

# CAGI



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

**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"/>
ADDRESS	<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 integrate into the local job market?

# PROGRAMME

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## 1. Welcome

*Mr. Andy Staines, Assistant Director General Administration, Finance and Management Sector WIPO*

## 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

*Ms. Shivani Bhardwaj, IDCN Global Program Director*

# PROGRAMME

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## 5. Presentation of the "Association découvrir"

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

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

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

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

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

## 8. How to optimize your job research and applications

*Mrs. Marine Moncozet and Mr. Olivier Broutin, Michael Page*

## 9. Q&A session

# INTERNATIONAL GENEVA WELCOME CENTRE

Ambassador Yannick Roulin, Director of International Geneva Welcome Centre

# WHO ARE WE ?

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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

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## 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

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- 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](mailto: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

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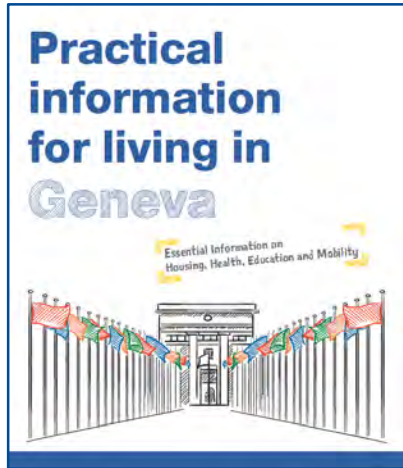
A practical guide to facilitate your settlement and integration before your arrival in Geneva and during your stay.

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

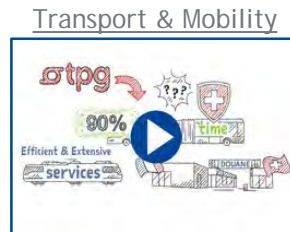
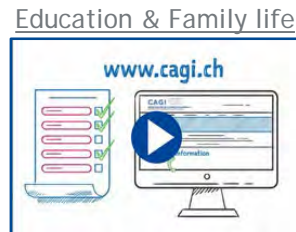
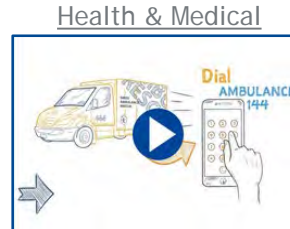


# PRACTICAL GENEVA

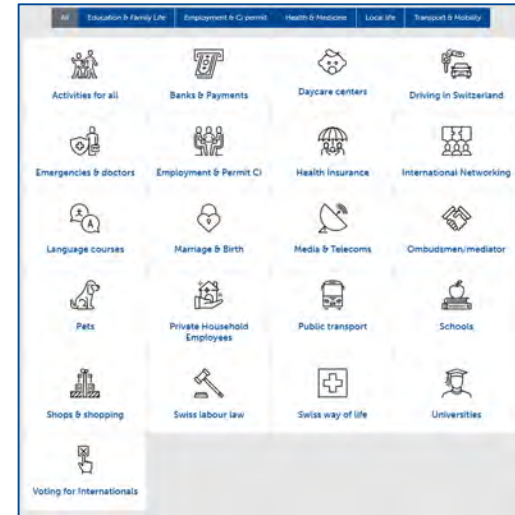
- Informing employees and their family members before their arrival
- How to reach incoming employees of International Geneva?



Booklet



Videos



Web Information





# CULTURAL KIOSK AT UN GENEVA & CERN

# CULTURAL KIOSK : UN Geneva / CERN

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

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



**Kiosque Culturel ONU Genève**

☎ +41 22 917 11 11

✉ [info@kiosqueonu.ch](mailto:info@kiosqueonu.ch)



**Kiosque Culturel CERN**

☎ +41 22 766 94 76

✉ [info@kiosquecern.ch](mailto:info@kiosquecern.ch)



**CAGI**  **CULTURAL KIOSK**

# Museum

# Leisure



# AGENDA



## CULTURAL KIOSK AT UN GENEVA & CERN

→ Practical information    → Cultural partners



# SOCIALS

Special  
offers



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

Weekend  
ideas &  
inspiration



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

Cultural  
recommendations



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

Practical  
Geneva  
Information

# 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

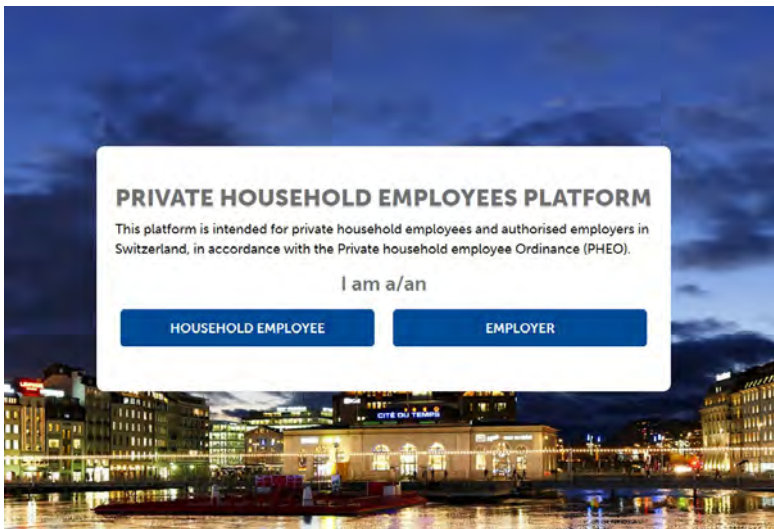


cagi.ch



# PRIVATE HOUSEHOLD EMPLOYEES PLATFORM

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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

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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](http://www.cagi.ch)

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







## 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 the applicant meet the conditions, the Swiss Mission sends to his/her private address the requested **attestation** (free of charge)
    - ⇒ it certifies to potential employers that he/she is not subject to Swiss ordinary rules
  3. The Ci permit **request** is submitted to the cantonal population office of the place of residence
    - ⇒ attestation from the Swiss Mission; proof of future employment; OCPM : form "K"
    - ⇒ subject to a fee and additional commercial or health authorisations, where applicable
- **Ci permit** is granted in exchange of the legitimization card



## Ci permit – 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

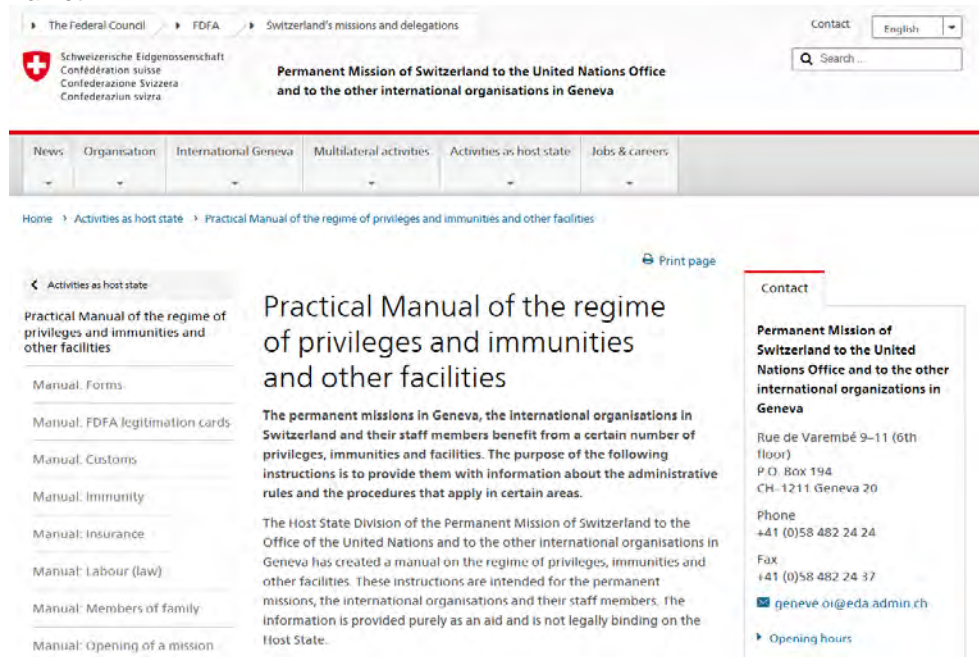
### Law

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 contains links to '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 describes the purpose of the manual and provides contact information for the Host State Division. A sidebar on the right contains a 'Contact' section with the mission's address, phone, fax, and email, as well as 'Opening hours'.

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

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

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

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

**Contact**

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

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

Phone  
+41 (0)58 482 24 24

Fax  
+41 (0)58 482 24 37

[geneve.oi@eda.admin.ch](mailto: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





29 October 2024

INTERNATIONAL DUAL CAREER NETWORK

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

*Shivani Bhardawaj –IDCN Global Program Director*



International  
Dual Career Network



Shivani Bhardwaj





# OUR MISSION



IDCN is an association of multinational and local organizations that aim to support the professional integration of employee partners and spouses by hosting a variety of professional and social networking events, both locally and globally. By leveraging the talent available through dual-career partners and spouses, the IDCN emphasizes the importance of fulfilling organizational responsibilities towards inclusion, diversity, corporate social responsibility, environmental, social, and governance (ESG) standards, as well as sustainability initiatives.

# IDCN, Lake Geneva Activities

## EXTERNAL EVENTS:

- Corporate Events
- Career Mornings
- Global Webinars



Feb 2024



Dec  
2023



Jun 2024

## INTERNALS AND SOCIAL EVENTS:

- Welcome Events
- Masterclasses
- Spouse Welcome



Nov 2023



May 2024



SUNSTAR

Sep  
2024

# 14 IDCN LOCATIONS WORLDWIDE

## Americas

New York  
Mexico City

## Europe

Lake Geneva

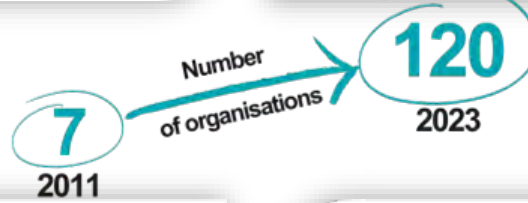
Basel-Zurich  
Brussels  
Copenhagen  
Jutland-Funen  
(DK)

London  
Luxembourg

Munich  
Paris

## ME & Asia

Dubai  
Hong Kong  
Singapore





# IDCN Lake Geneva Corporate Members



PHILIP MORRIS INTERNATIONAL



UNIVERSITÉ  
DE GENÈVE

RICHEMONT



Kingdom of the Netherlands

SUNSTAR



**Welcome a new Corporate Member**



The UN agency for  
digital technologies



International  
Dual Career Network

## IDCN Lake Geneva, Key Metrics

Corporate Partners -24

Partner Members -423

Volunteers 2023 -15

# IDCN, Lake Geneva Steering Committee

**Alcon**



Claudia Palm, *IDCN  
Network Lead*



Veronika Beck



Laurine Chiarini



Homann Magali



PHILIP MORRIS INTERNATIONAL



TBD



**UNIVERSITÉ  
DE GENÈVE**



Anne Meylan

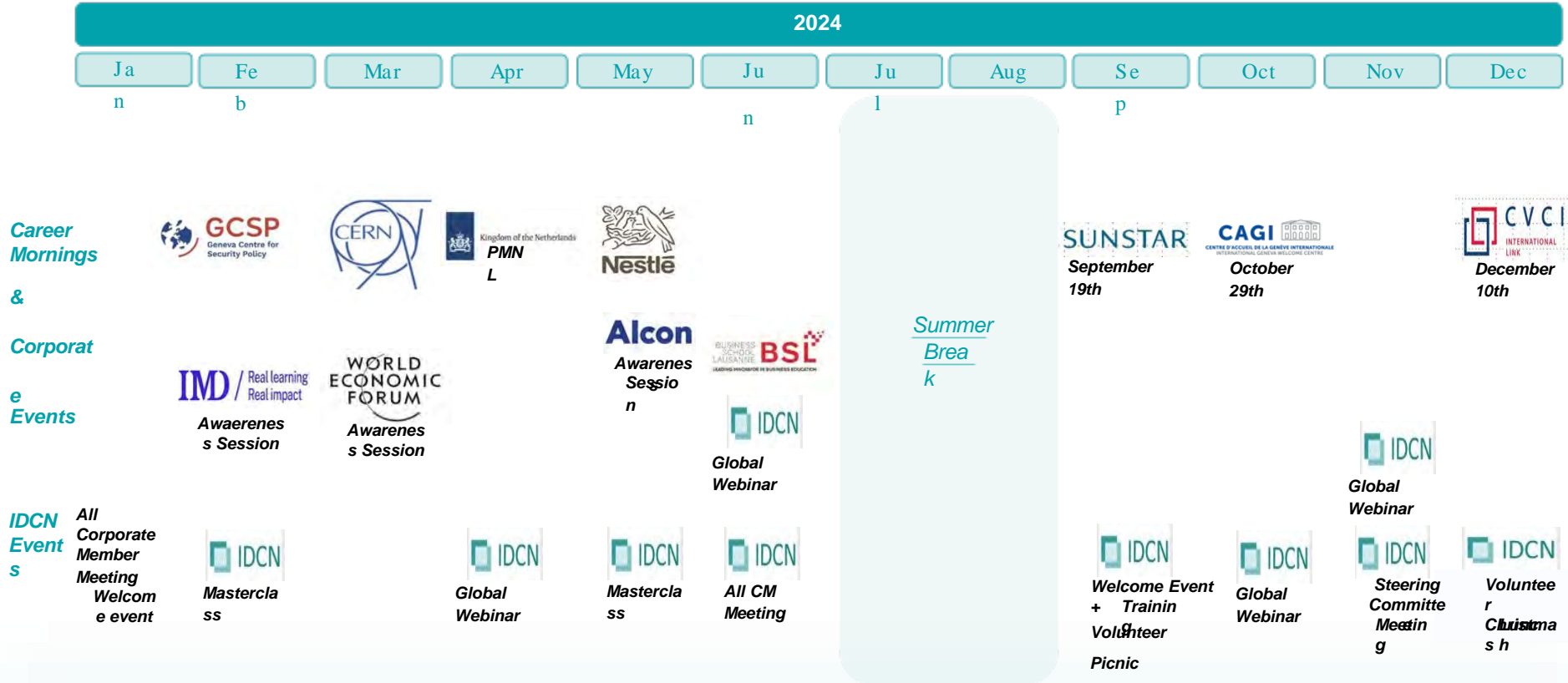
- Provide guidance and advice to Partner Committee Office
- Steering Committee meets quarterly

# IDCN, Lake Geneva Organization Chart

Partner Committee Office			
IDCN Lake Geneva Partner President -Pragya Bhatnagar			
IDCN Lake Geneva Vice President –Mykhailo (Misha) Kurochkin			
Membership	Events	Communications	Measurements
Enhance the overall membership experience	Coordinate and Facilitate networking events	Facilitate internal & external communication	Track key performance metrics that drive overall strategy
Volunteer Manager	Team Leads Joreen Mufwaya & Jozi Rachman	Team Lead Agnieszka Wiecek	Team Lead Priya Bhutada
Dipanwita Dash		LinkedIn Manager Agnieszka Wiecek	Measurements Backup Anupama Nambiar
Membership Manager Zoi Mavrogonatou	Events Team Mykhailo (Misha) Kurochkin	Newsletter Manager Justyna Eroglu	
Membership Backup Alexandra Dumont	Karnali Bose	Creative Designer	
	Roman Andreyev	Vacant	
	Vacant	Photographer Diarmid Farquhar	
	Vacant		



# IDCN Events Calendar 2024



# The Next Corporate Event



Topic: Business  
Creation

December 10th, 2024

## Newsletters, Posters, Success Stories

[illegible]

# bi-annual report

International  
Dual Career Network

ICDN LAKE GENEVA | 7 SEPTEMBER 2024

SUNSTAR

## ICDN LAKE GENEVA CORPORATE EVENT

### SUNSTAR

#### Work Opportunities at Sunstar and Recruiting Process

ICDN Lake Geneva, in collaboration with SUNSTAR, hosted the September 2024 edition of our Corporate Event Series. The event featured experienced professionals and offered valuable insights into Sunstar's recruitment process.

Our speakers shared personal experiences, providing guidance on navigating and embracing life-career challenges. They highlighted the importance of adaptability in the face of change, building strong partnerships both at work and home to maintain a healthy work-life balance, and treating your success and situation when making key decisions. We also gained valuable insights into Sunstar's recruitment strategy and explored future career opportunities with the company.

The audience actively engaged in a Q&A session with the HR team and took full advantage of various networking opportunities. All ICDN members also had the chance to participate in our Welcome Event.

We extend our heartfelt gratitude to the speakers for sharing their inspiring stories and for filling the event with enthusiasm and positive energy.

### KEY LEARNINGS FROM THE EVENT

Take personal  
approach while applying  
for a job and  
your employment

Ask for informational  
interview with HR  
before applying for  
a job

Prepare your reference list  
in advance

Dr. BARTHOLOMÄUS HUGSTETTER

### TESTIMONIALS

#### • ICDN is a really well-organized community

"I really enjoyed the event. The feedback session was particularly useful. The perspective from HR was extremely valuable."

"Very nice and friendly people that I met."

### ICDN LAKE GENEVA VOLUNTEER TEAM

**Leadership Team:** Evelyn Guggisberg, Birgitte Preussner

**Co-Leadership Team:** Julia Luff, Julia Kuehne

**Support Team:** Victoria Auer, Lisa Schaffner

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**Co-Leadership Team:** Julia Luff, Julia Kuehne

## success stories

The image is the cover of a newsletter. At the top left is the ICDN logo, a green square with a white cross, followed by the text 'International Dual Career Network'. At the top right, it says 'JUNE 2024'. The main title 'HALF YEARLY NEWSLETTER' is in large, bold, black letters. Below it, 'JANUARY/JUNE EDITION' is written in a smaller font. The background is a photograph of a vineyard on a hillside overlooking Lake Geneva and the Alps. In the bottom left corner is the Swiss flag logo, and in the bottom right corner is a small world map logo. The website 'www.icdn.info' is at the bottom left, and 'Geneva@icdn.univ.ch' is at the bottom right.

**published  
newsletters**



**International  
Dual Career Network**



**UNITED NATIONS  
WOMEN**



**CAGI**  
CENTRE FOR ADVANCED  
GENDER INNOVATION

## CAGI, UN Geneva & IDCN Lake Geneva SPOUSAL EMPLOYMENT SUPPORT EVENT

### How to succeed in your job search ?




We are pleased to announce our special October event, organized in collaboration with the International Career Wellness Centre (CAGI) and the UN Geneva Office. If you're seeking career support in your job search, this event is tailored for you!

#### Our Speakers:

- CAGI
- UNIOG
- IDCN
- Michael Page
- Association Decouverte
- Engagement des Entreprises Multinationales
- Permanent Mission of Switzerland to the UN

#### Participants will:

- Learn about resources available to spouses and partners of international employees
- Learn about the rules and regulations of Swiss work permits
- Discover the recruitment process at UN and international companies
- Get insights into how to optimize your job search process
- Receive expert advice on career development and job search strategies
- Network with professionals from various fields
- Have a Q&A session with speakers

**WIPO Office, Geneva**

**29  
OCT**

**09:45  
14:00**

**Free of charge**

[Registration](#)

**IDCN Lake Geneva Corporate Members:**



















**event  
poster**

# Welcome Events for new Partner Members



## MAIN OBJECTIVES:

- A warm, informative, and fun welcome session
- Presentation and recruiting of volunteers

## TIMING:

- 2-3 times a year





## Explore Volunteer Opportunities with IDCN



Use your skills and energy to help build and improve a growing organization; limit the gap in your CV.



Build new skills outside of your professional area and increase your experience; profit from corporate mentoring.



Gain access to a network of high performing, engaging people who support each other.



Become more visible to Corporate Members and gain local references.

Volunteer Opportunities:

**[volunteer.geneva@idcn.info](mailto:volunteer.geneva@idcn.info)**



International  
Dual Career Network

# How to succeed with your job search ?

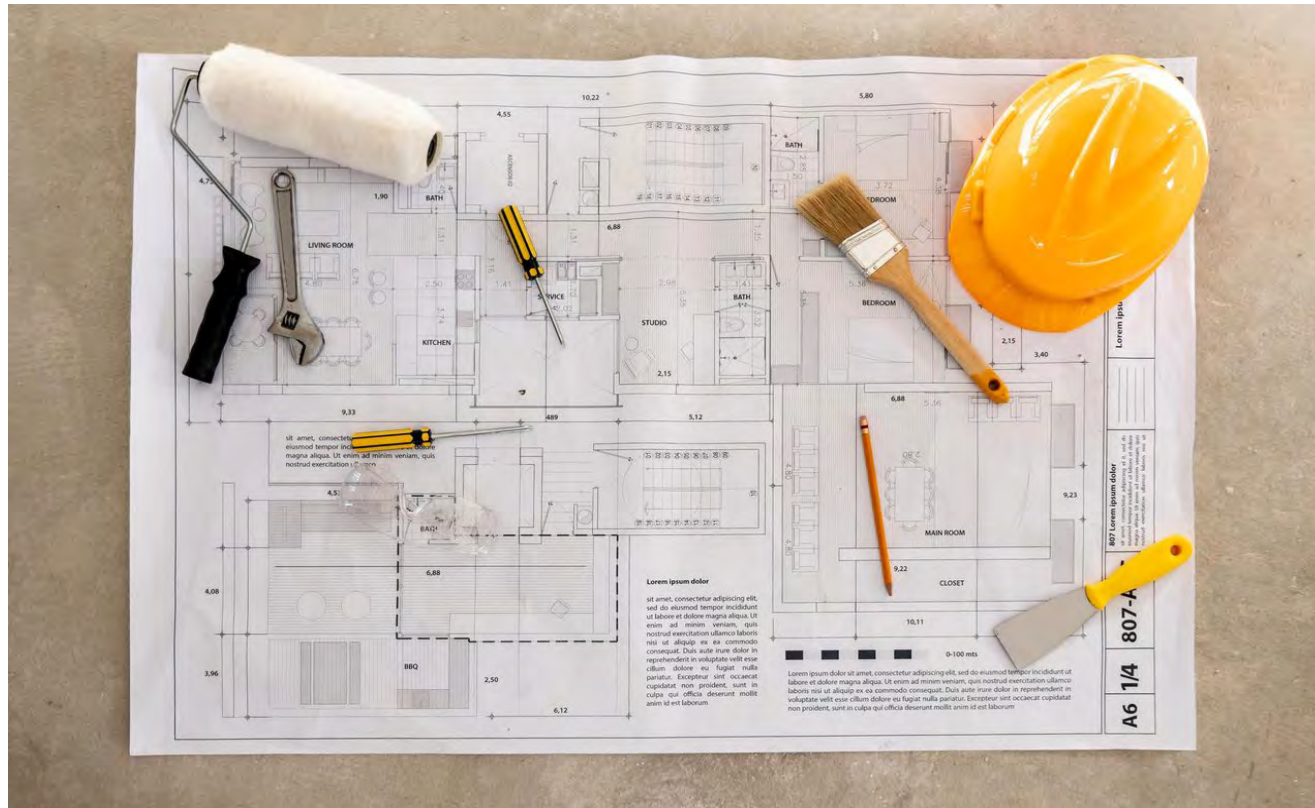


# Strategy





# Local resources



# Short term Plan



# Local language





# NETWORK



# Social Network



Professional Network

- CV -Swiss format
- Cover letter
- Interview preparation
- Professional development

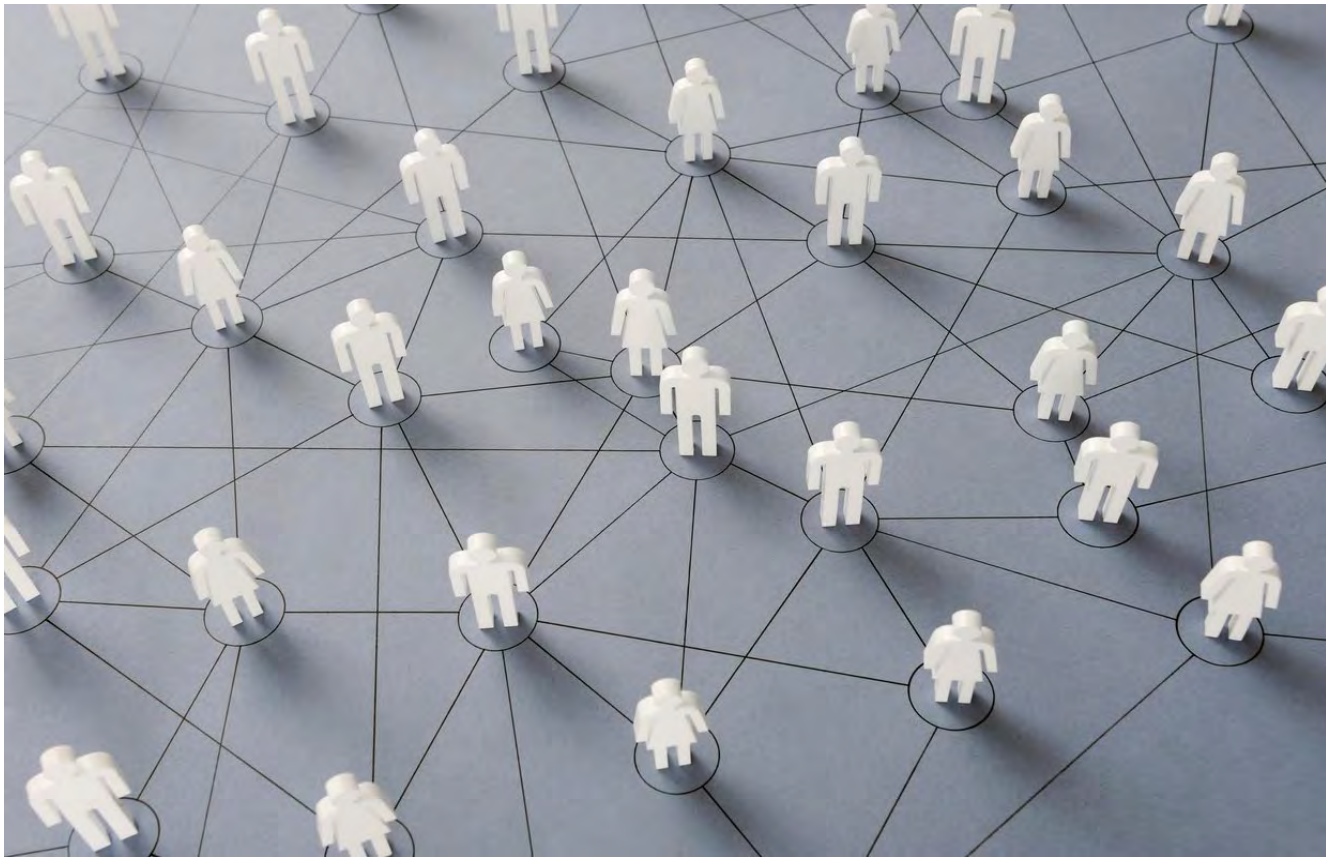




Be clear about your profile and be flexible



# Research



Network , network , network



# découvrir

Towards professional integration of qualified migrant women  
in French speaking Switzerland

Geneva, Lausanne, Neuchâtel



A background image showing a group of people in a meeting or workshop setting, with a green overlay. The text 'THE ASSOCIATION' is centered over this image.

# THE ASSOCIATION



## Our mission

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



## Our public

Foreign people established in Switzerland for -5 years

Professional qualifications  
(university degree)

Valid work permit



## Our objectives

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

# ACTIVITIES

Frensh & English courses

Support services

Coaching & Mentoring programmes

Workshops

Informational events

Job-coaching & Networking events







Over 800 people  
supported each year



3 cantons  
147 nationalities  
361 professions  
60+ partners

# OUTREACH



Awareness-raising events



Partnership with companies  
and potential employers



Partnership with peer  
organisations

# PARTNERS

J.P.Morgan



**CATERPILLAR**

Michael  
Page



O22  
FAMILLES

L'ORÉAL



**BNP PARIBAS**




Fédération des  
Entreprises  
Romandes  
Genève




découvrir

# CONTACT

 [www.associationdecouvrir.ch](http://www.associationdecouvrir.ch)

 +41 22 732 75 40

 [info@associationdecouvrir.ch](mailto:info@associationdecouvrir.ch)

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

 [www.facebook.com/ASSOCIATIONDECOUVIR/](https://www.facebook.com/ASSOCIATIONDECOUVIR/)



découvrir





## Career opportunities with the UN

Ms. Natalia Myronenko

Chief, Human Resources Management Services, UNOG

Ms. Rosa Ylimaula

Associate HR Officer, Human Resources Management Services, UNOG

WIPO

29 October 2024





# Agenda

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





# Career Opportunities at the UN


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- 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](https://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

Date & Employers

Detail of Experience

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

☐ No

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

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



# 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

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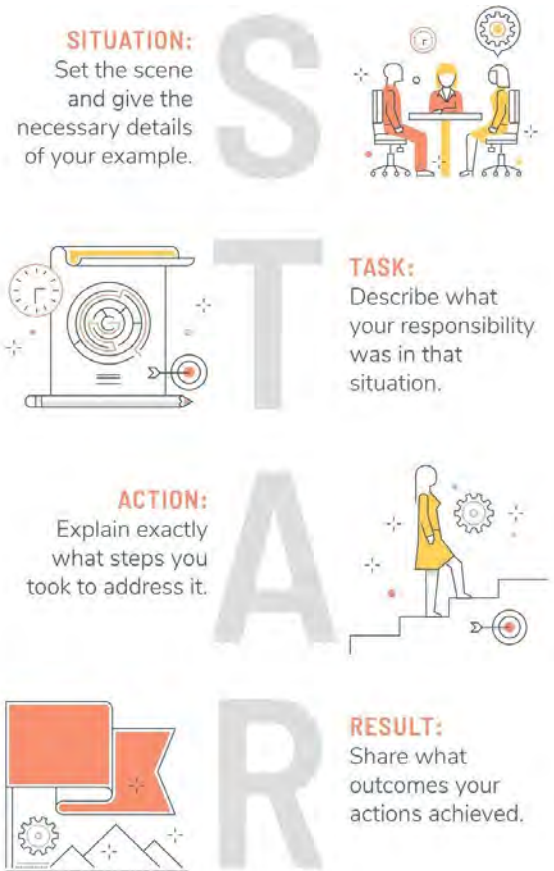


- **Purpose:** To verify technical knowledge
- **Different types of formats:** Essays, multiple choice, translation, graphic design, short videos, etc.
- **Preparation:** Read the Job Opening description. research online
- **Read the instructions carefully**
  - Cannot use any external help to complete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






# Practical Tips: Competency-Based Interviews (CBI)

- **Purpose:** Verify the behavior exhibited by candidates in **past situations as a predictor of future behavior**
- ~45 minutes to 1h on average:
- Prepare examples (both positive and negative) of accomplishments and challenging situations in **relation to the competencies in the job opening**.
- Use the STAR Method: Situation, Task, Action, and Result
- Sample competency interview questions:
  - Tell us **about a situation when you went above and beyond** your manager's expectations.
  - Give an example of a time when you used your **problem-solving abilities to resolve an issue**.



# Useful QR Codes

Resource	Description	URL Link & QR Code
<b>UN Careers Portal</b>	Visit the <b>one-stop UN Careers Portal</b> where you can get all the necessary information on current job openings, career options, staff profiles, application tips, pay and benefits, and much more!	<a href="https://careers.un.org">https://careers.un.org</a> 
<b>Inspira</b>	Use the <b>Inspira application platform</b> 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.	<a href="https://inspira.un.org">https://inspira.un.org</a> 
<b>Career Tips Thursday</b>	Connect to <b>UNOG CTT website</b> to view all previous recordings of this monthly webinar, focused on providing tips and guidance on a wide range of career-related topics.	<a href="https://learning.unog.ch/career-tips-thursday">https://learning.unog.ch/career-tips-thursday</a> 





Thank you!



# What do multinational companies pay attention to when recruiting?



October 29 2024

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# Agenda

1 About me

---

2 Cargill at a glance

---

3 Cargill Switzerland

---

4 Our recruitment process

---

# 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, Saint Martin and Southampton
- I enjoy hiking and am falling back in love with cycling



# Cargill

At a glance

# We are...



160K+

Employees



70

Countries



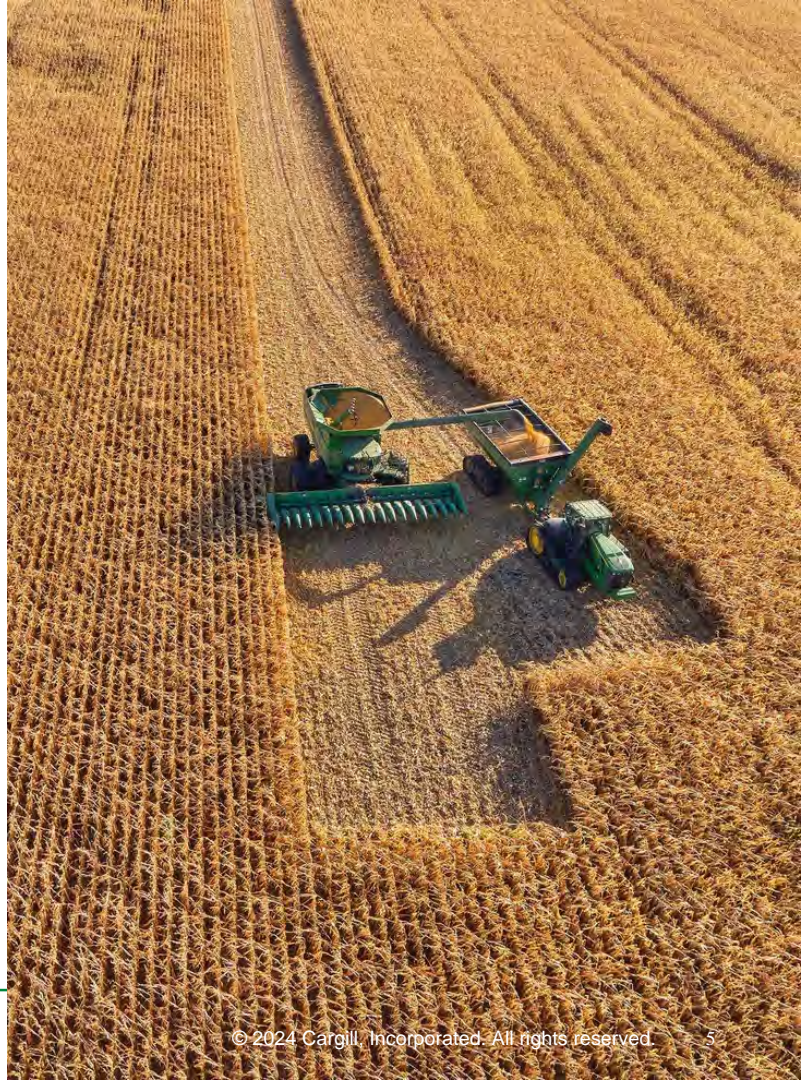
125

Markets



159

Years old





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

Our purpose drives everything that we do.





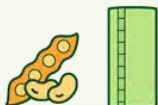
# How we source, make and deliver goods that are vital for living

## 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.

# 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

# 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.

To add a footer: Insert tab > Header & Footer > Select Footer > Apply

# Thank you!




# Key Steps to get a job in Geneva Area

**Tips to cope and to thrive**

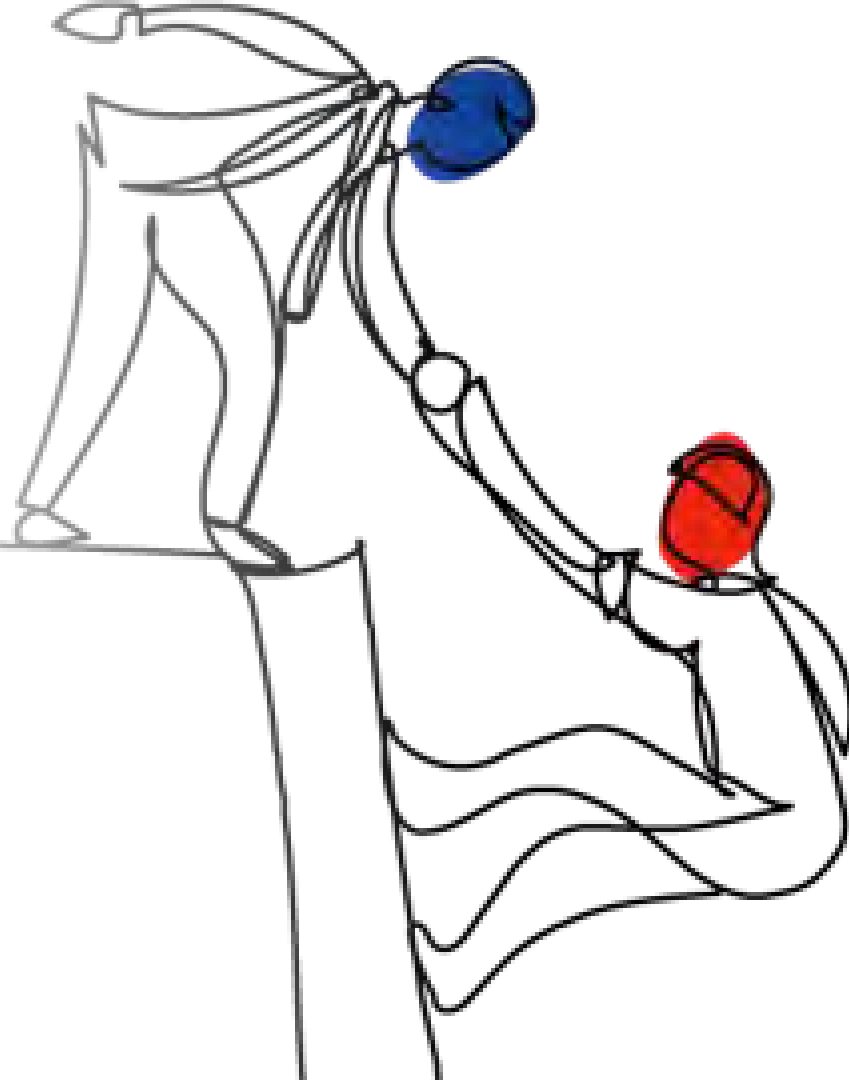
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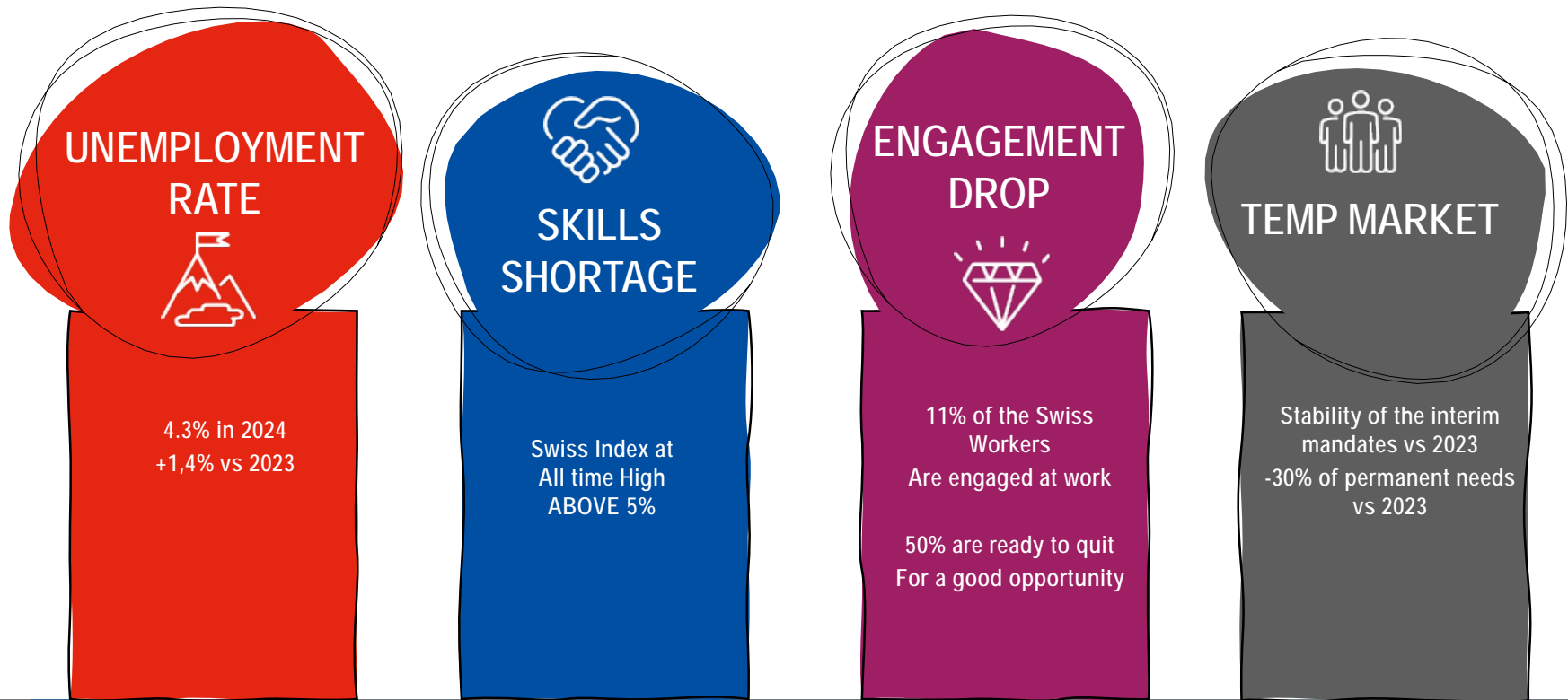


Welcome to the  
Swiss Labour Market  
where we ...

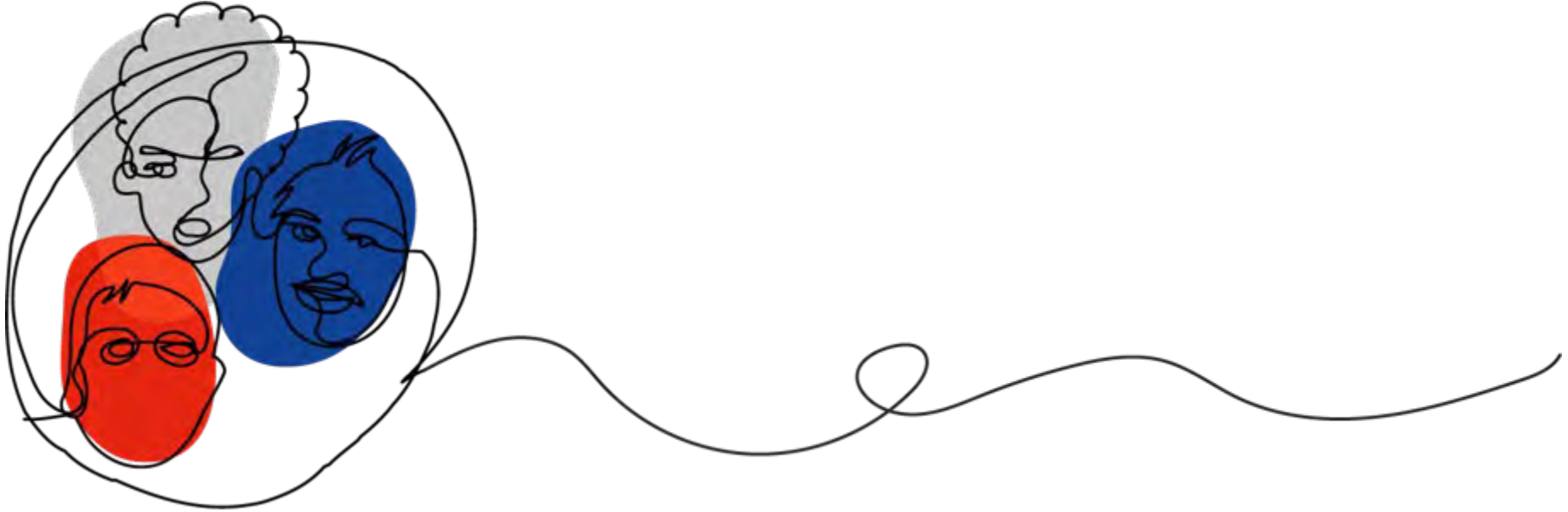
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# NEED YOU ! THE WAR OF TALENT IS BECOMING FIERCIER



# STEP 1 : UNDERSTAND THE GENEVA LABOUR MARKET



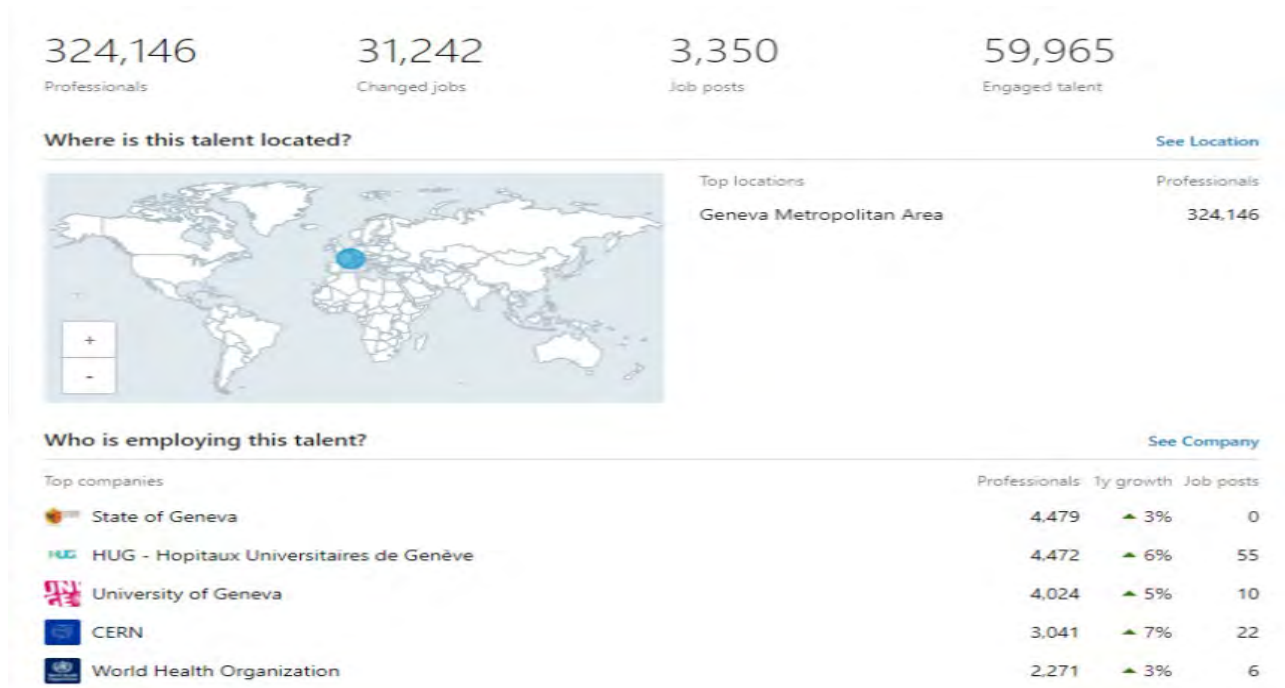
AN **INCLUSIVE**  
COMMUNITY



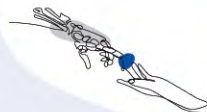
# THE MAIN SECTORS OF ACTIVITY IN GENEVA AREA



# Talent Market – Geneva in a picture



**INNOVATIVE TOOLS  
& TECHNOLOGY**





# A snapshot of the talent market of International Geneva

## IOS, NGOS & PERMANENT MISSIONS



181

States represented by a  
Permanent Mission



461

Non-governmental  
Organizations (NGOs)

















39

International  
Organizations (IO)



16

platforms











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

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# Top employers and skills

What companies are employing this talent?

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

What are the most common skills among this talent?

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



ALL ABOUT  
CUSTOMERS

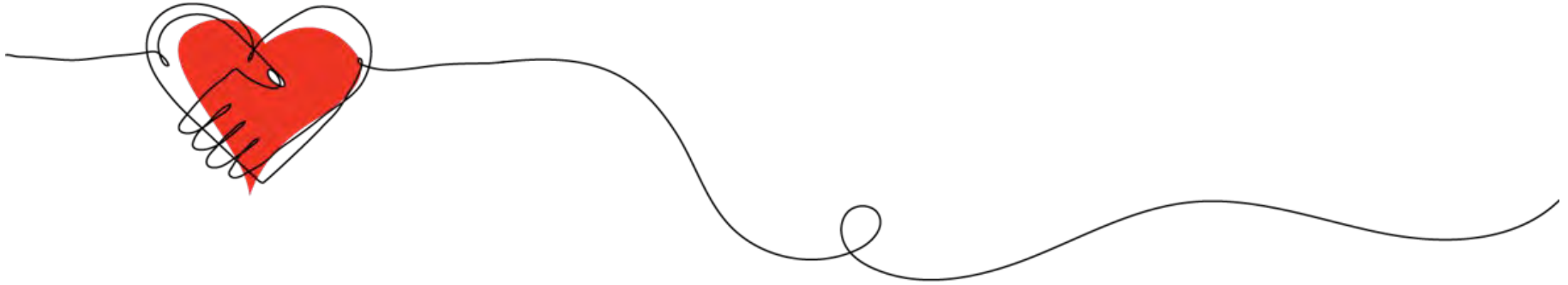
# How specific is the Swiss market ?

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

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## STEP 2 : WHERE TO LOOK



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# HEADHUNTERS





## Which kind of contracts should you target ?

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



## STEP 3 : NETWORK AND CONCRETE ACTIONS



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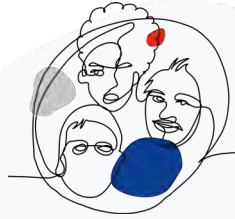


# TARGET PLAN

CV

CAREER  
EXPECTATIONS

NETWORK



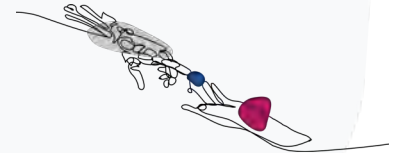
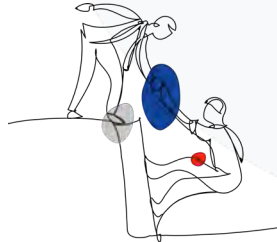
BUILD YOUR CV & MOTIVATION LETTER

EXPLORE THE LABOUR MARKET ON  
LINKEDIN



CREATE JOB MAILERS ON JOBBOARDS &  
RECRUITER WEBSITES

GO TO JOB FAIRS



# LOCAL SPECIFITIES

Picture or not ?

Which layout?

Local trainings &  
certificates are  
welcomed



**YOUR  
NAMEHERE**

## DETAILS

Address - Street line  
City, ST 10003  
T 000 00 0 0000  
[email@address.com](mailto:email@address.com)

## ABOUT ME

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

## SKILLS

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

## EXPERIENCE

### JOB TITLE, COMPANY NAME

City, State — 2012-2015

Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in  
reprehend incididunt ut labore et dolore magna aliqua. Ut enim  
ad minim veniam, quis nostrud exercitation ullamco laboris nisi  
ut aliquip ex ea commodo consequat.

#### Accomplishments:

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

### JOB TITLE, COMPANY NAME

City, State — 2005-2012

Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in  
reprehend incididunt ut labore et dolore magna aliqua. Ut enim  
ad minim veniam, quis nostrud exercitation ullamco laboris nisi  
ut aliquip ex ea commodo consequat.

#### Accomplishments:

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

## EDUCATION

### DIPLOMA

School Name — 2003-2005

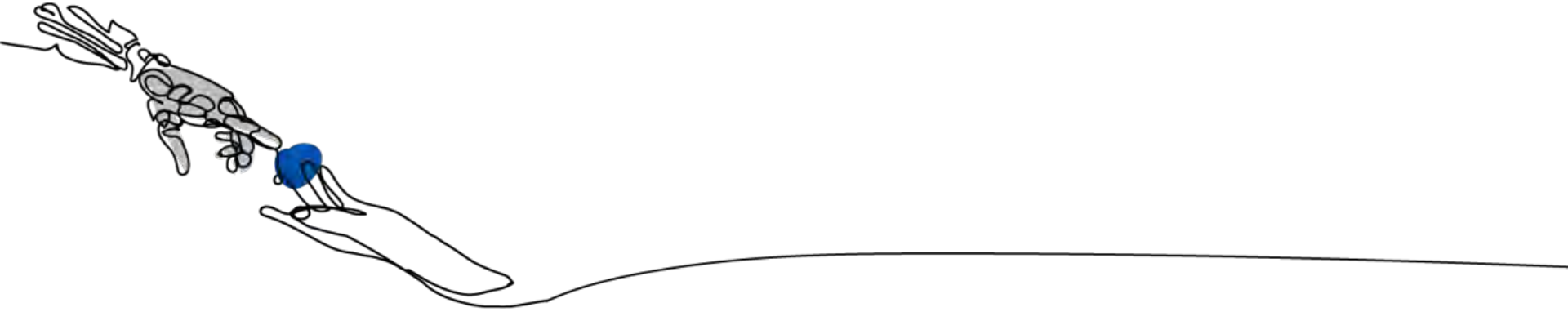
Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in  
reprehend incididunt ut labore et dolore magna aliqua.

### DIPLOMA

School Name — 2001-2003

Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in  
reprehend incididunt ut labore et dolore magna aliqua.

## STEP 4 : PREPARE YOUR INTERVIEWS & POST INTERVIEWS









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Do not forget THE BASICS

## SUCCESS NEEDS PREPARATION

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



# AFTER THE INTERVIEW

Call  
the recruiter



Send a  
Thank you note



Follow up



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Know your  
strengths  
and  
weaknesses

Be smart and  
creative about  
your networking

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

**CONCLUSION & KEY  
TAKE AWAY**

Follow  
up after  
your  
interview

Give yourself the  
benefit of the doubt  
and keep applying

PageExecutive

MichaelPage

PagePersonnel

PageOutsourcing

Part of PageGroup

# Q&A session

- *Ambassador Mr. Yannick Roulin, Director of CAGI*
- *Ms. Laurénie Sulliger, Attachée of the Permanent Mission of Switzerland to the UN*
- *Ms. Shivani Bhardwaj, Global Program Director IDCN*
- *Ms. Sarah Gamblin, Communication, fundraising and partner relations officer of Association Découvrir*
- *Ms. Nataliya Myronenko and Ms. Rosa Ylimaula, Human Resources Management Service, UNOG*
- *Mr. Chris Clay, Global Strategic Talent Acquisition Advisor, Cargill*
- *Ms. Marine Moncozet and Mr. Olivier Broutin, Michael Page*