



UN GENEVA

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

Spouses/partners of employees of International Geneva

How to succeed with your job search



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra



**UNIVERSITÉ
DE GENÈVE**



International
Dual Career Network

Michael Page



UN GENEVA



Michael Page

Ms. Tatiana Valovaya Director-General of UN Geneva





UN GENEVA



Michael Page

Mr. Yannick Roulin Ambassador, Director of CAGI



INTERNATIONAL GENEVA WELCOME CENTRE

Mr. Ambassador Yannick Roulin, Director of CAGI

WHO ARE WE ?

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

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

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

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



OUR MEMBERS

Founding members



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra



REPUBLIQUE
ET CANTON
DE GENÈVE

HOE: TENBRAD LUX

Associate members



Fédération des
Entreprises
Romandes
Genève

GENÈVE
AÉROPORT



**UNIVERSITÉ
DE GENÈVE**



Hôpitaux
Universitaires
Genève



m3 GROUPE



FONDATION
POUR GENÈVE



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



Association des Amis
Fondation pour Genève

Supporting members

GENÈVE
terroir

GENEVA
TOURISM



Suisse.



Hotellerie Suisse
Genève

AGEP



FONDATION
GENÈVE
PLACE
FINANCIÈRE



unireso



acg



Ville de Lausanne



palexpo



VILLE DE
NYON

GENÈVE
CLINIQUES
ASSOCIATION DES CLINIQUES PRIVÉES DE GENÈVE

GEM

Groupement des
Entreprises
Multinationales

balexert

BCGE



NATIONS UNIES
GENÈVE



OMPI
ORGANISATION MONDIALE
DE LA PROPRIÉTÉ
INTELLECTUELLE

ORGANISATION
INTERNATIONALE DE
la francophonie



aelia  DUTYFREE
FOR DIPLOMATS

!fage

CAGI'S SUPPORT AND SERVICES

WELCOME SERVICE

- Housing & Information
- Welcome Programme
- Practical Geneva

EMPLOYMENT FOR INTERNATIONALS

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

CULTURAL KIOSK AT UN GENEVA AND CERN

- Ticket sales, special offers/recommendations

CIVIL SOCIETY SERVICE

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

SPACES FOR RENT

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



WELCOME SERVICE

HOUSING & INFORMATION

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

Contact

📞 +41 22 546 14 17

✉️ welcome.cagi@etat.ge.ch



WELCOME PROGRAMME



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

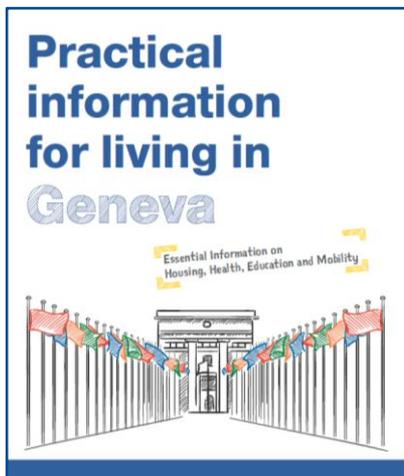


REGISTRATION FORM

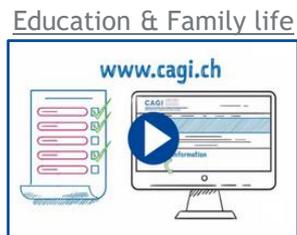
[Download the Programme's brochure](#)

PRACTICAL GENEVA

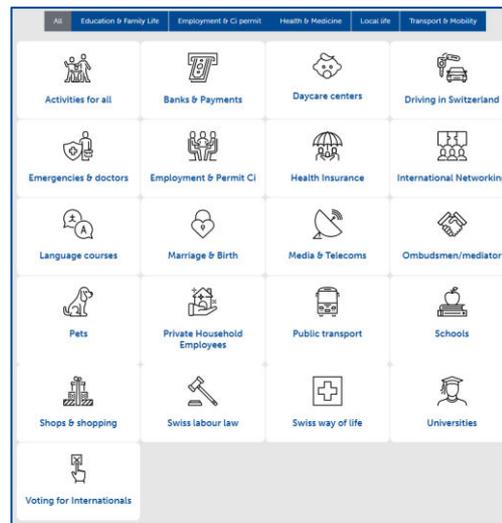
- Informing employees and their family members before their arrival
- How to reach incoming employees of International Geneva?



Booklet



Videos



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

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 / Dénévolat

Catégories d'emploi

- Administration

Afficher 1 - 10 de 33 résultats

Trier par (par défaut)

10 par page



Programme Manager (East and Southern Africa)

Project Management / Gestion de projet

Geneva / Genève

Fixed term contract / CDD



Associate Philanthropy Advisor

Fundraising / Recherche de fonds

Geneva / Genève

Permanent contract / CDI



Stage en Fundraising

Fundraising / Recherche de fonds

Geneva / Genève

Internship / Stage



Operations Associate - Asia

Project Management / Gestion de projet

Geneva / Genève

Fixed term contract / CDD

PRIVATE HOUSEHOLD EMPLOYEES PLATFORM



A platform dedicated to members of the staff of:

- diplomatic missions
- permanent missions
- consulates
- international organizations

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

SPOUSES / PARTNERS

- Event/conference - Twice a year in collaboration with the Swiss Permanent Mission, UN Geneva and Michael Page:
 - "Spouses/partners of employees of International Geneva - How to succeed with your job search"
- CAGI's Recruitment Platform
- International Dual Career Network: IDCN
- Association découvrir - assists qualified migrant women
- UNIGE: Horizon académique - Integration in Higher education institutions





CULTURAL KIOSK AT UN GENEVA & CERN

CULTURAL KIOSK : UN Geneva / CERN

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

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



Kiosque Culturel ONU Genève

📞 +41 22 917 11 11

✉ info@kiosqueonu.ch



Kiosque Culturel CERN

📞 +41 22 766 94 76

✉ info@kiosquecern.ch

AGENDA

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



CULTURAL KIOSK AT UN GENEVA & CERN



Practical information



Cultural partners



OFFERS & RECOMMENDATIONS

AGENDA

Weekly news & offers in the spotlight

SUBSCRIBE TO THE WEEKLY NEWSLETTER



Recommendations



Permanent offers



ALL YEAR LONG

BIKE TOURS



ALL YEAR LONG

CARAFE & FLASKS



ALL YEAR LONG

CERAMIC MUSEUM

WEEKLY NEWSLETTER

IO, PM, NGOs, multinationals, HUG/UNIGE and international employees (on demand)
 + Broadcast UN Geneva "What's New" + "Le bulletin"

<p>CAGI  CENTRE D'ACCUEIL DE LA GENEVE INTERNATIONALE INTERNATIONAL GENEVA WELCOME CENTRE</p> <p>For internal distribution among staff members</p> <p><i>Founded by the Swiss Confederation and the Canton of Geneva, the International Geneva Welcome Centre (CAGI) is the one stop shop for the integration and settlement of employees of International Geneva.</i></p> <p> CAGI News Services Information</p> <p> Next CAGI Conferences:</p> <p>Practical Geneva: housing information session, June 16</p> <p>Boost your cyber skills – a cybersecurity event for Nonprofit Organizations, June 22</p>	<p>CAGI Cultural Kiosk Offers & Recommendations</p> <p>June edition week #3</p>  <p>OFFERS AT PREFERENTIAL RATES (CINEMA, MUSEUM, THEATRE...)</p>	<p>RECOMMENDATIONS</p> <p>et venez découvrir des spécialités culinaires de la région et ailleurs au Geneva Street Food Festival du 16 au 19 juin</p> <p>inflatable castle, foam parties, candyfloss and unforgettable for you and your family at La Praille Shopping Center until July 23</p> <p>de yoga gratuit et inclusif d'Handicap International pour personnes en situation de handicap à travers le monde! 21 juin de 12h à 13h à la Place des Nations</p> <p>se, an exhibition that showcases innovative and original forms in projects from the fields of art, architecture, design and humanitarian aid until August 28</p> <p>couvrir les richesses du cinéma du Moyen-Orient et d'Afrique International du Film Oriental de Genève (FIFOG) jusqu'au 19 juin</p>
<p>FLASH SALE: "LUZIA", the new Cirque du Soleil show, has arrived to Geneva -20% until June 16</p>		

SOCIALS

[@cagi.geneva](#)



[@CagiGeneva](#)

Special
offers

Weekend
ideas &
inspiration

Cultural
recommendations

Practical
Geneva
Information

CONTACT

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

+41 (0)22 546 14 00

welcome.cagi@etat.ge.ch



www.cagi.ch

@CagiGeneva





UN GENEVA

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

 International
Dual Career Network

Michael Page

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



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





Ci permit – Opportunities

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



Ci permit – Opportunities

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



Ci permit – Procedure

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



Ci permit – Procedure

- **When can the activity start?**

As soon as the application has been submitted to the population office of the canton 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 criteria are met

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

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

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

⇒ Keep the Ci permit for the duration of unemployment insurance benefits, if applicable

⇒ Return the Ci permit to population office & request legitimisation card back through PM/IO



Ci permit – Rules and regulations

Family members cannot work with their legitimation card as family member, even as a volunteer, unless so authorised by the cantonal population office (ex: incidental gainful activity, summer job as student)

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

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



Access to Swiss labour market – B permit

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

Ci Permit

B permit

Privileges and immunities

Keeps P&I in private life (if any)

no P&I

Status in Switzerland

Depends on principal beneficiary
(official duties and common household)

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

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

Automatic exemption from Swiss health insurance

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

Income taxes and Swiss social insurances

Both are subject to



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

The screenshot shows the top navigation bar of the website. It includes a breadcrumb trail: 'The Federal Council' > 'FDFA' > 'Switzerland's missions and delegations'. On the right, there are links for 'Contact' and a language dropdown menu set to 'English'. A search bar is also present with the text 'Search...'. Below the navigation bar, the website's logo and name are displayed: 'Schweizerische Eidgenossenschaft / Confédération suisse / Confederazione Svizzera / Confederaziun svizra' and 'Permanent Mission of Switzerland to the United Nations Office and to the other international organisations in Geneva'. A horizontal menu below contains categories: 'News', 'Organisation', 'International Geneva', 'Multilateral activities', 'Activities as host state', and 'Jobs & careers', each with a dropdown arrow.

Law

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

Swiss Mission - contacts

+41 58 482 24 24

geneve.oi@eda.admin.ch

The screenshot shows a page titled 'Practical Manual of the regime of privileges and immunities and other facilities'. The breadcrumb trail is 'Home > Activities as host state > Practical Manual of the regime of privileges and immunities and other facilities'. There is a 'Print page' button. On the left, a sidebar lists various manual categories: 'Manual: Forms', 'Manual: FDFA legitimization cards', 'Manual: Customs', 'Manual: Immunity', 'Manual: Insurance', 'Manual: Labour (law)', 'Manual: Members of family', and 'Manual: Opening of a mission'. The main content area features the title 'Practical Manual of the regime of privileges and immunities and other facilities' and a summary: '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.' Below this, it states: '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.' On the right, a 'Contact' box provides the following information: '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', and an email link 'geneve.oi@eda.admin.ch'. At the bottom right, there is a link for '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





UN GENEVA



Michael Page

Mr. Paulos Asfaha and Ms. Stefanie Gonzalez University of Geneva

PROGRAMME HORIZON ACADÉMIQUE INTÉGRATION DANS LES HAUTES ÉCOLES

Stefanie Gonzalez
Paulos Asfaha

October 3rd, 2023

Horizon académique

Integration in Higher education institutions

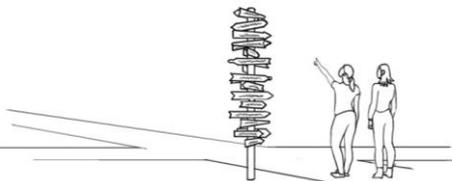
Reason for project

- Low employment rate of people with asylum and migration background
- Ration of Academics
 - 17.5 % (Rich, 2016)
 - 40 % (OFS, 2020)
- Migrant academics often work in unskilled jobs (catering, cleaning, transport, etc.)
 - ➔ De-qualification of skills
 - ➔ Role of universities

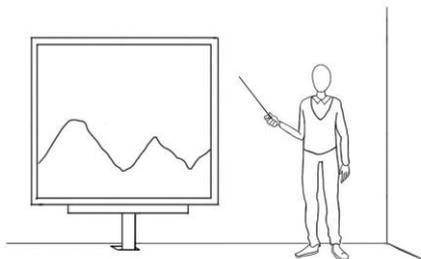


Goal and dimensions

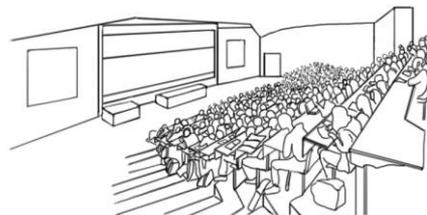
To facilitate the academic, social and professional integration of people in the field of asylum and migration.



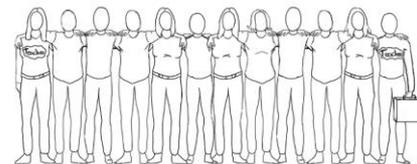
Personal guidance for your studies and career



Language and integration course



Access to university teaching



Community
Horizon académique



UNIVERSITÉ
DE GENÈVE

DÉLÉGATION INTÉGRATION

Criteria

- Reside in the canton of Geneva;
- Have one of the following permits: N, B, F-refugee, F, S, or a family reunification permit (permit B, Ci, or FDFA legitimization card), or be a Swiss national returning from abroad;
- To be born before June 30, 2005 ;
- Have an A1 level of French;
- Have a maximum of 5 years residency in Switzerland;
- Not to exceed the financial limits of the *Chèque annuel de Formation* (CAF).

**Have an academic
project in a HEI**



**UNIVERSITÉ
DE GENÈVE**

Hes·SO // GENÈVE
Haute Ecole Spécialisée
de Suisse occidentale



—
INSTITUT DE HAUTES
ÉTUDES INTERNATIONALES
ET DU DÉVELOPPEMENT
GRADUATE INSTITUTE
OF INTERNATIONAL AND
DEVELOPMENT STUDIES



**UNIVERSITÉ
DE GENÈVE**

DÉLÉGATION INTÉGRATION

Horizon académique, a program that creates opportunities



- ❑ Access to all public higher education institutions in Geneva
- ❑ French courses for highly qualified
- ❑ Create opportunities to network with:
 - academics
 - the private sector
 - other participants



PROGRAMME HORIZON ACADÉMIQUE
INTÉGRATION DANS LES HAUTES ÉCOLES

Thank you for your attention

www.unige.ch/horizon-academique
horizonacademique@unige.ch



UNIVERSITÉ
DE GENÈVE

DÉLÉGATION INTÉGRATION



UN GENEVA



Michael Page

Ms. Shivani Bhardwaj

IDCN Global Program Director



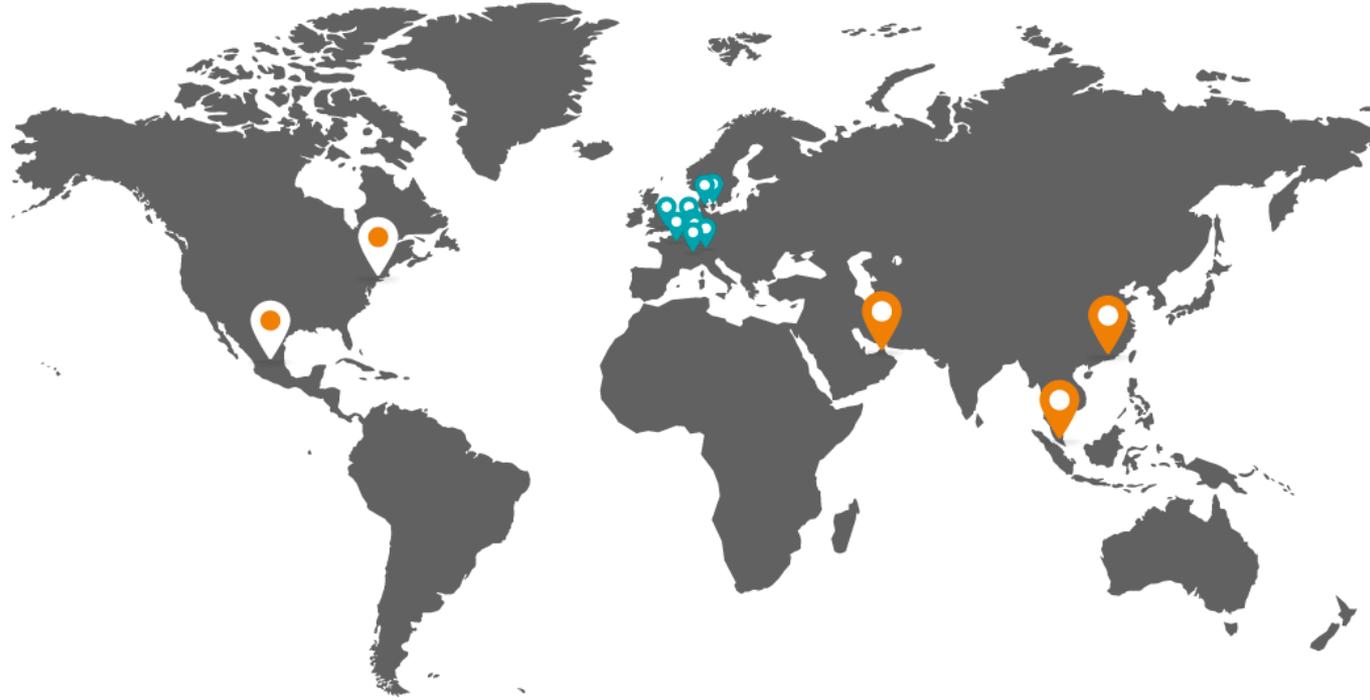


INTERNATIONAL DUAL CAREER NETWORK

Facilitating Professional Integration For Mobile Employee Partners

- ✓ Moved 7 times as dual career partner
- ✓ Across 4 continents
- ✓ Holds 3 Masters degrees
- ✓ Skills from coding to business development





ABOUT IDCN

14 locations world-wide



Americas

 Mexico City

 New York



Asia

 Dubai

 Hong Kong

 Singapore



Europe

 Basel-Zurich

 Brussels

 Copenhagen

 Jutland-Funen (DK)

 Lake Geneva

 London

 Luxembourg

 Munich

 Paris



A person is seen from behind, holding a large, plush red heart-shaped pillow. The person is wearing a dark jacket. The background is a blurred city street at night, with various lights and buildings. The text is overlaid on the image.

Updated IDCN Mission statement

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 CORPORATE MEMBERS

Our Trusted Partners

LOCAL MEMBERS

ACCESS TO ONE OR SEVERAL LOCATIONS



Lake Geneva Corporate Members



PHILIP MORRIS INTERNATIONAL



Nestlé



P&G

RICHEMONT



Kingdom of the Netherlands

Alcon



GCSP
Geneva Centre for
Security Policy

Unil

UNIL | Université de Lausanne

EPFL



UNIVERSITÉ
DE GENÈVE



CVC I
INTERNATIONAL
LINK

BUSINESS
SCHOOL
LAUSANNE
BSL
LEADING INNOVATOR IN BUSINESS EDUCATION

MEDAIR

Hes·so
Haute Ecole Spécialisée
de Suisse occidentale
Fachhochschule Westschweiz
University of Applied Sciences and Arts
Western Switzerland



Hôpitaux
Universitaires
Genève



REAL WORLD. REAL LEARNING



SICPA



ADM

SUNSTAR



International
Dual Career Network



International
Dual Career Network

IDCN, Lake Geneva Organization Chart

President Office

IDCN LAKE GENEVA PRESIDENT – Pragya Bhatnagar

IDCN LAKE GENEVA VICE-PRESIDENT - Joanna Książek

MEMBERSHIP

Enhance the overall membership experience

TEAM LEAD
Devi Handriyani

VOLUNTEER MANAGER
Dipanwita Dash

VOLUNTEER COORDINATOR
Vacant

MEMBERSHIP MANAGER
Devi Handriyani

MEMBERSHIP BACKUP
Vacant

EVENTS

Coordinate & Facilitate networking events

TEAM LEAD
Joanna Książek

EVENTS TEAM

- Giulia Marzari
- Jozi Rachman
- Joreen Mufwaya
- Glenn Borso-Tan
- 3 vacancies

COMMUNICATION

Facilitate internal & external communication

TEAM LEAD
Ahmet Kaya

NEWSLETTER MANAGER
Ahmet Kaya

LINKEDIN MANAGER
Ahmet Kaya

CREATIVE DESIGNER
Jonas Reker

PHOTOGRAPHER
Diarmid Farquhar

MEASUREMENT

Track key performance metrics that drive overall strategy

TEAM LEAD
Bethany Higgin

MEASUREMENTS BACKUP
Vacant

IDCN Events Calendar 2023

2023

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec

Career Mornings

SUNSTAR

The power of Networking
24 Feb

CREDIT SUISSE

How to prepare for a job interview
3 May
WEBINAR



Date: TBD



21- November
Topic; TBD



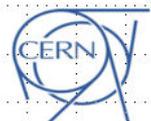
TBD

Summer break

Corporate Events



Marketing yourself in Switzerland & Bridging academia and career
28 Apr



29 June
Learn about CERN opportunities, tips and tricks on how to build your CV



PHILIP MORRIS INTERNATIONAL

5- Sept:
Learn about to integrate with the new environment as part of relocation and how to set up new business in Switzerland



Business Creation in Switzerland
30 Mar



MASTERCLASS:
17 Jan

SUNSTAR

MASTERCLASS
24 Feb



United Nations Office at Geneva UNOG

New IDCN Partner Members Welcome
Event
13 Mar

Alcon

H1 All Corporate Member Meeting
31 May



All Volunteer & Partner Member Picnic
25 May



New IDCN Partner Members Welcome
Event
planned



Volunteer meet-up
planned



Volunteer Christmas Lunch
planned 1st half Dec

IDCN Events

New Partner Members' Welcome Event!

- Started as online webinars, now on-site
- Twice or three times a year
- Objective: a warm welcome in a form of informative and fun session, also to maintain pipeline of the prospect volunteers:
 - Presentation of IDCN by volunteers from the 4 teams who speak about their work
 - Interactive Ice breaker: know your neighbor/peer/partner
 - A fun quiz about IDCN and Switzerland



IDCN, Lake Geneva Activities H1 2023

➤ External Events:

Face to Face and few virtual

- Corporate Events
- Career Mornings
- Global Webinars



IDCN, Lake Geneva Activities H1 2023

➤ Internal Events & Other Events:

- Welcome Events : New Members : United Nations
- Masterclass Initiative : Sunstar, PMI
- Spouse Welcome Program: CERN



IDCN, Lake Geneva Activities H1 2023

➤ **IDCN Social Event:** All Member Team Picnic:



IDCN Lake Geneva NETWORKING WITH PARTNER MEMBERS AT POTLUCK PICNIC APÉRO

Please join us for a relaxing potluck picnic apéro by the Lakeside Beach at Rolle. Come and meet fellow Partner Members, share your stories and inspirations, find a job-hunting pal, a business partner, or a friend! Or simply take time to enjoy an afternoon by the beautiful Lake Geneva!



Beach in Rolle

Location and additional information will be provided upon successful registration.

**25
MAY**

**11:00 -
15:00***

PLEASE BRING

- Your story to share!
- A sweet or savory dish
- A drink of your choice (soft drink / alcohol)
- A blanket or folding chair(s)
- Beach essentials

IDCN is an association of international organizations and corporations facilitating the integration of mobile employee partners through awareness, guidance, and professional networking.

Children are
WELCOME!

The picnic may be
cancelled in the
event of rain.

***Feel free to stay as long as you wish!**





What is your plan

- SWOT analysis
- Language
- Social integration, look for people who make you feel at home





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

Geneva@idcn.info



UN GENEVA



Michael Page

**Ms. Nataliya Myronenko, Chief of the Human Resources
Management Section, UNOG and
Mr. Alexander Kiselinchev, Associate Human Resources
Officer, UNOG**



**UNITED NATIONS
GENEVA**

Career opportunities with the United Nations



The UN Secretariat: Facts and Figures



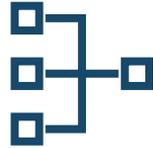
193
Nationalities



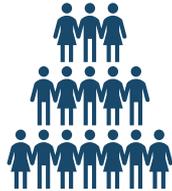
6
Official UN
Languages



471
Duty Stations



9
Job Families



36,362
Staff Members



10+
Employee
Resource Groups

UN Strategies for an Inclusive Workforce



Gender Equality & Parity Strategy



Geographical Representation
Strategy



Disability Inclusion Strategy



Youth 2030 Strategy



Strategic Action Plan on Anti-
Racism



Workplace Mental Health Strategy



What you should know before applying

- Approximately 1,600 people work for UNOG. Around 8,500 staff work for the wider United Nations Family in Geneva.
- Job openings for three months or longer are advertised on <https://careers.un.org/>.
- Find a mission/job field that matches your passion (UN System Chart https://www.un.org/en/pdfs/un_system_chart.pdf).
- Recruitment processes are conducted on a competitive basis and open to external and internal applicants.

Job Families



Economic, Social and Development



Logistics, Transportation and Supply Chain



Public Information and Conference Management



Political, Peace and Humanitarian



Information and Telecommunication Technology



Internal Security and Safety



Management and Administration



Science Network



Legal Network



What are my Career Options?



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Job Openings and Temporary Job Openings

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

- GS positions - a high school diploma or equivalent degree; two years less experience required for candidates who have a first-level degree or higher; Global General Service Test is no longer required
- P & above positions - a completed Master's or Bachelor's degree with two additional years of relevant experience
- Applications that do not meet the mandatory requirements of the job will be rejected automatically

Short-term Opportunities

- Positions of less than three months are normally not advertised.
- Consultants (outside experts) and individual Contractors (replacing staff) - various contract lengths

Other Programmes

- Language Competitive Examination - <https://careers.un.org/lbw/home.aspx?viewtype=LE>
- United Nations Volunteers - www.unv.org (Paid and unpaid positions)
- Junior Professional Officer Programme – www.un.org/development/desa/jpo
- Young Professional Programme (≤ 32 years old) - <https://careers.un.org/lbw/home.aspx?viewtype=NCE>
- Internship Programme in the UN Secretariat (Unpaid) - <https://careers.un.org/lbw/home.aspx?viewtype=IP>
- Fellowships in the UN System (monetary grant) - <https://www.un.org/development/desa/fellowship/fellowships/>
- For UN agencies, funds and programmes outside of the UN Secretariat, please visit their websites directly



Sample Job Openings



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General Service Position

Education

High school diploma or equivalent.

Work Experience

At least five (5) years of administrative experience, programme or project administration, technical cooperation or related area is required. The minimum years of relevant experience is reduced to three (3) for candidates who possess a first-level university degree or higher.

Out of the five (5) years, at least three (3) years of experience within the United Nations common system or similar international organization, is desirable.

Experience with word processing, spreadsheets and communication software is desirable.

Experience in providing support to senior-level officials is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of French is desirable. Knowledge of another official United Nations language is an advantage.

Assessment

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

[https://careers.un.org/lbw/jobdetail.aspx?id=215141
&Lang=en-US](https://careers.un.org/lbw/jobdetail.aspx?id=215141&Lang=en-US)

Professional Position

Education

An advanced university degree (Master's degree or equivalent degree) in economics or related field is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years of progressively responsible experience in economic research and analysis, policy formulation, application of economic principles in development programmes or related area is required.

A minimum of three years of progressively responsible experience in economic research and analysis, policy formulation, application of economic principles in international investment for development is desirable.

Experience in climate change finance or investment is desirable.

Experience in writing and editing research papers in the areas of trade, investment and finance for development issues is desirable.

Languages

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

[https://careers.un.org/lbw/jobdetail.aspx?id=19800
2&Lang=en-US](https://careers.un.org/lbw/jobdetail.aspx?id=198002&Lang=en-US)

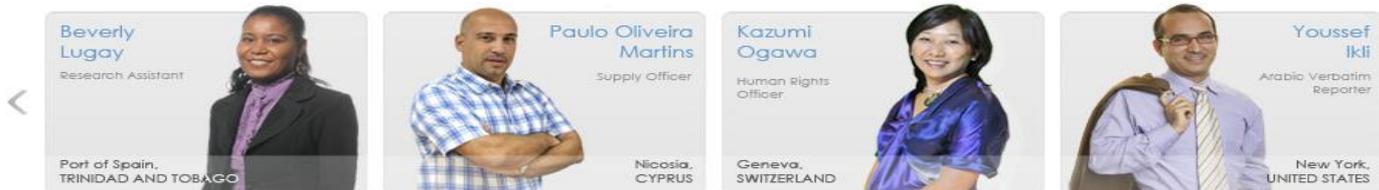


Application Process



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Why work at UN?

- Who we are
- What we do
- Where we are
- Career support
- Pay and benefits

What can I do at UN?

- What we look for
- Job Networks
- Career paths
- Working in the field

What are my career options?

- Staff categories
- Young professionals programme
- Competitive examinations for language professionals
- Global General Service Test
- Junior Professional Officer Programme
- Volunteer programme
- Internship programme
- Temporary jobs
- Consultants

How do I apply?

- Job openings
- Creating your job application
- Application process
- At your interview

Search Job Openings

Category: / Level:

Job Network: / Job Family:

Department/Office:

Duty Station: By date posted:



Submitting an application through inspira

Job Title	Level	Job ID	Job Network	Job Family	Department/Office	Duty station	Deadline
PROGRAMME MANAGEMENT OFFICER	P-4	193475	Economic, Social and Development	Programme Management	United Nations Environment Programme	GENEVA	14/04/2023
SENIOR PROGRAMME MANAGEMENT OFFICER	P-5	199803	Economic, Social and Development	Programme Management	United Nations Environment Programme	GENEVA	13/04/2023
ACCOUNTANT (Chief Payments and Payroll Unit)	P-4	201968	Management and Administration	Finance	United Nations Office at Geneva	GENEVA	09/04/2023
ECONOMIC AFFAIRS OFFICER	P-3	200746	Economic, Social and Development	Economic Affairs (and Sustainable Development)	United Nations Conference on Trade and Development	GENEVA	05/04/2023
ECONOMIC AFFAIRS OFFICER (Temporary Job Opening) (Temporary)	P-4	203562	Economic, Social and Development	Economic Affairs (and Sustainable Development)	United Nations Conference on Trade and Development	GENEVA	01/04/2023

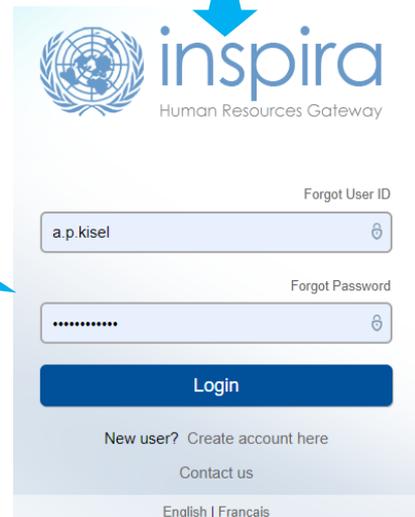


Job Opening

Posting title: ECONOMIC AFFAIRS OFFICER, P3
Job Code title: ECONOMIC AFFAIRS OFFICER
Department/Office: United Nations Conference on Trade and Development
Duty Station: GENEVA
Posting Period: 20 February 2023 - 05 April 2023
Job Opening Number: 23-Economic Affairs-UNITED NAT-200746-R-Geneva (G)
Staffing Exercise N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Apply Now

Forgot User ID

a.p.kisel

Forgot Password

.....

Login

New user? Create account here

Contact us

English | Français

Progress bar: Welcome (selected), Job Requirements, Education/Languages, Experience/References, Motivation Statement, Other information, Review/Submit

Exit | Previous | Next

Welcome - Step 1 of 7

Select how to start your application:

How would you like to initiate your application?

Replicate from an existing or previous application

All information from your other application will be replicated. If you use this option, please update and customize your application to the job opening.

Source Application Information

Application	Level	Job Opening ID	Created Date	Application Date
ASSOCIATE HUMAN RESOURCES	P2	159818	2017/07/24 7:00:47AM	

Build a new application

Create an application from scratch. If you have a resume or curriculum vitae ready, you may copy your work experience details into the relevant fields of this application.

Load from file

You can use the template [here](#) to create your application offline. When you are finished, upload the template using this option.





Submitting an application through inspira

- Target each job application - Give adequate time to prepare a high-quality application and keep templates of applications of various job types ready.
- In the work experience section, only include information relevant to the position and make the most out of your experience.
- In the education section, make sure you select the correct level of degree.
 - Applicants should attach an electronic copy of their degrees and certificates.
- In the language section, make sure you include your mother tongue.
 - Fluent = fluent in all four levels (reading, speaking, understanding, and writing; knowledge = confident or fluent in at least two areas.
- Add 3-5 references to your application (previous supervisors, peers, mentors and supervisees).
- Pay attention to application deadlines.



How to answer Job Requirements questions



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GENERIC EXPERIENCE



BAD RESPONSE

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

No

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

VS.

GENERIC EXPERIENCE



GOOD RESPONSE

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.

Date & Employers

Detail of Experience



What to include in a Motivation Statement



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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

- Assessments and tests at the United Nations are conducted **online**
 - Once invited, you will receive detailed **instructions** by email
 - Most conducted tests are **substantive knowledge** tests; most used tests formats are open-ended, essay type questions
-

How to prepare for **success**?

- **Study** the job opening, competencies and responsibilities
- **Read** about the job network/family
- **Search** for official documents and reports published by the UN
- **Consider** all you know about the job, imagine what kind of questions could be asked
- You may be given information in advance, study it well
- **Practice**: prepare answers related to possible questions





Competency-Based Interviews (CBIs)



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



Additional Tips

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



Additional Resources



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- UNOG Career Tips Thursday: <https://learning.unog.ch/career-tips-thursday>
- UNOG Centre for Learning and Multilingualism:
 - Language Training Programme- <https://learning.unog.ch/language-index> (650 CHF for a 48-hour course)
- Sign up for the UN Global Talent Pool: <https://bit.ly/UNTalentPool>
- HR Handbook: <https://hr.un.org/handbook/category>
- Compensation Packages: <https://commonsystem.org/cp/>
- Application Process Guides: <https://careers.un.org/lbw/home.aspx?viewtype=AP>
- UN Competencies Framework: <https://careers.un.org/lbw/home.aspx?viewtype=WWLF>
- Preparing for an interview: <https://hr.un.org/page/prepare-competency-based-interview>



Questions?



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

 International
Dual Career Network

Michael Page

Ms. Marine Moncozet and Mr. Olivier Broutin

Michael Page



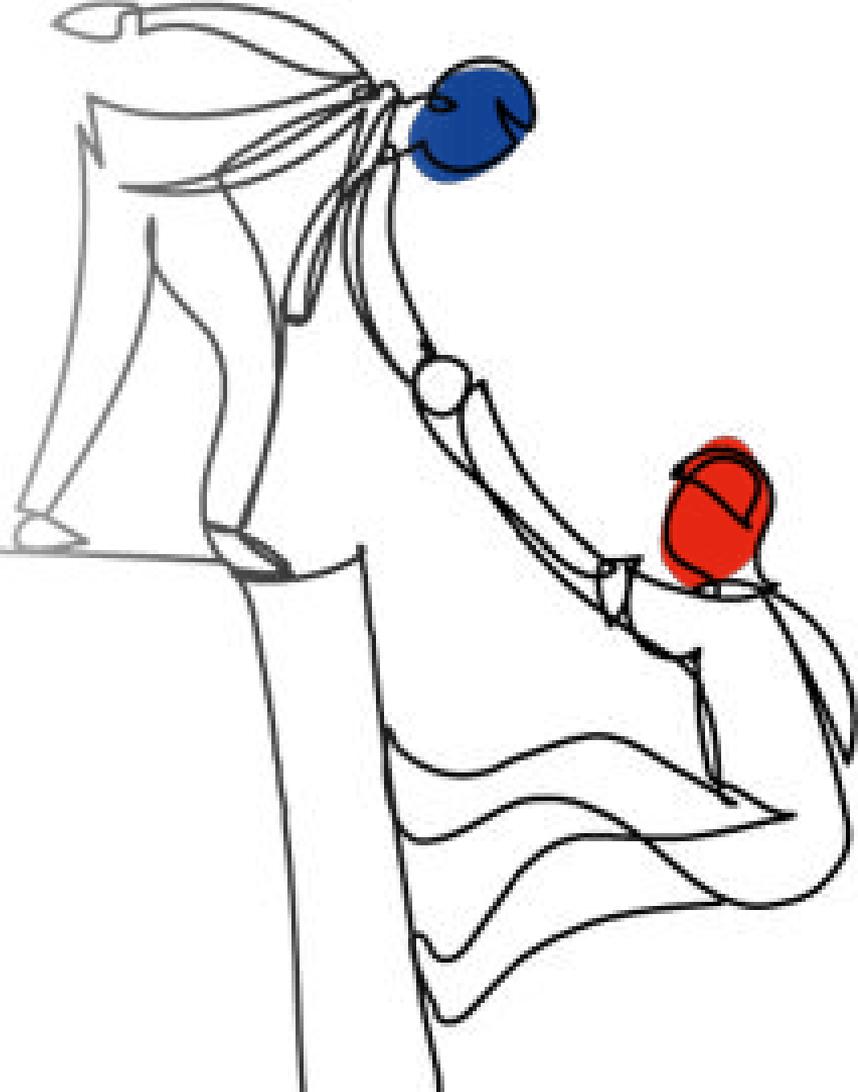
Key Steps to get a job in the Geneva Area

Tips to cope and to thrive

PageGroup



**Welcome to the
Swiss Labour Market
where we ...**



NEED YOU ! THE WAR OF TALENT IS BECOMING FIERCIER

UNEMPLOYMENT RATE



2,2% in 2022
Lowest rate since
20 years !

SKILLS SHORTAGE



Swiss Index at
All time High
ABOVE 5%

ENGAGEMENT DROP



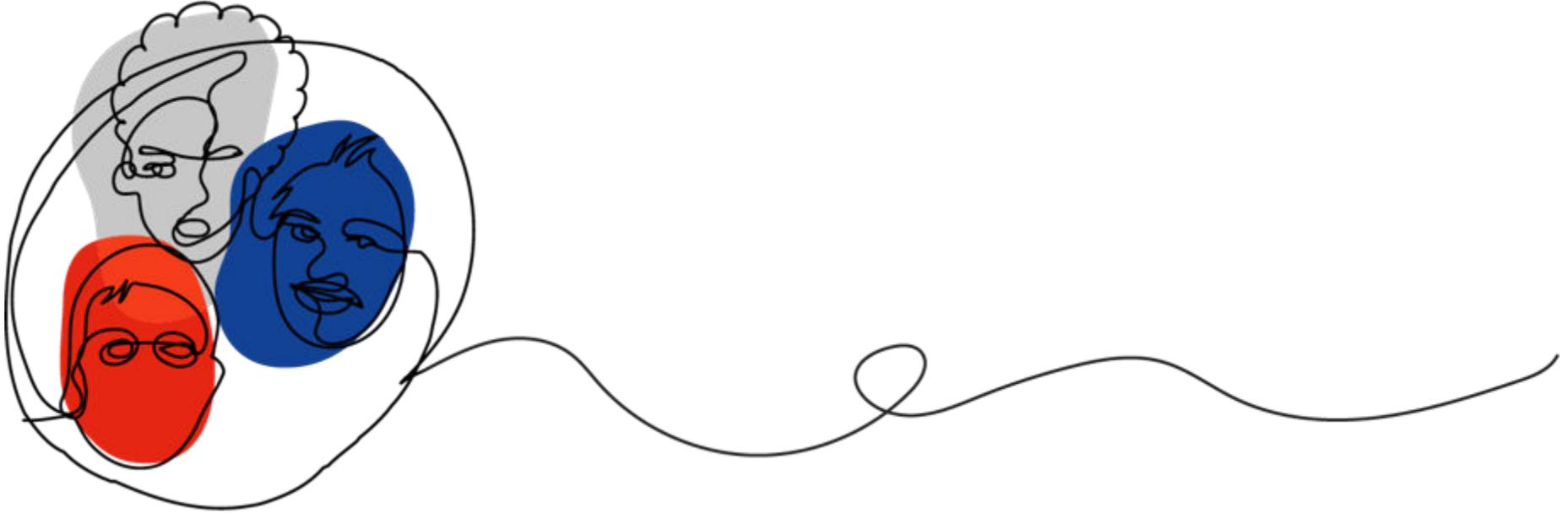
11% of the Swiss
Workers
Are engaged at work

GREAT RESIGNATION



Continues ...
34% of the Swiss
workers
Intend to quit their job in
the next 6 months

STEP 1 : UNDERSTAND THE GENEVA LABOUR MARKET



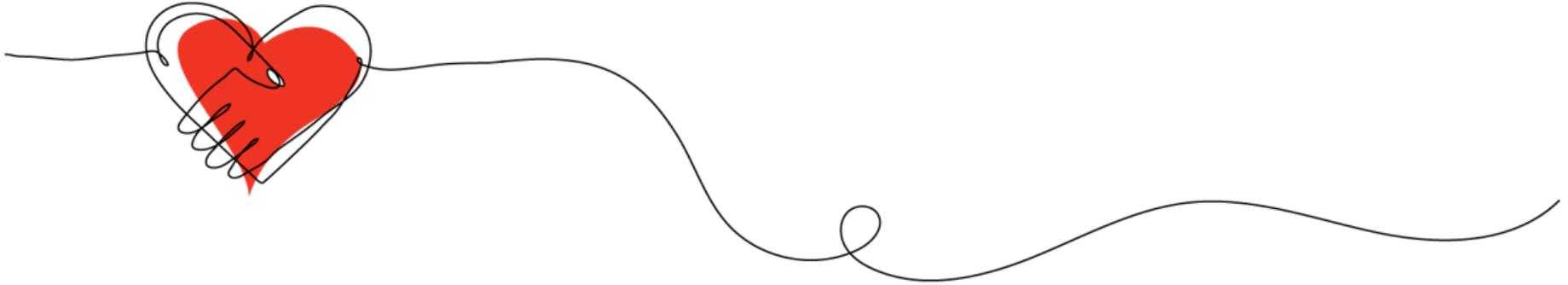
AN **INCLUSIVE**
COMMUNITY



THE MAIN SECTORS OF ACTIVITY IN GENEVA AREA



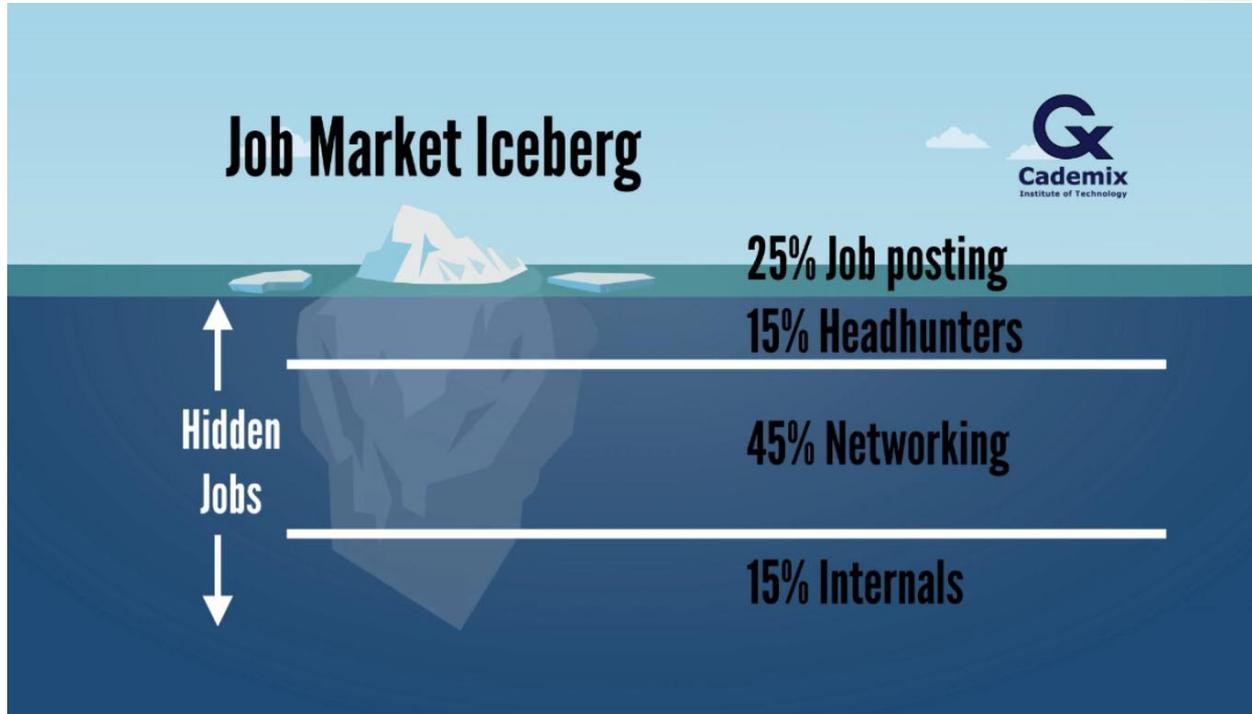
STEP 2 : WHERE TO LOOK



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REALITY CHECK



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COMMUNITY



HEADHUNTERS

LHH

HAYS

ROBERT WALTERS

PageGroup

Interiman
Group 

rh


Manpower


Adecco

 careerplus
sur mesure, sans mesure

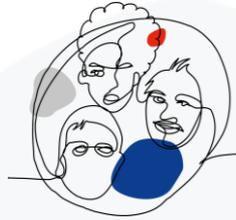
STEP 3 : NETWORK AND CONCRETE ACTIONS



AN **INCLUSIVE**
COMMUNITY



TARGET PLAN



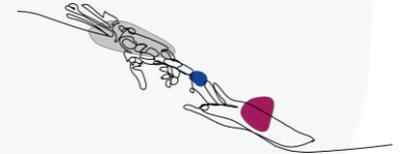
BUILD YOUR CV & MOTIVATION LETTER



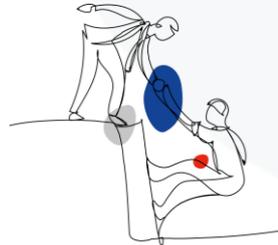
**EXPLORE THE LABOUR MARKET ON
LINKEDIN**



**CREATE JOB MAILERS ON JOBBOARDS &
RECRUITER WEBSITES**



GO TO JOB FAIRS



LOCAL SPECIFICITIES

Picture or not ?

Which layout?

Local trainings & certificates are welcomed



**YOUR
NAMEHERE**

DETAILS

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

ABOUT ME

Aliquid albus temporibus vis in. Mel in nisl inimicus, aequae intellegam disve bit theophrastus et eam. In tempor nostro adversarium nam. His ea alienumancillae, 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 en im 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 en im 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 Appropriately the job description
-  **Action 2** | Think about your own experience and strengths
-  **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

Give yourself the benefit of the doubt and keep applying

CONCLUSION & KEY TAKE AWAY

Follow up after your interview

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

PageExecutive

MichaelPage

PagePersonnel

PageOutsourcing

Part of PageGroup



UN GENEVA



Michael Page

Question and Answer Session