Switzerland

Overview

Switzerland is a critical location for Cargill

Global trading for grains and oilseeds is managed out of Geneva. It also serves as our global headquarters for freight trading and shipping operations.

We have activities in the following areas:

- Grain and oilseed trading
- Ocean transportation and logistics
- Trade & Capital Markets
- Risk Management

77

Recruitment process

Our process

Our recruitment process

- **Hiring manager determines need** – Hiring manager and recruiter have an intake session, identifying skills, experience and level of seniority to be matched in order to be considered for the role.
- **Recruiter posts the role** – The role is posted internally and externally on our corporate careers site <https://careers.cargill.com/en> and various external job platforms. The recruiter may also source directly, approaching passive candidates in the market that match the role's criteria.
- **Screening** – The recruiter will review all cvs and identify those that most closely match the criteria. The recruiter will then conduct an initial screening interview and provide a shortlist of candidates to the Hiring Manager
- **Interview and Selection** – Shortlisted candidates will go through an interview process with multiple stakeholders and possibly online assessment programmes.
- **Offer**– Once finalized, an offer is drafted and sent to the successful candidate.



Stages of the recruitment process

Screening

- Your cv is your passport to get through the first checkpoint. Make it relevant. Tailor your cv to each role you apply for.
- Use the same keywords and phrases that you see in the advertisement in your CV and cover letter.
- Ensure your experience matches what they're looking for – be succinct in your detail, but make sure you provide enough information to pique their interest.
- Highlight the skills that you have gained in your career so far that match the needs of the role.
- Be clear on what you have achieved, show where you have exceeded targets or added measurable value

Stages of the recruitment process

Interviewing

- Be prepared – make sure you fully understand the job description, read up on the company you're interviewing with.
- If you can, practice interviewing.
- Be concise and relevant with your answers, if an interviewer wants to know more, they'll ask.
- Most interviews are competency and skills based. Have some examples of particular skills and scenarios that you feel best match the job description.
- Be yourself. Chemistry and cultural fit are a large part of the interview process, so let the interviewers see you as you are.

Thank you!



Michael Page

June 2025

PageGroup

Optimising Your Job Search & Applications: The Power of Strategy & Networking

Welcome to this comprehensive guide for international professionals seeking employment in Switzerland. We'll explore strategic job search approaches and networking essentials.

Presented by Elliott Bouet and Marine Moncozet from Michael Page at the CAGI Conference.



find
your
place

A red oval with a black outline is centered in the image. Inside the oval, the text "Swiss job market" is written in white. A thin, dark grey wavy line passes behind the oval, curving from the left side, dipping below the oval, and rising towards the right side.

Swiss job market



Understanding the Swiss Job Market



Competitive & Relationship-Driven

Success depends on building trust and professional connections within Swiss business culture.



Local Experience Priority

Employers value Swiss or Swiss-based work experience highly for cultural integration.



Language Requirements

French, German, and English skills vary by region. Geneva emphasizes French-English bilingualism.



Cultural Fit Essential

Demonstrating alignment with Swiss workplace values significantly impacts hiring decisions.



Job search strategy



Strategy First – Job Search Foundations

1

Define Value Proposition

Combine your skills, target sector, and unique added value into a clear professional statement.

2

Know Your Target

Research industry trends, company sizes, and organizational cultures that match your goals.

3

Set SMART Goals

Aim for 10 tailored applications weekly plus 3 new professional contacts per week.



SOME NECESSARY NEW SKILLS

TECHNICAL PROFICIENCY IS A MUST

Hardcore Accounting

Data-visualization

(Cyber) Risks

Basic AI

Process Automation

SOFT SKILLS ARE INCREASINGLY IMPORTANT

Adaptability

Critical thinking

Storytelling & Communication

LEADERSHIP SKILLS ARE ESSENTIAL

Courage to dare

Lead by the front

Empathy

What Makes Applications Stand Out



Local Relevance

Highlight Swiss market understanding and any local experience, even volunteer work or training.



Clear Communication

Use precise, professional language. Avoid complex jargon or vague statements that confuse recruiters.



Soft Skills Proof

Demonstrate leadership, adaptability, and communication through specific examples and measurable results.

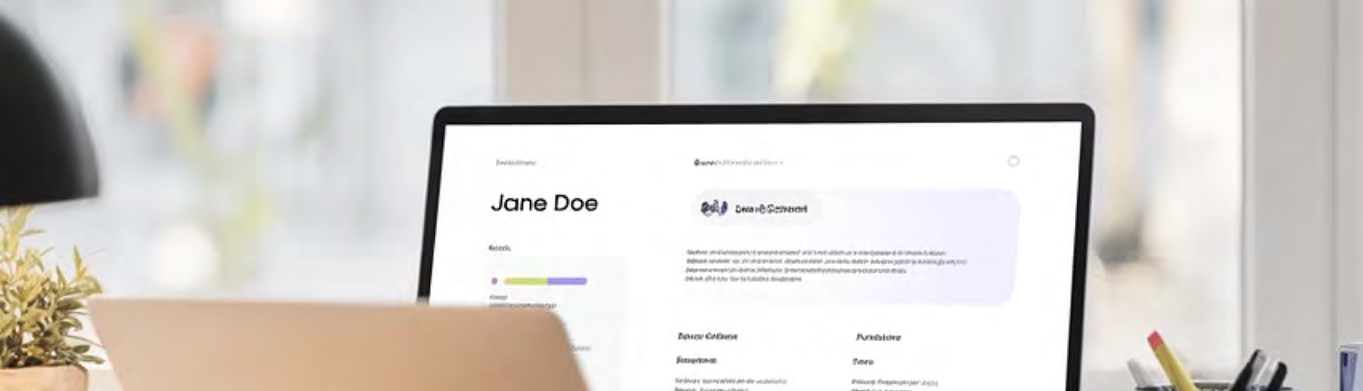


Geneva Connections

Mention involvement in local organizations, events, or professional associations within Geneva's ecosystem.



**Unlock
your
potential**



With their unsolicited selection,
in the selection box, the
presentation of the
information.



With their unsolicited selection,
in the selection box, the
presentation of the
information.

Application Best Practices

Tailored Applications

Customize your CV and cover letter for every position. Generic applications rarely succeed in Switzerland.

Keyword Alignment

Match job description terminology exactly. Use their structure and relevance priorities as your guide.

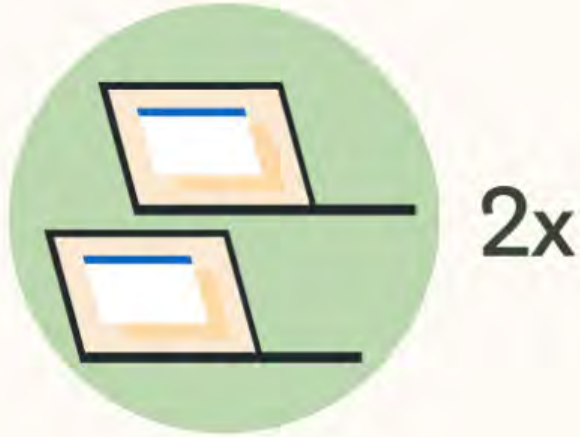
Professional Format

Keep design clean and simple. Avoid photos unless specifically requested by the employer.

Essential Skills for Swiss Market Success



MARKET TRENDS

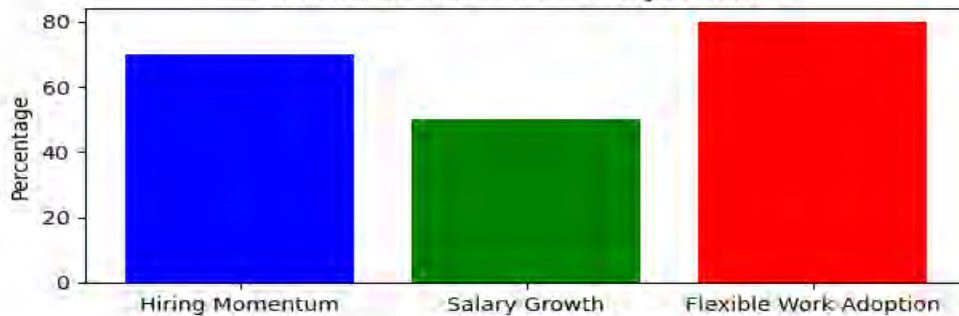


Professionals entering the workforce today are on pace to hold **twice as many jobs** over their careers compared to 15 years ago



By 2030, **70% of the skills used in most jobs will change**, with AI emerging as a catalyst.

National Trends in the Swiss Job Market



Top Sectors in Demand



1. National Trends in the Swiss Job Market:

- Hiring momentum
- Salary growth
- Flexible work adoption

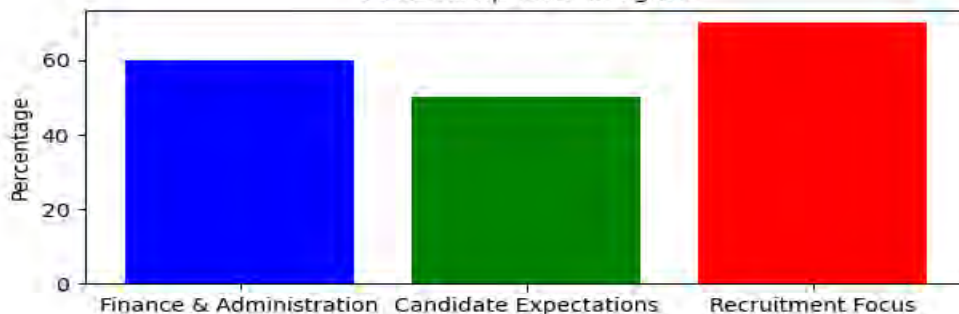
2. Top Sectors in Demand:

- Finance
- IT
- Healthcare

3. Geneva-Specific Insights:

- Focus areas: Finance & Administration
- Candidate Expectations
- Recruitment Focus

Geneva-Specific Insights





The Power of Networking

The Power of Networking in Switzerland

80% Hidden Job Market

Most positions are filled through connections before public posting. Networking unlocks these opportunities.

Swiss business culture emphasizes trust-based relationships and personal referrals over cold applications.

Where to Network

- CAGI and chamber events
- LinkedIn professional groups
- Alumni networks and meetups
- Volunteer opportunities
- Informational interviews

Your Path Forward: Key Takeaways

Strategic Foundation

Know your value proposition and target your search strategically. Quality applications outperform quantity every time.

Consistent Networking

Build relationships both online and in-person. Swiss culture values long-term professional connections over transactional interactions.

Partnership Approach

Leverage Michael Page's expertise while building your own professional pipeline. Integration takes time but consistency delivers results.

Ready to accelerate your Swiss career journey? Connect with us on LinkedIn for personalized guidance and exclusive opportunities.



Q&A session

- *Ambassador Mr. Yannick Roulin, Director of CAGI*
- *Ms. Laurénie Sulliger, Attachée of the Permanent Mission of Switzerland to the UN*
- *Mr Misha Kurochkin, Partner President IDCN Lake Geneva*
- *Ms. Sarah Gamblin, Communication, fundraising and partner relations officer of Association Découvrir*
- *Ms. Alice Kovarikova and Ms. Rosa Ylimaula, Human Resources Management Service, UNOG*
- *Mr. Chris Clay, Global Strategic Talent Acquisition Advisor, Cargill*
- *Ms. Marine Moncozet and Mr. Elliott Bouet, Michael Page*



Closing:

Ms. Maria Traficanti, Chief, ITU Human Resources Management Department