



Football Education Assistant

WE CARE ABOUT FOOTBALL

Job information

Division / Unit: Football / Football Education Services

Contract type: Fixed Term (1 year)

Start date: As soon as possible

Location: Nyon

Mission

The Football Education Assistant will focus on the day-to-day administration of the unit's activities. He/she will also attend conferences, courses and seminars abroad, as well as assisting with the coordination of technical observer teams.

Key Responsibilities

- Assisting with the implementation of the UEFA Coaching Convention (arranging visits, expert flights, taking care of general correspondence, etc.);
- Liaising with various external experts and committee members and arranging meetings of working groups, panels and committees;
- Assisting with the day-to-day administration and implementation of all unit activities (coach education, grassroots football, technical observers etc.);
- Assisting with the organisation of the unit's major events (Grassroots Conference / Coach Education Conference);
- Management of the football education shared mailbox and ensuring incoming correspondence is dealt with appropriately;
- Establishing daily/weekly priorities in cooperation with management;
- Ensuring compliance with all relevant deadlines.

Profile of successful candidate

Experience required:

- From 1 to 3 years working in the sport industry (technical department is a plus)

Education:

- Bachelor's in Sports Management or similar

Languages:

- English / Proficient



Additional requirements:

- MS Outlook / Advanced
- MS PowerPoint / Advanced
- MS Word / Advanced
- Project Management / Basic



Job Title: Talent Acquisition Intern



INTERNATIONAL
OLYMPIC
COMMITTEE

Department: Office of the Director General
Location: Lausanne, Switzerland
Contract Type: Intern
Activity Level: 100%
Entry Date: As soon as possible
Duration: 12 Months
Deadline to apply: 25.10.2018

Mission

- Supports the functions in the HR Unit in the areas of recruitment
- Processes and manages files delegated by the Talent Acquisition Manager

Main responsibilities

Provides assistance and knowledge and helps the Talent Management Manager and Talent Acquisition Manager with:

- Managing job offers (job posting, online software application, HR mailbox, etc.)
- Coordinating logistics and interviews in Switzerland and/or abroad
- Responses to applications/spontaneous offers
- Managing routine correspondence and filing (physical and electronic) files depending on the procedure in place
- The logistics of setting up an induction day for newcomers (correspondence with the newcomers)
- Replace when it is needed, the Talent Management Coordinator for the logistics of organising training and development requests

Generally, lends assistance to colleagues when priorities and emergencies dictate.

Education; language and IT competences

- University qualification, HEG with HR option or equivalent HR qualification
- Fluent in French or English with command of the other language
- Familiarity with teamwork, in terms of both managing the flow of files and communicating with colleagues
- Recognised and appreciated know-how and manners when dealing with personalities
- Knowledge of the world of sport
- Complete familiarity with IT software, Word, Excel, PowerPoint
- Digitally savvy

Please submit your application via our website:

<https://www.olympic.org/careers-at-the-ioc>

CINFO

JPO positions are among the few opportunities early in a career to enter multilateral organisations. Considering the generally low number of applicants in an otherwise very competitive environment, the chances are high for qualified candidates to succeed. We would thus appreciate if you could spread below information in your network and among potential candidates.

Swiss professionals with a master's degree, minimum three years of professional experience and an interest in starting a career in multilateral organisations are invited to apply for the following positions:

- **Project Specialist – Solutions and Innovations in Procurement (JPO)**
The World Bank Group, WBG, Washington D.C.
Application deadline: **17 June 2018**
- **Associate Political Affairs Officer (P-2)**
The United Nations Department of Political Affairs, UNDP, Mediation Support Unit, New York
Application deadline: **3 July 2018**

These positions are financed by the Swiss Government as part of the Swiss JPO programme. Open to Swiss nationals only, the application procedure for JPO positions is less competitive than for other positions in multilateral organisations.

For more information and to apply: [JPO vacancies for Swiss nationals](#)

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Working with the UN or an international financial institution (IFI)? Why not as a Junior Professional Officer (JPO)?

All open positions are reserved for Swiss nationals, not older than 32 years old, with a master's degree and at least three years' relevant professional experience.



CINFO

Swiss professionals with a master's degree, minimum three years of professional experience and an interest in starting a career in the United Nations system are invited to apply for the following positions:

- **Associate Humanitarian Affairs Officer (P-2)**
The United Nations Office for the Coordination of Humanitarian Affairs, UN OCHA, Gaza
Application deadline: 30 May 2018
- **Evaluation Analyst (P-2)**
The United Nations Population Fund, UNFPA, New York
Application deadline: 30 May 2018

These positions are financed by the Swiss Government as part of the Swiss JPO programme. Open to Swiss nationals only, the application procedure for JPO positions is less competitive than for other positions in the UN system.

For more information and to apply: [JPO vacancies for Swiss nationals](#)

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Working with the UN or an international financial institution (IFI)? Why not as a Junior Professional Officer (JPO)?

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Amnesty International est une organisation non gouvernementale (ONG) internationale de défense et de promotion des droits humains. Son siège central se trouve à Londres. Actuellement, Amnesty International est active au travers de ses sections dans plus de 70 pays et elle effectue des enquêtes sur la situation des droits humains dans plus de 150 pays.

Le Secrétariat de la Section suisse à Berne et les bureaux régionaux à Genève, Lugano et Zurich comptent au total près de 60 collaborateurs et collaboratrices fixes, stagiaires et civilistes.

Stage à la Section suisse :

CAMPAGNES (100%)

Début : Autour du 15 août 2018

Durée : 12 mois

Candidatures : du 01.04.18 jusqu'au 29.04.18

VOS TÂCHES

- Collaborer à la planification et à la mise en œuvre de campagnes et d'actions
- Planifier et mettre en œuvre de manière autonome des sous-projets
- Elaborer et produire du matériel de campagne
- Participer à la formation des activistes sur des thèmes de campagnes particuliers
- Soutien et mobilisation des activistes
- Contribuer aux publications d'Amnesty International (papier et site internet)
- Répondre de manière autonome à des demandes d'information externes
- Travaux de traduction vers sa langue maternelle
- Tâches administratives

NOS ATTENTES

- Intérêt et engagement pour les droits humains
- Formation universitaire ou équivalent
- **Très bonnes** connaissances en **français, allemand et anglais**
- Assurance rédactionnelle et plaisir à écrire dans sa langue maternelle
- Souplesse et bonne capacité d'organisation
- Forte capacité d'initiative
- Capacité à travailler à la fois de manière autonome et en équipe
- Bonne connaissance de MS Office et de l'univers internet (réseaux sociaux)

NOUS OFFRONS

- Travail intéressant et motivant dans une équipe dynamique
- Découverte d'une organisation internationale
- Expérience de travail dans le domaine des droits humains et des campagnes
- Salaire (100%) : 12 x CHF 2'381.- (brut)
- Prise en charge des frais de transports du lieu de résidence au lieu de travail
- Temps de travail (100%) : 40 heures par semaine, 5 semaines de vacances par année de travail
- Lieu de travail : Berne

Renseignements supplémentaires auprès de Cyrielle Huguenot, tél : 031 307 22 22.

Veuillez nous envoyer votre candidature complète (lettre de motivation, CV sans photo, certificats, diplômes) jusqu'au **29 avril, dernier délai** en format PDF (max. 5 MB) par e-mail à : humanresources@amnesty.ch

Les entretiens auront probablement lieu entre le 14 et 17 mai.



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Le Secrétariat de la Section suisse à Berne et les bureaux régionaux à Genève, Lugano et Zurich comptent au total près de 60 collaborateurs et collaboratrices fixes, stagiaires et civilistes. Le travail de campagne d'Amnesty International est essentiellement assuré par des milliers de bénévoles qui s'engagent pour les buts d'Amnesty International.

Stage à la Section suisse dès le **1 septembre 2018** ou à convenir

STAGE WEB ET MÉDIAS SOCIAUX (80%)

Durée : 12 mois. Lieu de travail : Berne

Candidatures : du 24 mars jusqu'au 22 avril

VOS TÂCHES

- Elaboration de contenus et animation des comptes Facebook, Twitter, YouTube et Instagram
- Mise à jour régulière du site internet de la Section suisse en français (rédaction et mise en ligne de news et d'actions)
- Collaboration à la planification et à la réalisation des campagnes en ligne et sur les médias sociaux
- Réalisation de courtes vidéos
- Traductions de l'allemand vers le français

NOS ATTENTES

- Intérêt et engagement pour les droits humains
- Formation universitaire ou équivalent
- De langue maternelle française, très bonnes connaissances en allemand et anglais
- Assurance rédactionnelle et plaisir à écrire dans sa langue maternelle
- Expérience dans la rédaction et la communication en ligne
- Expérience dans le domaine des médias sociaux
- Souplesse et bonne capacité d'organisation
- Forte capacité d'initiative
- Capacité à travailler à la fois de manière autonome et en équipe
- Bonne connaissance de Photoshop

NOUS OFFRONS

- Travail intéressant et motivant dans une équipe dynamique
- Découverte d'une organisation internationale
- Expérience de travail dans le domaine des droits humains et des campagnes
- Salaire (80%) : 12 x CHF 1'904.- (brut)
- Prise en charge des frais de transports du lieu de résidence au lieu de travail
- Temps de travail (80%) : 32 heures par semaine, 5 semaines de vacances par année de travail
- Lieu de travail : Berne

Renseignements supplémentaires auprès d'Andreas Christen tél : 031 307 22 22.

Veillez nous envoyer votre candidature (lettre de motivation, CV sans photo, certificats, diplômes) jusqu'au **22 avril 2018**, dernier délai en format PDF par e-mail à : humanresource@amnesty.ch

Les entretiens auront lieu 2 et 9 mai 2018.

Vous trouverez des informations générales relatives à l'organisation sur : www.amnesty.ch

ASSOCIATION DES JEUNES HUMANITAIRE AU TOGO

STAGE ET BENEVOLAT

DOMAINES D'ACTION ET PROJETS PROPOSES

L'association existe afin de venir en aide aux populations du Togo. Les missions se concentrent sur un nombre restreint de localités, mais les domaines d'intervention sont variés : l'environnement, le développement touristique, l'agriculture associée à l'élevage, la santé, l'éducation, l'appui à l'entrepreneuriat et le commerce, le développement local. La durée des projets est variable : court, moyen et long termes.

DOMAINES D'OFFRE DE STAGES ET DE MISSIONS BÉNÉVOLES

Nous proposons des stages dans les domaines suivants :

– Environnement :

missions d'études, de création, de sensibilisation et de mise en place de projets en gestion des déchets, en assainissement et en alimentation en eau, missions d'études de la production et de la commercialisation des productions agricoles, promotion et renforcement des capacités des groupements agricoles, étude et développement des projets agropastoraux, création des projets agricoles, activités de transfert de technologies en milieu paysan,

– Développement touristique :

Réalisation de diagnostics touristiques, élaboration et création de plans de développement touristique locaux, mise en place, conduite et gestion des processus de développement touristique locaux, mise en place de circuits touristiques, animation et conduite de circuits et événements touristique, vente et promotion touristique, création des projets de valorisation des patrimoines locaux, mise en place et conduite des actions de sensibilisation des locaux au tourisme durable, mise en place et gestion des projets d'aménagement et de protection des sites touristiques.

– Éducation, animation socio- culturelle, psychologie, assistance sociale et orthophonie :

Enseignement :

- interventions du lundi au vendredi au Complexe Scolaire (élèves de 3 à 14 ans),
- Mise en place et animation des ateliers ludiques pour les enfants les mercredis après-midi dans les quartiers,
- Organisation, les samedis, des animations lecture et des ateliers d'échange artistique à la bibliothèque « Marc Râmel » de l'association,
- Établissement et conduite d'un projet d'aide social à l'enfance :

- . Redéfinir, redynamiser et renforcer le programme de parrainage des enfants orphelins et de rue,
- . Intervention direct auprès des élèves pour enseigner la langue des signes aux enfants sourds et donner des cours adaptés aux enfants muets,
- . Intervention auprès de ces enfants handicapés à domicile : prise en charge en orthophonie et soutien scolaire,
- . Mise en place des outils de communication « parents / enfants » au sein des familles de ces enfants handicapés,
- . Évaluation des besoins spécifiques de chaque enfant et préparation des plans de traitement pour aider les enfants handicapés à développer leurs compétences sociales et comportements positifs.

– Santé :

Soins infirmiers et médecine générale :

Mission réservée exclusivement aux professionnels ou étudiants dans le domaine médical.

Soins infirmiers

- . Aider le personnel du centre de santé « Saints Archanges » de notre association à prendre soin des patients en : posant les pansements, prenant le pouls, la tension, la température ; contrôlant et administrant les médicaments, faisant les injections, installant les perfusions et procédant aux transfusions sanguines.
- . Laver, raser et habiller les patients.
- . Être attentif aux besoins du malade et lui apporter un soutien émotionnel.

- . Élaborer, en collaboration avec l'équipe de notre centre, un plan de développement sur le long terme détaillant les changements de fonctionnement de l'organisation en vue d'améliorer les méthodologies et les normes des soins,
- . Coordonner les programmes médicaux menés avec les communautés rurales voisines et dans les cliniques et dispensaires du milieu.

Soins médicaux

- . Réaliser des diagnostics médicaux, planifier et administrer des traitements adaptés,
- . Assister les médecins sur les interventions chirurgicales,
- . Organiser des programmes médicaux de prévention pour les patients,
- . Donner des conseils sur les soins médicaux et les vaccinations.

Missions sage-femme

- . Participation aux consultations prénatales,
- . Administration des soins, réalisation des diagnostics, contrôles et examens,
- . Mise en place des programmes de santé personnalisés,

. Assistance et encadrement des femmes pendant l'accouchement

– Pratique de l'accouchement,

. Conseiller les nouveaux parents aux soins quotidiens incluant l'alimentation pour les nouveaux nés,

. Suivi des nouveaux nés au sein de la maternité.

– Prévention santé – assistance et animation sociale – éducation et économie sociale :

Mise en place des activités de sensibilisation des femmes et jeunes filles à la prévention contre le cancer du sein et le cancer du col de l'utérus,

Création des programmes de sensibilisation des femmes et couples à la pratique du planning familial.

– Commerce et communication :

études et mise en place de projets d'accompagnement en termes de micro-projet des communautés à la base,

élaboration, planification et budgétisation des projets et programmes d'actions de l'association et des collectivités locales,

renforcement et mise en place d'outils de communication des actions de l'association,

étude et organisation des événements : concerts, foires commerciales et culturelles, manifestations sportives... pour l'autofinancement des projets de l'association.

– Gouvernance locale et sciences politiques :

organisation et animation des travaux de sensibilisation des populations relatifs à la politique de décentralisation, renforcement des capacités et accompagnement des élus locaux et des comités de développement locaux à la gestion communautaire et à la mise en

place des projets de développement local.

DÉROULEMENT DES MISSIONS

L'AJH regroupe des membres permanents et des membres temporaires togolais ou étrangers. Ces derniers sont le plus souvent des étudiants français venus dans le cadre d'un stage conventionné ou dans le cadre de missions lorsque le volontaire n'est pas conventionné.

Les stagiaires ou bénévoles, en fonction de leurs compétences et des projets proposés, s'investissent de la mission de leur choix. Et, une fois sur place, certains membres de l'association s'occupent de leur encadrement, du suivi de leur projet et facilitent les démarches qu'ils souhaitent mener : il est essentiel d'intégrer les stagiaires dans le milieu correspondant à leur mission et de leur faire rencontrer les personnes ressources et les acteurs pertinents du milieu.

Les membres permanents de l'association s'engagent également à faciliter le séjour du stagiaire en termes pratiques (repas et logement).

Le fonctionnement de l'association repose donc sur la collaboration étroite de tous les membres.

Les offres de stages de l'A.J.H sont des occasions de vivre une réalité, de faire une étude comparative ou de faisabilité, de former ou d'informer, de faire expérience, d'amener des populations à découvrir leurs potentialités et trouver des solutions par eux-mêmes ; bref, d'apporter sa contribution pour une amélioration des conditions de vie aux plus démunis tout en faisant preuve de mise en pratique de ses connaissances pour un perfectionnement dans son domaine de compétence. Les stages de l'A.J.H sont d'ordres humanitaires, bénévoles, mais qui exigent la participation financière du stagiaire (pour son séjour).

TERRAINS D'ACTION

Depuis sa création, l'A.J.H mène des missions dans le sud-est-Ouest et Nord du Togo.

MONTANT DES FRAIS DE STAGE/MISSION

Les frais de stage sont de 260 euros le mois. L'adhésion est de 40 Euros donnant droit à un t-shirt de l'association A.J.H (@).

Ces frais comprennent : le logement, la nourriture, l'accès à la connexion internet et au programme de l'a.j.h

COMMENT POSTULER POUR L'UNE DES MISSIONS ?

Si vous souhaitez postuler au sein de notre structure, veuillez nous adresser par courriel :

une lettre de motivation spécifiant la durée et la période souhaitées de votre mission, ainsi que votre CV, à l'adresse mail suivante : assojh2013@gmail.com

MISSION

Apporter le point de vue de la jeunesse en tant que membre de la délégation suisse à une conférence de l'ONU
Sensibiliser la jeunesse en Suisse aux thèmes débattus à l'ONU

Les Youth Rep ne perçoivent pas de salaire, mais les frais occasionnés par leurs activités leur sont remboursés.

ON CHERCHE

Des jeunes personnes vivant en Suisse qui montrent un intérêt marqué pour les enjeux internationaux et la volonté de s'engager pour les questions relevant de la politique de la jeunesse;

qui sont disposé-e-s à participer, pendant deux ans, au titre de délégué-e de la jeunesse, à différentes conférences, organiser des activités de sensibilisation en Suisse et coacher leurs successeur-e-s;

qui ont de l'expérience dans les organisations de jeunesse, de bonnes compétences interpersonnelles et sociales (ouverture, aisance, etc) et l'esprit d'équipe



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Département fédéral
des affaires étrangères
5 DFAE

SAJV

CSAJ

Schweizerische Arbeitsgemeinschaft der Jugendverbände
Conseil Suisse des Activités de Jeunesse
Federazione Svizzera delle Associazioni Giovanili
Federaziun Svizra da las Unions da Giuventetgna



WANTED:
YOUTH REP
2018-2019

NOUS RECHERCHONS TROIS
DÉLÉGUÉS DE JEUNESSE DE
LA SUISSE À L'ONU
MANIFESTATION LE 10 JUIN 2018
10.06.2018

INTERESSÉ-E?

CRITERES

- Être âgé de 18 à 30 ans au 1.1.2018
- Être résident en Suisse (résidence principale ou secondaire) et avoir une maîtrise de la langue officielle de la région de la Suisse romande, italienne ou allemande
- Être inscrit(e) à l'université ou à l'école supérieure de formation professionnelle

POUR PLUS D'INFO

Vous pouvez nous contacter par téléphone au 022 319 11 11, par courriel à sa@sa-juv.ch ou par formulaire en ligne sur www.sa-juv.ch. Les formulaires de candidature sont disponibles sur www.sa-juv.ch et www.csa.ch.

CANDIDATURE

Les candidatures sont acceptées jusqu'au 15.05.2018. Les candidats doivent être âgés de 18 à 30 ans au 1.1.2018. Les candidatures doivent être envoyées à sa@sa-juv.ch ou par formulaire en ligne sur www.sa-juv.ch.

10.06.2018 10.06.2018 10.06.2018

IMBEWU-Suisse (IMBEWU) est une association de coopération au développement active en Suisse et en Afrique du Sud dans les townships de Pretoria et Port Elizabeth. L'organisation vise à soutenir, en collaboration avec des partenaires locaux, le développement psychosocial des enfants et des jeunes à travers l'éducation, le sport, l'art et les échanges culturels.

Afin de compléter l'équipe de son bureau à Neuchâtel, IMBEWU cherche pour une durée de 6 à 9 mois un/e stagiaire

Assistant(e) en recherche de fonds et communication (80%)

Mandat

Soutenir les activités du bureau de l'association, principalement en ce qui concerne la recherche de fonds, les manifestations et la communication, ainsi que la promotion du programme de volontariat.

Cahier des charges

Sous la responsabilité de la coordinatrice générale et de la chargée recherche de fonds et de communication, l'assistant(e) en communication assumera les tâches suivantes :

1. RECHERCHE DE FONDS ET SUIVI DES DONATEURS PRIVÉS :

- Prospection et identification de potentiels partenaires parmi les entreprises et PME locales et régionales
- Participation au montage des dossiers de demande de partenariats (en collaboration avec l'équipe)
- Appui au suivi des demandes et des relations avec les partenaires privés et ambassadeurs
- Suivi des dons privés et remerciements aux nouveaux donateurs
- Mise à jour régulière de la base de données complète des donateurs privés.

2. MANIFESTATIONS :

- Participation à l'organisation, à la gestion pratique et à la réalisation des diverses manifestations
- Soutien à la prise de contacts et au suivi des partenariats liés aux manifestations
- Participation à la réflexion générale sur les manifestations d'IMBEWU (rédaction de fiches résumées, analyse des résultats antérieurs, propositions de nouveaux concepts, etc.)
- Appui à la gestion du groupe de bénévoles, contacts et fidélisation
- Organisation et participation aux remerciements pour les partenaires et bénévoles liés aux manifestations.

3. COMMUNICATION :

- Mise à jour régulière du site internet, aide à la rédaction des articles et rubriques
- Rédaction, mise en page et envoi de l'e-Newsletter (tous les 2 mois environ)
- Participation à la rédaction d'articles et à la mise en page du journal MAMELA ! (2x par an) et du Rapport annuel (1x par an)
- Appui à la réalisation d'outils de promotion (flyers, brochures, roll-ups)
- Création de contenu, publication régulière et appui à la gestion des réseaux sociaux (Facebook)
- Tenue du dossier de presse.



4. VOLONTARIAT :

- Appui à la recherche, au développement et au suivi de partenariats avec des clubs sportifs, des centres de formation, Universités et écoles professionnelles, afin de faire connaître et de promouvoir le programme de volontariat en Suisse
- Rédaction et publication via différents supports (notamment réseaux sociaux, site web, etc.) pour entretenir la visibilité du programme
- Soutien à la responsable du programme de volontariat pour la rédaction et la mise à jour de supports d'information et de présentation du programme destinés aux volontaires avant le départ et au retour en Suisse.

5. ADMINISTRATION ET DIVERS

- Gestion des listes et publipostages pour les envois en nombre
- Soutien à la vie quotidienne de l'organisation et de l'espace associatif Quai 21
- Participation aux séances hebdomadaires du bureau
- Participation aux réunions du comité toutes les six semaines (avec prise de PV si besoin)
- Toutes tâches administratives relatives aux différents points ci-dessus.

Profil et compétences attendues

- ✓ Formation universitaire ou équivalente.
- ✓ Intérêt pour la coopération au développement et pour l'Afrique en particulier.
- ✓ Sensibilité interculturelle et connaissance du domaine associatif, expérience dans un pays du Sud un atout
- ✓ Bonnes compétences rédactionnelles (excellente maîtrise orale et écrite du français), bonnes connaissances de l'anglais, connaissances de l'allemand un atout.
- ✓ Connaissance et maîtrise des outils informatiques (MS-Word, Excel, Powerpoint, In-Design, Photoshop)
- ✓ Connaissance et expérience de la communication digitale / gestion des réseaux sociaux.
- ✓ Excellentes capacités relationnelles, polyvalence, souplesse, efficacité.
- ✓ Personnalité jeune, engagée, proactive.

Ce stage s'adresse avant tout à de jeunes professionnels ou des étudiants de Master en fin de formation souhaitant obtenir une première expérience dans le domaine de la coopération au développement.

Considéré comme une expérience formatrice, le stage est rétribué à hauteur de CHF 800.00 brut par mois (à 80%). Le contrat prévoit l'application des charges sociales et assurances usuelles.

Délai de postulation : 23 mars 2018. Dossier (en pdf) à envoyer à suisse@imbewu.org

Entretiens : 10, 11 ou 12 avril 2018

Entrée en fonction : 16 avril 2018 ou à convenir.



CINFO

A new Junior Professional Officer (JPO) position sponsored by the Swiss Agency for Development and Cooperation (SDC) is currently open for application.

This is one of the best options for Swiss nationals to enter the competitive career market of international organisations.

Swiss young professionals with a master's degree, minimum three years of professional experience and an interest in starting a career in the multilateral system are invited to apply for the following position:

- **Programme Analyst (Democratic Governance) (P-2)**
The United Nations Development Programme, UNDP, Islamabad
Application deadline: **04 March 2018**

Open to Swiss nationals only, the application procedures for Swiss JPO programme are less competitive than global young professional programmes.

For more information, please consult [cinfo's website](#).

Julie Allemand
Assistant Field International Cooperation Personnel

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cinfo on [facebook](#) [LinkedIn](#) [Twitter](#)

Working with the UN or an international financial institution (IFI)? Why not as a Junior Professional Officer (JPO)?

All open positions are reserved for Swiss nationals, not older than 32 years old, with a master's degree and at least three years' relevant professional experience.



CINFO

A new Junior Professional Officer (JPO) position sponsored by the Swiss Agency for Development and Cooperation (SDC) has been advertised.

Swiss professionals with a master's degree, three years of professional experience and a strong interest in starting a career in multilateral organisations are invited to apply for the following position:

- **Associate Cash-Based Interventions Officer (P-2)**

The Office of the United Nations High Commissioner for Refugees, UNHCR, Addis Ababa
Application deadline: **25 October 2017**

Open to Swiss nationals only, the application procedure is less competitive than for other positions in multilateral organisations.

For more information, please consult [cinfo's website](#).

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IMBEWU-Suisse (IMBEWU) est une association de coopération au développement active en Suisse et en Afrique du Sud dans les townships de Pretoria et Port Elizabeth. L'organisation vise à soutenir, en collaboration avec des partenaires locaux, le développement psychosocial des enfants et des jeunes à travers l'éducation, le sport, l'art et les échanges culturels.

Afin de compléter l'équipe de son bureau à Neuchâtel, IMBEWU cherche pour une durée de 6 à 9 mois un/e stagiaire

Assistant(e) en recherche de fonds et communication (80%)

Mandat

Soutenir les activités du bureau de l'association, principalement en ce qui concerne la recherche de fonds, les manifestations et la communication, ainsi que la promotion du programme de volontariat.

Cahier des charges

Sous la responsabilité de la coordinatrice générale et de la chargée recherche de fonds et de communication, l'assistant(e) en communication assumera les tâches suivantes :

1. RECHERCHE DE FONDS :

- Prospection et identification de potentiels bailleurs de fonds, analyse de leurs critères d'attribution
- Participation au montage des dossiers de recherche de fonds
- Envoi de demandes de fonds et suivi des relations et partenariats établis avec les bailleurs de fonds
- Appui à la rédaction de documents (dossiers de demande de soutien, remerciements, rapports)
- Mise à jour et suivi de la base de données pour la recherche de fonds (bailleurs).

2. MANIFESTATIONS :

- Participation à l'organisation, gestion pratique de la réalisation et participation aux manifestations
- Recherche de partenaires (nourriture, animations, sponsors), contacts et suivi des partenariats
- Participation à la réflexion sur le renouvellement des manifestations d'IMBEWU (analyse des résultats antérieurs, proposition et définition de concept, recherche de partenaires, démarchage)
- Appui à la gestion du groupe de bénévoles, contacts et fidélisation
- Rédaction de remerciements aux partenaires et bénévoles liés aux manifestations.

3. COMMUNICATION :

- Mise à jour régulière du site internet, aide à la rédaction des articles et rubriques
- Soutien à la rédaction, à la mise en page et à l'envoi de l'e-Newsletter
- Participation à la rédaction d'articles pour le journal Mamela! et le Rapport annuel
- Appui à la réalisation d'outils de promotion (flyers, brochures, roll-ups)
- Création de contenu et appui à la gestion de la page Facebook
- Tenue de dossier de presse.



IMBEWU

4. VOLONTARIAT :

- Recherche, développement et suivi de partenariats avec des clubs sportifs, centres de formation, Universités et écoles professionnelles, afin de faire connaître et de promouvoir le programme de volontariat en Suisse
- Rédaction et publication via différents supports (notamment réseaux sociaux, site web, etc.) pour entretenir la visibilité du programme
- Soutien à la responsable du programme de volontariat pour la rédaction et la mise à jour de supports d'information et de présentation du programme destinés aux volontaires avant le départ et au retour en Suisse.

5. ADMINISTRATION ET DIVERS

- Appui à la gestion de la base de contacts (donateurs privés)
- Soutien à la vie quotidienne de l'organisation (administration générale)
- Participation aux séances hebdomadaires du bureau
- Participation aux réunions du comité toutes les six semaines
- Toutes tâches administratives relatives aux différents postes.

Profil et compétences attendues

- ✓ Formation universitaire ou équivalente.
- ✓ Intérêt pour la coopération au développement et pour l'Afrique en particulier.
- ✓ Sensibilité interculturelle et / ou expérience du domaine associatif.
- ✓ Bonnes compétences rédactionnelles (excellente maîtrise orale et écrite du français), bonnes connaissances de l'anglais, connaissances de l'allemand un atout.
- ✓ Connaissance et maîtrise des outils informatiques (MS-Word, Excel, Powerpoint, In-Design, Photoshop)
- ✓ Connaissance et expérience de la communication digitale / gestion des réseaux sociaux.
- ✓ Excellentes capacités relationnelles, polyvalence, souplesse.
- ✓ Personnalité jeune, engagée, proactive.

Ce stage s'adresse avant tout à de jeunes professionnels ou des étudiants en fin de formation souhaitant obtenir une première expérience dans le domaine de la coopération au développement.

Considéré comme une expérience formatrice, le stage est rétribué à hauteur de CHF 800.00 brut par mois (à 80%).

Délai de postulation : 12 octobre 2017 (envoyer à suisse@imbewu.org)

Entretiens : Mi - octobre 2017

Entrée en fonction : 31 octobre 2017 ou au plus vite



Rue des Sablons 48 ■ CH-2000 Neuchâtel
+41 32 552 00 20 ■ suisse@imbewu.org
CCP 17-237629-2

WWW.IMBEWU.ORG



**Le Service de l'enseignement spécialisé et
de l'appui à la formation**
recherche un-e:

LOGOPÉDISTE EN MILIEU SCOLAIRE

CDI 50% - 70%

MISSIONS PRINCIPALES

Vous prévenez, diagnostiquez et traitez les troubles du langage d'origine fonctionnelle et/ou organique.

Vous exercez une intervention spécifique auprès des enfants et des adolescents en milieu scolaire dans le domaine de la communication, du langage oral et écrit, en vue de favoriser leur développement et leur intégration sociale, scolaire et professionnelle.

Vous collaborez avec les parents, les acteurs de l'école et les autres intervenants impliqués.

Lieu de travail: Pully

Entrée en fonction au 1er janvier 2018.

Augmentation du taux d'activité à 70% à partir du 1er août 2018.

PROFIL SOUHAITÉ

Master en logopédie des universités de Genève ou de Neuchâtel ou titre jugé équivalent.

Capacités à travailler dans un cadre pluridisciplinaire et intérêt pour le milieu scolaire.

Le Service de l'enseignement spécialisé et de l'appui à la formation (SESAP) apporte des appuis spécialisés à l'ensemble du système de formation dans le but de lever, pour les bénéficiaires, tout obstacle à l'accès à la formation par la prévention, la pédagogie spécialisée, l'orientation et l'aide aux études et à la formation professionnelle.

DOSSIER DE CANDIDATURE

Service PPLS région Lavaux
A l'att. de M. Jacques Chollet
Rue du Village 2
1091 Aran
Référence: 1306158

DÉLAI DE POSTULATION

20.10.2017

RENSEIGNEMENTS

Monsieur Jacques Chollet
Responsable régional
021 316 96 88 - 021 316 96 90
079 409 11 39

www.vd.ch/sesaf
www.vd.ch/carrieres

UN Youth Volunteers Programme – Intake 2018

Qualified Swiss graduates are invited to submit applications for the annual UN Youth Volunteers Programme for Swiss nationals. The Swiss Agency for Development and Cooperation (SDC) and the Human Security Division (HSD) of the Federal Department of Foreign Affairs (FDFA) are financing 20 positions within this programme. It aims to give young people with little professional experience an insight in the work of the United Nations at field level and to impact on development results on the ground.

The selected volunteers will spend one year in a priority country of SDC or HSD working for a United Nations agency. The assignments will start in February/March 2018.

Requirements

University graduates may apply if they:

- Are Swiss Nationals (C permit not included).
- Are born on or after July 1, 1989.
- Have completed a Masters degree (by October 2017).
- Have up to two years of working experience and maximum one year professional experience abroad.
- Are proficient in English and have an active knowledge of two official Swiss languages. Other languages according to the Description of Assignment (DOA).
- Have a demonstrated interest in questions related to international cooperation, development, human rights, peace promotion or humanitarian politics.
- Target a long term career in the field of international cooperation.
- Have a driving licence (cat B) if required in the DOA.
- Meet other specific requirements as defined in the DOA.

Volunteering and/or working experience in a developing country are of advantage as well as practical experience in international cooperation and/or knowledge of the United Nations system.

Candidates are expected to be geographically mobile, to be able to adjust to difficult living conditions and to accept substantial changes in their assignment description.

Competencies

- A high level of communication and presentation skills
- Ability to work harmoniously in a multicultural environment and respect diversity
- Strong planning and organisational skills
- A commitment to values and principles of volunteerism
- Research and analytical skills

- A commitment to continuous learning
- Other specific competencies as defined in the Description of Assignment (DOA).

Conditions of service (COS)

The UN Volunteer receives a monthly living allowance according to the cost of living in the country of assignment ranging from 1500 to 3000 USD. The travel expenses to the duty station as well as health/life insurance costs will also be covered. More information can be found in the UNV COS Handbook at <https://www.unv.org/become-volunteer/volunteer-abroad/conditions-of-service>, as well as in the Description of Assignment (DOA).

Selection process

The entire recruitment process takes about four months. Interviews are carried out by cinfo and take place between 11 and 20 October 2017. The final selection is done by the United Nations agencies on the basis of cinfo's recommendation. Selected candidates will be informed by the end of November and are expected to start their assignment in February / March 2018.

More information: www.cinfo.ch

CINFO

A new Junior Professional Officer (JPO) position sponsored by the Human Security Division (HSD) has been advertised.

Swiss young professionals with a master's degree, minimum three years of professional experience and an interest in starting a career in the multilateral system are invited to apply for the following position:

Associate Human Rights Officer (P-2)

The Office of the High Commissioner for Human Rights, OHCHR, Geneva

Application deadline: 10 September 2017

Open to Swiss nationals only, the application procedure is less competitive than for other young professional programmes.

For more information, please consult [cinfo's website](#).

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Le **Centre suisse de compétence pour les droits humains (CSDH)** est un projet pilote élaboré sur mandat de la Confédération. Il a pour tâche d'encourager la mise en œuvre des obligations internationales de la Suisse en matière de droits humains ainsi que de conseiller et de soutenir les autorités, la société civile et le monde économique dans ce domaine.

Le Secrétariat général du CSDH cherche pour novembre 2017

Une coordinatrice/un coordinateur responsable de l'administration web et des traductions avec un profil bilingue français-allemand (60-80%)

Votre cahier des charges :

- Gestion du site Internet (actualisations régulières dans le CMS Contenido, mise en ligne des contenus, collaboration avec le bureau web pour les adaptations structurelles)
- Préparation et envoi de la newsletter mensuelle aux abonné-e-s en étroite collaboration avec la responsable communication
- Gestion et tenue à jour de la base de données du Centre
- Coordination de la traduction d'articles et d'études
- Traduction usuelles de l'allemand vers le français ainsi que relecture de textes juridiques en français
- Gestion de l'édition et de la distribution de publications imprimées ou en version électronique
- Soutien à la direction administrative dans les tâches organisationnelles et le travail de secrétariat

Profil attendu :

- Diplôme universitaire achevé (Bachelor ou Master) ou formation jugée équivalente ou expérience de plusieurs années dans une fonction semblable
- Aisance rédactionnelle en français et excellente maîtrise de l'allemand (de préférence profil bilingue ou au minimum avec une expérience avérée dans un contexte de travail germanophone)
- Expérience dans le domaine de la gestion de site web
- Compétences organisationnelles, travail rigoureux, autonomie, polyvalence et esprit d'initiative
- Excellentes connaissances des outils informatiques et habilité dans les tâches techniques de mise en page
- Intérêt pour la protection des droits humains et les acteurs impliqués dans ce domaine en Suisse
- Plaisir à travailler dans une petite équipe

Nous offrons :

Nous vous offrons la possibilité de participer à un projet pilote dans une petite équipe jeune et dynamique, de réaliser des projets de manière autonome et d'accomplir un travail varié en lien avec différents projets dans le domaine des droits humains en Suisse. Le lieu de travail se trouve à proximité immédiate de la gare de Berne. La rémunération se fait selon les directives cantonales. Le poste est limité à fin 2020.

Pour plus d'informations la Directrice administrative, Evelyne Sturm, se tient à votre disposition par téléphone (031 631 86 55) ou par e-mail (evelyne.sturm@skmr.unibe.ch).

Prière d'envoyer votre dossier de candidature complet en **un seul document PDF** par e-mail à nora.martin@skmr.unibe.ch

CINFO

Swiss professionals with a master's degree, three years of professional experience and an interest in starting a career in multilateral organisations are invited to apply for the following position:

- **Programme Analyst (P-2)**

The United Nations Entity for Gender Equality and the Empowerment of Women, UN Women, Tbilisi, Georgia

Application deadline: **17 September 2017**

Open to Swiss nationals only, the application procedure is less competitive than for other positions in multilateral organisations.

For more information, please consult [cinfo's website](#).

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CINFO

One new Junior Professional Officer (JPO) position sponsored by the State Secretariat of Economic Affairs (SECO) is now open for applications:

- **Energy Specialist**
The World Bank Group, WBG, Washington D.C.
Application deadline: **20 August 2017**

Swiss young professionals with three years of professional experience and an interest in starting a career in multilateral organisations are invited to apply.

Open to Swiss nationals only, the application procedure is less competitive than for other young professional programmes.

For more information, please consult [cinfo's website](#).

We would be grateful if you could widely disseminate this information among potential candidates, as well as in your networks.

With best wishes,
Julie

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CINFO

The UNICEF NETI Programme is hiring Communication and Human Resources Specialists – if you have a minimum of five years' work experience and are interested in an international career with UNICEF, this is your chance.

cinfo's support to Swiss candidates:

- *Before you apply for the NETI:* Get in touch with cinfo (recruitment@cinfo.ch), we can support you in preparing your application!
- *After you have applied:* Please share a copy of your application with us (recruitment@cinfo.ch). cinfo informs UNICEF and the Swiss Government about qualified applications.
- *When preparing for the interview:* Benefit for free from our job application support and get in touch with last year's NETIs.

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NETI Programme

For full programme details and information on how to apply, please visit
www.unicef.org/neti

Applications will be accepted online until 11:59 PM (EST), 30 July 2017.





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**For every child,
an advocate!**

At UNICEF, you will work with dedicated and passionate colleagues to make a difference in the life of every child. Our mandate inspires us to achieve results, to keep standards high, and to grow both professionally as well as personally.

The New and Emerging Talent Initiative (NETI) is an entry point for professionals interested in an international career with UNICEF. As part of UNICEF's global talent management strategy the NETI Programme focuses on attracting, selecting, developing and retaining new talent. The aim is to recruit candidates at the entry to mid-career levels who will grow and develop in the organisation. NETI participants work actively in multicultural environments within the development and humanitarian arenas, while contributing to delivering results for children.

The NETI Programme is currently recruiting suitable candidates for the **Human Resources Specialist Generic Vacancy Announcement at the P-3 level**. We invite candidates with a minimum of five years of progressive, relevant work experience at the national and international levels in HR management and staff development with an advanced university degree (Human Resources, Business Administration, International Relations, Social Sciences, Psychology or a directly related field), as well as proficiency in English and working knowledge (intermediate) of another official UN language to apply.

For full programme details and information on how to apply, please visit www.unicef.org/neti

Applications will be accepted online until 11:59 PM (EST), 30 July 2017.

CINFO

Two new Junior Professional Officer (JPO) positions sponsored by the State Secretariat of Economic Affairs (SECO) are currently open for applications:

- **Evaluation Specialist**
The World Bank Group, WBG, Washington D.C.
Application deadline: **09 July 2017**
- **Project Specialist – Digital Financial Services**
The World Bank Group, WBG, Washington D.C.
Application deadline: **09 July 2017**

Swiss young professionals with three years of professional experience and an interest in starting a career in multilateral organisations are invited to apply.

Open to Swiss nationals only, the application procedure is less competitive than for other young professional programmes.

For more information, please consult [cinfo's website](#).

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CINFO

We have just advertised the following new Junior Professional Officer (JPO) position sponsored by the Swiss Agency for Development and Cooperation (SDC):

- **Supply Chain Officer – Planning (P-2)**
World Food Programme, WFP, Dakar
Application deadline: **12 July 2017**

Other Swiss JPO positions currently open for applications:

- **Supply Chain Officer – Cash Based Transfers (P-2)**
World Food Programme, WFP, Nairobi
Application deadline extended through: **12 July 2017**
- **Evaluation Specialist**
The World Bank Group, WBG, Washington D.C.
Application deadline: **09 July 2017**
- **Project Specialist – Digital Financial Services**
The World Bank Group, WBG, Washington D.C.
Application deadline: **09 July 2017**

Swiss young professionals with three years of professional experience and an interest in starting a career in multilateral organisations are invited to apply.

Open to Swiss nationals only, the application procedure is less competitive than for other young professional programmes.

For more information, please consult [cinfo's website](#).

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CINFO

Two new Junior Professional Officer (JPO) positions sponsored by the Swiss Agency for Development and Cooperation (SDC) are currently open for applications:

- **Supply Chain Officer – Cash Based Transfers (P-2)**
World Food Programme, WFP, Nairobi
Application deadline: **28 June 2017**
- **Disaster Risk Reduction Officer (P-2)**
World Food Programme, WFP, Rome
Application deadline: **28 June 2017**

Swiss young professionals with three years of professional experience and an interest in starting a career in multilateral organisations are invited to apply.

Open to Swiss nationals only, the application procedure is less competitive than for other young professional programmes.

For more information, please consult [cinfo's website](#).

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CINFO

A new Junior Professional Officer (JPO) position sponsored by the Swiss Agency for Development and Cooperation (SDC) is currently open for application:

- **Strategic Human Resources & Operations Analyst (P-2)**
The United Nations Population Fund, UNFPA, Cairo
Application deadline: **05 June 2017**

Swiss professionals with a master's degree, three years of relevant professional experience and an interest in starting a career in multilateral organisations are invited to apply.

Open to Swiss nationals only, the application procedures are less competitive than for other positions in multilateral organisations.

For more information, please consult [cinfoPoste](#) and [cinfo's website](#).

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CINFO

La Croix-Rouge Suisse recherche pour le 1^{er} septembre 2017 trois responsables de programme junior pour les Divisions Gestion de catastrophes, Afrique/Amérique et Asie/Europe dans le cadre d'une formation de deux ans.

cinfo est en charge de la présélection des candidatures pour la Croix-Rouge Suisse.

Les jeunes diplômé-e-s au bénéfice d'au moins une année d'expérience professionnelle pertinente sont invité-e-s à postuler aux postes suivants :

L'annonce en français sera disponible dans quelques jours. En allemand :
Responsable de programme junior, service Gestion de catastrophes (100%)
Responsable de programme junior, service Afrique/Amériques (100%)
Responsable de programme junior, service Asie/Europe (100%)

Délai de postulation : **21 mai 2017**

Julie Allemand
Assistante Domaine Personnel CI

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CINFO

A new Junior Professional Officer (JPO) position sponsored by the Human Security Division (HSD) has been advertised.

Swiss young professionals with a master's degree, minimum three years of professional experience and an interest in starting a career in the multilateral system are invited to apply for the following position:

JPO on the Safe and Secure Management of Ammunition (Political Affairs) (P-2)

The United Nations Office for Disarmament Affairs, UNODA, New York

Application deadline: 01 May 2017

Open to Swiss nationals only, the application procedure is less competitive than for other young professional programmes.

For more information, please consult [cinfoPuste](#) and [cinfo's website](#).



Women's Football Development Assistant

Job information

Division / Unit: National Associations / National Associations Development

Contract type: Temporary (through agency)

Start date: 01.03.2017

End date: 31.08.2017

Location: Nyon

Application deadline: 17.02.2017

Profile

Are you a highly motivated and analytical individual looking to start your career within a project management sports environment?

If so, then we have an exciting opportunity to work within our National Associations, assisting our Women's Football Development team.

Purpose

- Collect, coordinate, prepare and upload all Women's Football participation and development resources ahead of marketing plan lunch;
- Liaise and chase experts, language services and consultants for documents;
- Contribute to resources where appropriate;
- Assist with the administration and preparation of Women's Football and marketing workshops;
- Start the process of the annual Women's Football statistics booklet;
- Administration of Women's football Development Programme.

Requirements

Experience required:

- 1 to 3 years' experience in an international environment, ideally in football or sports

Education

- Bachelor's degree in business administration, sports management or any other relevant field

Languages:

- English / Proficient
- French or any other European Language is an asset

Additional requirements:

- Available to travel occasionally
- Strong multicultural mindset and proactive individual with high numerical and analytical skills
- Comfortable working in an international, fast-paced environment
- General football knowledge is required
- MS Office / Proficient



Women's Football Development Assistant

Job information

Division / Unit: National Associations / National Associations Development

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- Bachelor's degree in business administration, sports management or any other relevant field

Languages:

- English / Proficient
- French or any other European Language is an asset

Additional requirements:

- Available to travel occasionally
- Strong multicultural mindset and proactive individual with high numerical and analytical skills
- Comfortable working in an international, fast-paced environment
- General football knowledge is required
- MS Office / Proficient



Job information

Division / Unit: Football / Match Operations
Contract type: Temporary (through external agency)
Start date: See below (earliest 04.04.2017)
End date: See below (latest 22.09.2017)
Location: Nyon, Switzerland

Profile

Are you a well-organised football enthusiast looking for work experience in a unique sporting environment? Do you have an eye for detail and good communication skills? If so, we have four excellent opportunities for you in our Competitions division.

Purpose

Stadium Assistant (04.04.17 – 31.08.17):

- Administrative tasks linked to stadium inspections;
- Preparing delegate briefings related to stadium issues;
- Updating data and tracking issues.

Players' Registration Assistant (12.06.17 – 08.09.17)

- Player registrations for the UEFA Champions League, the UEFA Europa League and other competitions;
- Administrative and back office tasks such as filing match reports and updating the competition administration system (FAME).

Kit Approval Assistant (12.06.17 – 22.09.17):

- Checking and approving kits for the UEFA Champions League and the UEFA Europa League;
- Update the FAME database with pictures of the new kits;
- Liaising with clubs and manufacturers.

Club Administration Assistant (05.06.17 – 22.09.16)

- Assisting with the timely receipt, approval and logging of match fixture information and match approvals for UEFA competitions;
- Answering questions from clubs;
- Updating club information in update FAME.

Requirements

Experience required:

- A first working experience in an international environment
- Experience in working with large database systems



Football - Four summer jobs

Education:

- Bachelor's degree in business administration, sports management or other relevant field

Languages:

English / Proficient

French / Proficient

Additional requirements:

- Knowledge and interest in football is an important asset
- MS Office
- Enjoys working as part of a team
- Excellent organisational skills and ability to respect deadlines

Four Junior Professional Officer (JPO) positions sponsored by the Swiss Agency for Development and Cooperation (SDC) and the Human Security Division (HSD) respectively, are currently open for application:

- **Trial Lawyer (P-3)**
The International Criminal Court, ICC, The Hague
Application deadline: **22 February 2017** (could be extended)
- **Programme Analyst (P-2)**
The United Nations Entity for Gender Equality and the Empowerment of Women UN Women, Tbilisi, Georgia
Application deadline: **26 February 2017**
- **Evaluation Analyst (P-2)**
International Fund for Agricultural Development IFAD, Rome, Italy
Application deadline: **26 February 2017**
- **Communication for Development Officer (P-2)**
The United Nations Children's Fund, UNICEF, Kathmandu, Nepal
Application deadline: **19 March 2017**

Swiss professionals with a master's degree, three to five years of relevant professional experience and an interest in starting a career in multilateral organisations are invited to apply.

Open to Swiss nationals only, the application procedures are less competitive than for other positions in multilateral organisations.

For more information, please consult [cinfoPoste](#) and [cinfo's website](#).

CINFO

- 1) Three new Junior Professional Officer (JPO) positions open to Swiss professional with a master's degree and three to five years of professional experience have been published:
 - Programme Analyst (P-2), UN Women, Tbilisi, Georgia
Application deadline: **26 February 2017**
 - Evaluation Analyst (P-2), IFAD, Rome, Italy
Application deadline: **26 February 2017**
 - Trial Lawyer (P-3), ICC, The Hague
Application deadline: **22 February 2017**

For more information, please consult: [cinfoPoste](#) and [cinfo's website](#).

- 2) The Asian Development Bank (ADB) Young Professionals Program is now accepting applications until **31 March 2017**
Apply through ADB's [career page](#).
- 3) The European Bank for Reconstruction and Development (EBRD) International Professionals Programme is now accepting applications until **27 February 2017**
Apply through EBRD's [career page](#).

cinfo
Center for Information, Counseling and Training for
Professions relating to International Cooperation
P.O. Box / Rue Centrale 115
2500 Bienne 7
Switzerland

Phone: +41 32 365 80 02
Phone direct: +41 32 366 79 25
Julie.Affemand@cinfo.ch
www.cinfo.ch



Job information

Division / Unit: Operations / Event Operations

Contract type: Intern

Start date: 13.02.2017

End date: 13.08.2017

Location: Nyon

Application deadline: 25.01.2017

Profile

The purpose of the position is to assess, plan and provide administrative support services for UEFA staff, freelancers and suppliers working on certain UEFA national-team and club competitions. The main focus will be on the UEFA Champions League and UEFA Europa League and the European Qualifiers.

Within the Event Operations Unit, the Central Services team manage accommodation and travel services through a database in coordination with an accommodation and travel agency.

Reporting to the Central Services Manager, the Event Operations Admin Intern will be part of a dynamic team and will need to work closely with internal stakeholders as well as external partners and suppliers.

Purpose

- Coordinating hotel bookings for UEFA Champions League and UEFA Europa League matches; assisting with the management of overall hotel operations for each match for staff, suppliers, sponsors and broadcast partners, in liaison with an accommodation agency;
- Coordinating travel for all venue teams going to UEFA Champions League, UEFA Europa League and European Qualifiers matches;
- Acting as the main point of contact for UEFA staff and freelancers for accommodation and travel-related queries;
- Ensuring coordination and smooth communication between different UEFA divisions/units and external partners/suppliers;
- Ensuring that UEFA policies are properly implemented;
- Ensuring a proper hand-over with the next intern ('train the trainee' concept);
- In case of need, supporting colleagues in organising other events.

Requirements

Experience required:

- At least 6 months working in an international environment, ideally in an administrative or event position

Education:

- Hotel school or equivalent



Business know-how and IT skills:

- Organisational skills
- Good understanding of event/hotel industry
- Comfortable with figures
- IT- literate (MS Office and other IT systems)

Personal qualities

- Service- minded and solution-oriented
- Proven ability to work in a team (internal and/or across units)
- Able to communicate easily with people of different cultures and different client expectations
- Able to manage conflicting situations
- Able to handle stress
- Motivated; able to increase team motivation
- Able to take initiatives and decisions
- Ready to travel

Language:

English / Fluent

French is an asset

Dream Up for Ecuador est une ONG ayant pour but d'améliorer le bien-être des enfants et adolescents dans les pays en voie de développement. Nous proposons des activités extrascolaires aux enfants et adolescents dans le cadre de maisons de quartiers dans des régions défavorisées. De jeunes volontaires sont recrutés pour prendre part au projet et travaillent encadrés par un coordinateur qui les guide dans les domaines de la pédagogie et du travail social.

Pour notre séjour de volontariat d'été 2017 à Puerto López, Equateur, nous recherchons :

Responsable d'équipe bénévole en Equateur, 1 mois, 100%

Responsabilités

En collaboration avec la Directrice de l'association vous :

- Encadrez l'équipe de volontaires (6 à 8 personnes) dans l'organisation des activités pour la maison de quartier.
- Coordonnez et supervisez le travail des volontaires auprès des enfants à la maison de quartier.
- Animez les colloques hebdomadaires avec l'équipe de volontaires.
- Organisez et supervisez l'accueil et la mise au courant des nouvelles personnes intégrant l'équipe.
- Prenez en charge la rédaction des rapports à l'attention de la direction.

Profil

- Expérience dans le travail pédagogique ou social et l'organisation d'activités.
- Sens des responsabilités et fiabilité.
- Facilité dans le travail d'équipe et excellente capacité de communication.
- Grande autonomie dans le travail et capacité d'organisation et d'adaptation.
- Sens de l'initiative.
- Jeune et dynamique.
- Esprit d'ouverture envers les autres cultures.
- Excellente maîtrise du français, bonnes connaissances de l'espagnol et connaissances de base de l'anglais.

Nous offrons

- Une activité diversifiée et enrichissante au sein d'une équipe jeune et dynamique.
- La possibilité de développer ses compétences en gestion d'équipe et mise en place de projets.
- Un cadre de travail exceptionnel et exotique.

Conditions

- Poste non-rémunéré.
- Billet d'avion à la charge du détenteur du poste.
- Frais d'hébergement et de nourriture pris en charge par l'ONG pendant toute la durée du mandat.
- Dates : du 10 août 2017 au 15 septembre 2017 (flexibles)

Les offres de candidatures complètes sont à adresser à Mme Cécile Benjemia, Directrice, par email à contact@dreamupforecuador.org avant le 3 mars 2017. Nous ne répondrons qu'aux candidatures correspondant à l'annonce.



Volontariat sur la côte équatorienne

Viens vivre une aventure humanitaire unique, partager tes connaissances et acquérir une expérience professionnelle extraordinaire auprès des enfants de la côte équatorienne.

L'organisation Dream Up for Ecuador recherche des volontaires motivés pour animer cet été sa maison de quartier à Puerto López, sur la côte équatorienne.

En prenant part à cette aventure tu auras l'occasion de mettre en place et réaliser tes propres activités avec des enfants de 3 à 13 ans sur les thèmes de ton choix (santé, environnement, sport, activités créatives, anglais, éducation civique, etc...). Tu auras aussi l'opportunité de suivre des cours d'espagnol avant et pendant le séjour ainsi que de découvrir la côte équatorienne et le reste du pays à travers de multiples activités (surf, plongée, promenade à cheval ou en pirogue dans la jungle, randonnée sur des volcans, ...).

Si tu es dynamique, prêt à prendre des initiatives et des responsabilités, que tu aimes travailler en équipe et souhaites sortir de ta zone de confort, ce projet est fait pour toi !

Intéressé ? Rejoins-nous sur facebook (www.facebook.com/dreamup4ecuador) ou viens découvrir notre site internet www.dreamupforecuador.org

Pour plus d'informations, écris-nous à contact@dreamupforecuador.org

NGO Co-Directors Needed: Coordinate & manage Non-Profit Children's/Education Center – Indonesia & Kenya

About us

Are you looking for a long-term volunteer management opportunity?

IHF is looking for hard-working, dedicated volunteers to commit their time and talents for one year in one of our children's home and education centers in Indonesia and Kenya.

In Indonesia, we have four education centers in Bali, Jakarta, Banda Aceh and Medan. Our Jakarta center provides a home to a small number of children. All Indonesia centers hold English, Math and Computer classes for disadvantaged children aged 6-17 to supplement the limited Indonesian public education system. Your role would include teaching and supervising classes as well as organizing various activities at the center.

Our Kenya center in Nakuru is a home for children of various ages from the impoverished region of East Pokot. This is the biggest IHF center, with approximately 50 children. This is an extremely busy center and you will need to be flexible and prepared to work long hours. We provide basic needs such as a home, food, and access to education for children who would otherwise go without. All our children go to schools outside of the center. We have a large farm and part of the role will be the management of the farm to produce food for the center.

Your role in Kenya center would include fostering a familiar environment for the children, overseeing their education and managing the various needs and activities in the center. However the role has many diverse dimensions and is an excellent opportunity to learn about different forms of international development practice.

IHF is a grassroots, all-volunteer organization with no central office, so co-Directors complete 4 hours of international work daily that consists of various administrative tasks.

About your role

- Your role will be to manage the day-to-day maintenance of the center's programs and initiatives alongside an international staff, in the effort to provide a better opportunity for children's futures. You are asked to complete at least 4 hours a day of local work and 4 hours a day of international work, 6 days a week.
- Your role in Indonesia would include teaching and supervising classes as well as organizing various activities at the centers.
- You will coordinate the short-term volunteers staying at your center, giving them support and organizing their local tasks.
- All co-Directors manage one or more of our international task teams, such as University Relations, Fundraising, Teacher Training or Media.
- You will work closely with co-Directors at other centers to manage these teams and will receive unique training in a multi-level, multifaceted system. You will be assigned your teams according to your experience and skills.
- Before arrival at the center, you will already become a part of the team by completing pre-trip tasks with our international teams to gain an understanding of

the kind of work you will be doing.

This work can be challenging, but you will hone your time management skills and learn intimately how an NGO functions at both the ground and administrative levels. You will leave IHF with new highly transferable skills, a better understanding of international NGOs, and an unforgettable experience that will last the rest of your life.

Requirements

- Fluency in both written and spoken English is essential.
- Volunteers must commit to serve at least one year at the center.
- We value volunteers who are creative and innovative, willing to take responsibility and easily adapt to new conditions and unexpected situations.
- We welcome applicants with any background, but prefer degrees in social studies, language, education, medicine, law and social work.
- Experience traveling, working or volunteering abroad will be an asset.
- We require candidates have 1-2 years of working experience in any field.
- Experience with teaching and/or children is crucial.
- Minimum age requirement for Kenya is 24 and 22 for Indonesian centers.

Each IHF center is a product of its environment and follows the cultural code and norms of its host country. So must our staff. Our volunteers must have high intercultural sensitivity and be tolerant to different views and ways of life.

Stipend

Basic accommodation and food is provided by IHF. You are a volunteer at the center and all local tasks completed are done so without pay. As a co-Director, you will receive a small monthly stipend. This stipend results only from the international online work. The stipend is broken down as follows:

First 3 months: Training period \$20 per month
3-6 months: Assistant co-Director \$50 per month
6-9 months: Co-Director \$80 per month
9-12 months: Co-Director \$100 per month

Strict IHF Policy: These stipends are fixed. They will not be raised for more experienced applicants, and everyone will be upgraded according to the timeframes outlined above and no sooner. There are no exceptions to this, regardless of what may be the situation in the center.

Apply

Please familiarize yourself further with our organization reading the IHF Annual report 2014 that contains the latest information about IHF Centers, Programs, Achievements, Finances and many more at <http://hosted.verticalresponse.com/1317609/1928b08739/TEST/TEST/> and our blog, where you can find stories of current and former volunteers <http://ihfblog.wordpress.com/home/>.

We were given a 2013 Inspiring Story – Responsible Tourism Award! Read more about it at

<http://rt.wildasia.org/2013/10/25/2013-inspiring-stories-destinations/>.

See our great ratings at <http://greatnonprofits.org/reviews/international-humanity-foundation-1/>.

If you're ready to apply please send a copy of your resume, a cover letter, and any questions to [hiring4@ihfonline.org](mailto: hiring4@ihfonline.org).

Voluntourist needed: Children & Education Focused International NGO in Indonesia & Kenya

About us

International Humanity Foundation (IHF) is seeking forward-thinking, dynamic individuals of all ages and backgrounds to contribute to our international centers as part of our Voluntourist program. IHF runs children's home in Nakuru, Kenya with approximately 50 children, as well as education centers in Bali, Jakarta, Banda Aceh and Medan, Indonesia.

As a Voluntourist, you would gain hands-on experience with an international not-for-profit NGO at the ground level and contribute your time and talents to substantially helping provide better opportunities for young people.

About the role

You will complete four hours of at-center work a day. These tasks vary from center to center, day to day. At our Indonesian education centers, you will teach English to young students for whom English is a tool to secure better jobs in the future. In our children's home in Kenya, daily tasks will include assisting with homework and organizing projects and activities for the children once they're back from the schools.

At all centers, you will provide the co-Directors with needs-based assistance in the daily maintenance of the centers, becoming a part of the IHF family and integral to the work we do.

This is an ideal opportunity to gain first hand experience in international development, but still have time to explore a new place and culture. In Indonesia, our centers offer unique insights into Balinese Hinduism, the busy capital of Jakarta, or the beautiful and wild Sumatra where Aceh and Medan centers are based. Our Kenya center is close to numerous wildlife parks and safaris, while our Thailand center is in the vicinity of incredible temples, waterfalls and scenery. You will have plenty of time to visit these incredible settings, but work must remain a priority. By both volunteering and sightseeing, you will have a unique experience, and hopefully you will leave our center with a better understanding of your surroundings and IHF as an organization.

Requirements

- You must be fluent in written and spoken English.
- We value volunteers who are creative and innovative, willing to take responsibility and easily adapt to new conditions and unexpected situations.
- Minimum commitment of 2 weeks.
- Minimum age 16 years old (if under 18 - with parent's permission only).

Each IHF center is a product of its environment and follows the cultural code and norms of its host country. So must our staff and interns. Our volunteers must have high inter-cultural sensitivity and be tolerant to different views and ways of life.

Fee

We provide basic accommodation and food at our centers, where you will live with your co-workers. Unfortunately, as a non-profit, we are unable to provide these amenities freely and we charge a minimal cost of \$150 per week for an individual person and \$200/week for married couples (subject to availability at the centers). For children under 16 coming with their families, we charge 75\$ per week.

The maximum duration of our Voluntourist Program is 4 weeks.

We are not able to cover travel or insurance expenses or any other related costs, but we will help you with your travel and visa planning.

Apply

Please familiarize yourself further with our organization reading the IHF Annual report 2014 that contains the latest information about IHF Centers, Programs, Achievements, Finances and many more at

<http://hosted.verticalresponse.com/1317609/1928b08739/TEST/TEST/> and our blog where you can find stories of current and former volunteers <http://ihfblog.wordpress.com/home/>. We were given a 2013 Inspiring Story - Responsible Tourism Award! Read more about it at <http://rt.wildasia.org/2013/10/25/2013-inspiring-stories-destinations/>.

See our great ratings at <http://greatnonprofits.org/reviews/international-humanity-foundation-1/>.

If you have any questions at this time, feel free to e-mail one of our helpful volunteers at volunteering@ihfonline.org.

If you're ready to apply, send your CV to applications@ihfonline.org.

NGO Co-Director Needed: Coordinate & Manage Non-Profit Children's Home – Thailand

About us

Are you looking for a volunteer management opportunity?

IHF is looking for hard-working, dedicated volunteers to commit their time and talents for 3 months contract at our children's home in Thailand.

Our center in Thailand is a home for five older children from a nearby hill tribe. Teenagers from this marginalized community come to our center for a stable home and the chance for an education. All our children go to schools outside of the center.

Your role would include fostering a familial environment for the children, overseeing their education and managing the various needs and activities of the center.

IHF is a grassroots, all-volunteer organization with no central office, so co-Directors complete 4 hours of international work daily that consists of various administrative tasks.

About the role

- Your role will be to manage the day-to-day maintenance of the center's programs and initiatives, in the effort to provide a better opportunity for children's futures. You are asked to complete at least 4 hours a day of local work and 4 hours a day of international work, 6 days a week.
- The local tasks will include shopping, cooking, cleaning, and some minor repair.
- You will be responsible for the care and supervision of our many volunteers at the center.
- A key part of the role in Thailand will be the resolution of the legal and immigration requirements of the Thai government.
- All co-Directors manage one or more of our international task teams, such as University Relations, Fundraising, Volunteer Recruitment or Media.
- You will work closely with co-Directors at other centers to manage these teams and will receive unique training in a multi-level, multifaceted system. You will be assigned your teams according to your experience and skills.
- Before arrival at the center, you will already become a part of the team by completing pre-trip tasks with our international teams to gain an understanding of the kind of work you will be doing.

This work can be challenging, but you will hone your time management skills and learn intimately how an NGO functions at both the ground and administrative levels. You will leave IHF with new highly transferable skills, a better understanding of international NGOs, and an unforgettable experience that will last the rest of your life.

Requirements

- Fluency in both written and spoken English is essential.
- Volunteers must commit to serve 3 months at the center.
- We value volunteers who are creative and innovative, willing to take responsibility

- and easily adapt to new conditions and unexpected situations.
- We welcome applicants with any background, but prefer degrees in social studies, language, education, medicine, law, and social work.
 - Experience traveling, working or volunteering abroad will be an asset.
 - We require candidates have 1-2 years working experience in any field.
 - Experience with teaching and/or children is crucial.
 - Minimum age requirement is 24.

Each IHF center is a product of its environment and follows the cultural code and norms of its host country. So must our staff. Our volunteers must have high intercultural sensitivity and be tolerant to different views and ways of life.

Stipend

Basic accommodation and food is provided by IHF. You are a volunteer at the center and all local tasks completed are done so without pay. As a co-Director, you will receive a small monthly stipend of 20\$. This stipend results only from the international online work.

Strict IHF Policy: The stipend is fixed. They will not be raised for more experienced applicants, and everyone will be upgraded according to the timeframes outlined above and no sooner. There are no exceptions to this, regardless of what may be the situation in the center.

Apply

Please familiarize yourself further with our organization reading the IHF Annual report 2014 that contains the latest information about IHF Centers, Programs, Achievements, Finances and many more at <http://hosted.verticalresponse.com/1317609/1928b08739/TEST/TEST/> and our blog, where you can find stories of current and former volunteers <http://ihfblog.wordpress.com/home/>.

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If you're ready to apply please send a copy of your resume, a cover letter, and any questions to hiring4@ihfonline.org.

Voluntourist needed: Children & Education Focused International NGO in Thailand

About us

The International Humanity Foundation (IHF) invites forward-thinking, dynamic individuals of all ages/backgrounds to contribute to and stay at our children's home in Chiang Rai, Thailand as part of our Voluntourist program. As a Voluntourist, you will enjoy a homestay experience and gain hands-on understanding of an international not-for-profit NGO at the ground level, while contributing your time to help better our center.

About the role

You will complete four hours of at-center work per day. These tasks vary from day to day. In our children's home in Thailand, there are five teenage children. The children all attend school, and four of the five also have jobs. Daily tasks at this center will include shopping, cooking, cleaning, house repairs, and being available to the children if they need anything. You will become a part of the IHF family, and integral to the work we do.

This is an ideal opportunity to gain first-hand experience in international development, but still have time to explore a new place and culture. Our Thailand center is in the vicinity of incredible temples, waterfalls and scenery. You will have plenty of time to visit these incredible settings, but work must remain a priority. By both volunteering and sightseeing, you will have a unique experience, and hopefully you will leave our center with a better understanding of your surroundings and IHF as an organization.

Requirements

- You must be fluent in written and spoken English.
- We value volunteers who- are creative and innovative, willing to take responsibility and easily adapt to new conditions and unexpected situations.
- Minimum commitment of 2 weeks.
- Minimum age 18 years old or above 16 with parent's consent, unless volunteering in family.

Each IHF center is a product of its environment and follows the cultural code and norms of its host country. So must our staff and interns. Our volunteers must have high inter-cultural sensitivity and be tolerant to different views and ways of life.

Fee

We provide basic accommodation and food at our centers, where you will live with your co-workers. Unfortunately, as a non-profit, we are unable to provide these amenities freely and we charge a minimal cost of \$150 per week for an individual person and \$200/week for married couples (subject to availability at the centers). For children under 16 coming with their families, we charge 75\$ per week. We are not able to cover travel or insurance expenses or any other related costs, but we will help you with your travel and visa planning.

Apply

Please familiarize yourself further with our organization reading the IHF Annual report 2014 that contains the latest information about IHF Centers, Programs, Achievements, Finances and many more at <http://hosted.verticalresponse.com/1317609/1928b08739/TEST/TEST/> and our blog where you can find stories of current and former volunteers <http://ihfblog.wordpress.com/home/>

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If you have any questions at this time, feel free to e-mail one of our helpful volunteers at volunteering@ihfonline.org.

If you're ready to apply, send your CV to applications@ihfonline.org

Country Director, Indonesia

About Us

Are you looking for a long-term volunteer management opportunity?

IHF is looking for a hard-working, dedicated Lead Director volunteer to commit their time and talents for two (2) years to our educational centres in Indonesia, specifically in Bali, Jakarta, Medan and Banda Aceh. All Indonesian Centers conduct English, Math and Computer classes for disadvantaged children aged 6-17 as a way of supplementing the limited Indonesian public education system. In addition to being an educational centre, our Jakarta center also provides a home to a small number of children

About the Role

Each Indonesian Center has 2-4 co-Directors. The Lead Director of Indonesia will oversee the Co-Directors and the programs at all Indonesian centres. This role includes:

- Training new Co-Directors in the various at-centre tasks they must complete in order to keep the centre running smoothly.
- Travelling around the 4 centers that IHF has in Indonesia throughout the year, ensuring that each is well maintained and properly run. Staying 2-4 weeks in each center when visiting.
- Work on the legal structure of the organization. Help update and obtain the required legal documents.
- Help develop local contacts around the different areas IHF has programs.
- Overseeing some of the operations and finances of the organisation in Indonesia.
- Innovating ideas to improve the organisation's programmes.
- Work online in several key areas of the organization: such as the Hiring, legal of Fundraising department.
- Report on a weekly basis to the Executive Director.

This work will be challenging, but you will hone your time management skills and be an essential part of the functioning of an all-volunteer run, grassroots NGO.

Requirements

- **This position is only available for Indonesian nationals.**
- At least 3 years of professional experience in a managerial position. Preferred 2 years' experience working or volunteering with an international NGO.
- Fluency in both written and spoken English is essential.
- Must commit to serve at least two years in this role.
- Excellent teamwork skills and working ethics.
- Applicants with any educational background are welcome but those with a degree in social studies, language studies, education, law, or social work are particularly invited to apply.

- Applicants who are creative and innovative, willing to take responsibility and who easily adapt to new conditions and unexpected situations are welcome.
- Experience abroad will be an asset.
- Each IHF center is a product of its environment and follows the cultural code and norms of its host country. So must IHF staff. Our volunteers must have high intercultural sensitivity and be tolerant to different views and ways of life.

Stipend

As a Lead Director, you will receive a **salary of US\$300**. Basic accommodation and food is provided by IHF at its Centers.

Candidates are subject to a 3 month training and probation period during which they will receive half their stipend.

Apply

Please familiarize yourself further with our organization reading the IHF Annual report 2014 that contains the latest information about IHF Centers, Programs, Achievements, Finances and many more at <http://hosted.verticalresponse.com/1317609/1928b08739/TEST/TEST/> and our blog, where you can find stories of current and former volunteers <http://ihfblog.wordpress.com/home/>.

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If you're ready to apply please send a copy of your resume, a cover letter, and any questions to hiring4@ihfonline.org.

International Work Study volunteers Needed: Children & Education focused NGO (Kenya & Indonesia)

About us

The International Humanity Foundation (IHF) is seeking forward-thinking, dynamic individuals of all ages/backgrounds to contribute to our international centers as part of our Volunteer Work Study Program. IHF runs children's home in Nakuru, Kenya with approximately 50 children, as well as education centers in Bali, Medan, Banda Aceh and Jakarta, Indonesia.

As a Work Study Volunteer, you would complete four hours of local work and four hours of international work a day alongside an international staff dedicated to global development and helping children have access to more opportunities. You will have substantial responsibilities and be a valued part of a grassroots not-for-profit NGO at the ground level.

About the role

Local tasks vary from center to center, day to day.

- At our Indonesian education centers, you will teach English to young students for whom English is a tool to secure better jobs in the future.
- In our children's home in Kenya, daily tasks will include assisting with homework and organizing projects and activities for the children once they're back from the schools.
- At all centers, you will provide the co-Directors with needs-based assistance in the daily maintenance of the centers, becoming a part of the IHF family and integral to the work we do.
- For your international tasks, you will be assigned teams made up of volunteers from other centers and you will work on administrative tasks for not just the center you are staying in, but for the whole organization.
- Your tasks may include producing media content, assisting with fundraising efforts and generating online outreach efforts to promote our organization's goals and projects.

This is a great opportunity to experience the overall management of an international organization and receive training in a multi-level, multifaceted work environment. Before arrival at the center, you will already become a part of the team by completing pre-trip tasks with our international teams to gain an understanding of the kind of work you will be doing.

Our foundation is run entirely by volunteers just like you, who have made commitments ranging from two weeks to multiple years. You will be supervised and guided by long-term volunteer co-Directors at your center, who will listen to your ideas and work with you on a daily basis.

Requirements

- You must be fluent in written and spoken English.
- We value volunteers who are creative and innovative, willing to take responsibility and easily adapt to new conditions and unexpected situations.

- The duration of the program is 4 weeks (fixed).
- Minimum age 18 years old.

Each IHF center is a product of its environment and follows the cultural code and norms of its host country. So must our staff and interns. Our volunteers must have high inter-cultural sensitivity and be tolerant to different views and ways of life.

Fee

We provide basic accommodation and food at our centers, where you will live with your co-workers. Unfortunately, as a non-profit, we are unable to provide these amenities freely and we charge \$75 per week.

We are not able to cover travel or insurance expenses or any other related costs, but we will help you with your travel and visa planning. We will also try to comply with guidelines to secure any grant or scholarship funding available at your university.

Long Term Work Study

For those volunteers interested in a longer commitment and even more fulfilling experience, we also offer an extended version of the program- Long Term Work Study. It is a perfect opportunity to significantly change the lives of our children through the work on various long term projects such as: improving the marks and personal guidance, improving the behaviour, fundraising projects and many more.

You will leave IHF with new highly transferable skills, a better understanding of international NGOs, and an unforgettable experience that will last the rest of your life.

The conditions of the program:

- *The program is only available in Bali, Indonesia (3 months fixed) and Nakuru, Kenya (2-12 months)*
- *We charge 75\$ per week for the first 4 weeks of your stay and 55\$ per week for any subsequent weeks.*
- *The minimum age is 21 years old.*

Apply

If you are interested in a longer, even more substantial experience, we also offer a 3-6 months Internship Program at Bali, Indonesia or Nakuru, Kenya. In this role, you will complete the four hours of international work and four hours of local work as part of the Work Study Program, but will have increased responsibility and more opportunity to particularize your tasks to your skills. If you are interested in a more involved experience, please apply for the Work Study Program and note your interest in the Internship Program. We will work with you to assess your skills and how you can best contribute your time.

Please familiarize yourself further with our organization reading the IHF Annual report 2014 that contains the latest information about IHF Centers, Programs, Achievements, Finances and many more at

<http://hosted.verticalresponse.com/1317609/1928b08739/TEST/TEST/> and our our blog

where you can find stories of current and former volunteers
<http://ihfblog.wordpress.com/home/>.

We were given a 2013 Inspiring Story - Responsible Tourism Award! Read more about it at <http://rt.wildasia.org/2013/10/25/2013-inspiring-stories-destinations/>.

See our great ratings at <http://greatnonprofits.org/reviews/international-humanity-foundation-1/>.

If you have any questions about our organization or programs, please contact volunteering@ihfonline.org.

If you are ready to apply, please send your CV to applications@ihfonline.org



Job information

Division / Unit: Operations / EUROTOP
Contract type: Temporary (through agency)
Start date: 01.02.2017
End date: 31.07.2017
Location: Nyon

Profile

Have you always dreamed of a career in sports event management? If so, this internship could be the opportunity to kick off your career. We're looking for a motivated team player with an eye for detail to help our project leaders run various football events. The successful candidate will work on-site as an event coordinator at youth and amateur tournaments, helping with all sorts of administrative and operational tasks, as well as providing support in the preparation of these events and in the other day-to-day work of the unit.

Purpose

- Assisting project leaders in the organisation of the men's and women's European Under-17 and Under-19 Championships and the UEFA Regions' Cup;
- Producing standard operating procedures that enhance the efficiency of the unit's activities;
- Helping project teams to make sure that all the logistical preparations, orders and reservations for the above tournaments are made (materials, shipments, transport and accommodation);
- Producing standard documentation and print materials for all events;
- Keeping the unit's intranet pages up to date.

Requirements

Experience required:

- Experience of working on a sports event (internship or volunteering)

Education:

- Recent graduate with a degree in sports management, event management or another relevant field

Languages:

- English / Proficient
- French or another European language would be an asset

Additional requirements:

- Available to travel
- Proactive, positive mind set
- Innovative, precise and solution-oriented
- Flexible
- Comfortable working in a multicultural , fast-paced environment
- Proven interest in event management

IMBEWU

IMBEWU-Suisse est une association de coopération au développement active en Suisse et dans les townships d'Afrique du Sud. L'organisation vise à soutenir le développement psychosocial des enfants et des jeunes à travers l'éducation, le sport/l'art et les échanges culturels, en collaboration avec des partenaires locaux.

Chargé(e) de Recherche de fonds et de Communication d'IMBEWU-Suisse (50%)

Emploi en CDI basé à Neuchâtel

Mandat

Développer les activités de communication et de recherche de fonds du bureau d'IMBEWU-Suisse en collaboration avec la coordinatrice générale et avec le soutien de l'assistant/e de projets.

Cahier des charges

1. Recherche de fonds, recherche et création de partenariats
 - Elaboration et développement de la stratégie de recherche de fonds
 - Identification de potentiels nouveaux bailleurs et donateurs (prospection)
 - Recherche, création et développement de partenariats avec le secteur privé
 - Création et réalisation de manifestations (actions de recherche de fonds et de sensibilisation)
 - Consolidation et développement des relations avec le réseau des donateurs
 - Participation à la recherche de fonds institutionnelle (prospection, montage de dossiers de demande, rédaction de rapports)
2. Communication
 - Élaboration, mise en place et suivi de la stratégie de communication
 - Gestion des publications, des supports imprimés et de la communication digitale
 - Création et rédaction de contenu (français et anglais), mise en page
 - Gestion des relations média, rédaction des communiqués de presse
 - Planification des publipostages et des envois
 - Soutien à la promotion du programme de volontariat
 - Soutien à la communication spécifique et réalisation de documents de présentation liés aux projets
3. Administration, finances et divers
 - Appui à l'élaboration du budget global de l'association (plan financier lié à la recherche de fonds)
 - Encadrement et suivi des stagiaires du bureau et de l'équipe de bénévoles (délégation des tâches)
 - Participation aux tâches administratives du bureau (y compris soutien informatique)

Profil recherché

- Formation universitaire ou équivalente
- Expérience professionnelle dans la recherche de fonds et la communication (minimum 2 ans)
- Expérience dans la recherche et l'établissement de partenariats
- Connaissance et expérience du milieu associatif
- Excellentes compétences rédactionnelles, maîtrise orale et écrite du français et de l'anglais, connaissance de l'allemand un atout
- Connaissance et maîtrise des outils informatiques courants (MS-Word, Excel, Powerpoint et Internet) ainsi que de In-Design (ou autre logiciel graphique) et de Photoshop
- Connaissances théoriques et pratiques de la coopération au développement, un atout
- Compétences organisationnelles et de gestion
- Grande aisance relationnelle, flexibilité, autonomie, résistance au stress
- Créativité, esprit d'innovation, engagement, dynamisme

Nous vous offrons

- Un poste stimulant au sein d'une équipe à taille humaine, engagée et dynamique
- Salaire conforme à la pratique dans la branche (secteur ONGs)
- 5 semaines de vacances annuelles
- Possibilité de visite sur le terrain
- Prise en charge partielle des frais de transports

Délai de postulation : 14 décembre 2016 (dossier de candidature à envoyer à suisse@imbewu.org, adressé à IMBEWU-Suisse, Monsieur François BOREL, Président)

Entretiens : 21 décembre 2016

Entrée en fonction : 1^{er} février 2017

Contact : Anne Roulet, Coordinatrice générale, 032/552 00 20



CINFO

Four Junior Professional Officer (JPO) positions are currently advertised.

Swiss young professionals with three years of professional experience and an interest in starting a career with multilateral organisations are invited to apply for the following positions:

- Analyst, Corporate & Project Finance Credit Risk Management, EBRD, London
Application deadline: **06 November 2016**
- Urban Development / Disaster Risk Management (DRM) Specialist, WBG, Washington D.C.
Application deadline: **16 November 2016**
- Junior Professional Officer in Investment Management (Treasury Division), IFAD, Rome
Application deadline: **23 November 2016**

Swiss professionals with at least five years of professional experience and an interest in pursuing a career with multilateral organisations are invited to apply for the following position:

- JPO on Children Deprived of Liberty (P-3), OHCHR, Geneva
Application deadline: **16 November 2016**

Open to Swiss nationals only, the application procedure is less competitive than for other Young Professionals Programmes.

For more information, please consult [cinfoPoste](#) and [cinfo's website](#).

CINFO

1. Open vacancies

Urban Development / Disaster Risk Management (DRM) Specialist (JPO)

The World Bank Group, WBG, Washington D.C.

Application deadline: 16 November 2016

JPO on Children Deprived of Liberty (P-3)

The Office of the High Commissioner for Human Rights, OHCHR, Geneva

Application deadline: 16 November 2016

Open to Swiss nationals only, the application procedure is less competitive than for other young professionals programmes. Seize the opportunity and apply!

[Read more and apply](#)

2. Side events at the Forum cinfo 2016

Target group: Swiss nationals

Information session on open World Bank and EBRD JPO positions

Please note: At 11 a.m. at the Forum cinfo on 28 October, there will be an information session on the currently open JPO positions with the World Bank and EBRD.

Individual consultations at the Forum cinfo 2016

Interested in a job opportunity with UNFPA, EBRD, the World Bank, ADB or AfDB?

At the Forum cinfo 2016, pre-selected Swiss professionals have the chance to discuss their profile directly with a Human Resources expert.

For more information and to apply until 19 October, please click [here](#).

Information session: Meet with UNFPA on 27 October 2016

UNFPA is actively looking for professionals for their [Leadership Pool Initiative](#) and Emergency Rosters. A global call for applications for the Leadership Pool Initiative will be launched soon.

The day PRIOR to the Forum, on 27 October 2016, cinfo and UNFPA will hold an information session on these initiatives. Moreover, professionals qualifying for these initiatives can discuss their profiles individually with UNFPA Human Resources experts.

[More information](#)

CINFO

Two new Junior Professional Officer (JPO) positions sponsored by the Human Security Division (HSD) and the State Secretariat of Economic Affairs (SECO) have been advertised.

Swiss young professionals with two to three years of professional experience and an interest in starting a career with multilateral organisations are invited to apply for the following positions:

Associate Human Rights Officer (JPO)

The United Nations High Commissioner for Refugees, UNHCR, Geneva
Application deadline: 23 October 2016

Associate, Corporate & Project Finance Credit Risk Management (JPO)

The European Bank for Reconstruction and Development, EBRD, London
Application deadline: 06 November 2016

Open to Swiss nationals only, the application procedure is less competitive than for other young professionals programmes.

For more information, please consult [cinfoPoste](#) and [cinfo's website](#).

Sélection des candidat-e-s pour le projet Youth Rep

Le Conseil suisse des activités de jeunesse (CSAJ), avec l'appui du Département fédéral des affaires étrangères (DFAE), organise, en novembre 2016, la sélection de représentant-e-s de la jeunesse suisse à l'ONU (Youth Rep) pour 2017-2018.

Depuis 2003, les Youth Rep apportent le point de vue de la jeunesse lors de différentes conférences de l'ONU, notamment sur des thèmes touchant particulièrement la politique de la jeunesse. Ils/elles participent ainsi à la transmission des préoccupations des jeunes de Suisse à l'ONU et sensibilisent de surcroît leurs jeunes compatriotes aux thèmes débattus à l'ONU. Chaque Youth Rep participe en tant que membre de la délégation suisse à au moins une conférence internationale (p. ex. la Commission du Développement Social CSocD). En Suisse, ils et elles effectuent des activités de sensibilisation pour les jeunes.

L'engagement en tant que Youth Rep offre la possibilité à des jeunes de connaître le monde de l'ONU de près et de transmettre les expériences acquises à d'autres jeunes : une opportunité unique !

Pour un complément d'information relatif à ce projet, tu peux consulter le site Internet: www.youthrep.ch.

Le profil requis pour un-e Youth Rep est le suivant:

- Age: 18 – 25 ans [inclus] (au 1er janvier 2017)
- Bonnes connaissances de l'anglais
- Très bonnes connaissances du français et/ou de l'allemand et/ou de l'italien (compréhension passive d'au moins une des deux autres langues exigée)
- Un intérêt marqué pour les enjeux internationaux et la volonté de s'engager pour les questions relevant de la politique de la jeunesse
- Expérience / engagement bénévole dans une association de jeunesse
- Être disposé à participer, pendant deux ans, au titre de délégué-e de la jeunesse, à différentes conférences, organiser des activités de sensibilisation en Suisse et soutenir et coacher ses successeur-e-s
- Bonnes compétences interpersonnelles et sociales (ouverture, aisance, etc). Expérience dans un environnement international bienvenue
- Esprit d'équipe et résistance au stress
- Engagement : env. 10 heures de travail par semaine, irrégulier

Les Youth Rep ne perçoivent pas de salaire, mais les frais occasionnés par leurs activités (déplacements, frais de séjour) leur sont remboursés.

Candidature et information

Nous te prions d'envoyer ton curriculum vitae (sans photo) et ta lettre de motivation (une page par document) d'ici au **30 octobre 2016**, avec la référence **Recrutement Youth Rep**, par e-mail à Henry Storrer, henry.storrer@sajv.ch.

Les entretiens se dérouleront les 7 et 8 novembre 2016 à Berne.

Une **séance d'information** aura lieu le **12 octobre** à 18h15 à Berne dans les locaux du CSAJ (Gerberngasse 39, Berne), merci de t'inscrire jusqu'au 11 octobre auprès de Sophie Neuhaus, sophie.neuhaus@csaj.ch.

Pour de plus amples informations, tu peux contacter Sophie Neuhaus, responsable du projet, par email ou téléphone (031 326 29 29).



Job information

Division / Unit: Communications / Corporate Communications

Contract type: Temporary (through external agency)

Start date: 01.10.2016

End date: 31.03.2017

Location: Nyon, Switzerland

Profile

Are you a football fan with broad knowledge of European football history and a proactive mindset?

If so, then we have an exciting opportunity for you in our Communications Division, helping the football relations staff with their daily activities.

Purpose

- To assist with administrative duties and data entry related to the UEFA ambassadors (travel, accommodation and ticket requests, invoicing, contact details, football content, biographies, etc.) and ensure that all necessary information is entered properly into the relevant UEFA's databases;
- To assist with the football content for various UEFA events (e.g. Champions Festival) in conjunction with other UEFA units (sourcing football content, approving video content, follow up with stakeholders, etc.);
- To assist with the management of memorabilia (preparing for moving collections, organising shipments to various events, and collecting, recording and storing new items);

Requirements

Experience:

- At least 6 months in an international environment, ideally in football or another sport

Education:

- Bachelor's degree in business administration, sports management or any other relevant field

Languages:

English / Proficient

French / Advanced

Additional requirements:

- MS Office / Advanced
- Excellent knowledge of the history of European football
- Knowledge of SAP a plus
- Dynamic and motivated



UN Youth Volunteers Programme – Intake 2017

Qualified Swiss graduates are invited to submit applications for the annual UN Youth Volunteers Programme for Swiss nationals. The Swiss Agency for Development and Cooperation (SDC) and the Human Security Division (HSD) of the Federal Department of Foreign Affairs (FDFA) are financing 20 positions within this programme. It aims to give young people with little professional experience an insight in the work of the United Nations at field level and to impact on development results on the ground.

The selected volunteers will spend one year in a priority country of SDC or HSD working for a United Nations agency. The assignments will start in February/March 2017.

Requirements

University graduates may apply if they:

- Are Swiss Nationals (C permit not included).
- Are born on or after July 1, 1988
- Have completed a Masters degree (by October 2016).
- Have up to two years of working experience and maximum one year professional experience abroad.
- Are proficient in English and have an active knowledge of two official Swiss languages. Other languages according to the Description of Assignment (DOA).
- Have a demonstrated interest in questions related to international cooperation, development, human rights, peace promotion or humanitarian politics.
- Target a long term career in the field of international cooperation.
- Have a driving licence (cat B) if required in the DOA.
- Meet other specific requirements as defined in the DOA.

Volunteering and/or working experience in a developing country are of advantage as well as practical experience in international cooperation and/or knowledge of the United Nations system.

Candidates are expected to be geographically mobile, to be able to adjust to difficult living conditions and to accept substantial changes in their assignment description.

Competencies

- A high level of communication and presentation skills
- Ability to work harmoniously in a multicultural environment and respect diversity
- Strong planning and organisational skills
- A commitment to values and principles of volunteerism
- Research and analytical skills

- A commitment to continuous learning
- Other specific competencies as defined in the Description of Assignment (DOA).

Conditions of service (COS)

The UN Volunteer receives a monthly living allowance according to the cost of living in the country of assignment ranging from 1500 to 3000 USD. The travel expenses to the duty station as well as health/life insurance costs will also be covered. More information can be found in the UNV COS Handbook at <http://www.unv.org/en/how-to-volunteer/cos.html>, as well as in the Description of Assignment (DOA).

Selection process

The entire recruitment process takes about four months. Interviews are carried out by cinfo and take place between 17 and 27 October 2016. The final selection is done by the United Nations agencies on the basis of cinfo's recommendation. Selected candidates will be informed by the end of November and are expected to start their assignment in February/March 2017.

More information: www.cinfo.ch

SwissJPOs4UN: 2 new vacancies

Two new Junior Professional Officer (JPO) positions sponsored by the Human Security Division (HSD) have been advertised.

Swiss young professionals with two to three years of professional experience and interested in starting a career with multilateral organisations are invited to apply for the following positions:

Associate Political Affairs Officer (JPO)

The United Nations Department of Political Affairs, UN DPA, New York

Associate Humanitarian Affairs Officer (JPO)

The Office for the Coordination of Humanitarian Affairs, UN OCHA, New York

Application deadline: 28 August 2016

Open to Swiss nationals only, the application procedure is less competitive than for other Young Professionals Programmes.

For more information, please consult [cinfoPoste](#) and [cinfo's website](#).

We would be grateful if you could widely disseminate this information.

With best wishes,

Julie Allemand
Recruitment Assistant

Visit cinfo's new website!

cinfo
Center for Information, Counseling and Training for
Professions relating to International Cooperation
P.O. Box / Rue Centrale 115
2500 Bienne 7
Switzerland

Phone: +41 32 365 80 02
Phone direct: +41 32 366 79 25
Julie.Allemand@cinfo.ch
www.cinfo.ch



JOB DESCRIPTION

Finance Department

Function : Intern, IOC Finance

Status : Intern

Activity level : 100%

Duration : As soon as possible until December 31, 2016
(full time → October 2016 and part time November and December 2016 if needed)

Mission

► **Support the tax function**

Each employee is responsible for the smooth running of his or her section and for keeping his or her competences up to date in line with the IOC's training policy.

In addition, each employee may be asked to take on responsibilities other than those required by the job if particular circumstances so require.

Please apply for this position through this website: <http://registration.olympic.org/fr/jobs>

Main responsibilities

- Extract financial data in SAP (Ledger).
- Search invoices and other accounting documents in our archives.
- Support the analysis and qualification of transactions made by the IOC and its affiliated entities in terms of the Swiss VAT Law.
- Assist in the drafting of memorandums relating to interviews of accounting team.
- Assistance in the drafting of the final report.

Education; language and IT competences

- University Degree in Business or Student (HEC, Sciences Economiques, HEG) **with strong tax and accounting knowledge.**
- Ability to work with people from varying backgrounds, cultures, experiences, languages and management levels.
- Good business writing skills; Demonstrated ability to write clear, concise memos, presentations, case studies, etc.
- High attention to detail.
- Analytically minded.
- Ability to work both independently and in a team environment.
- Ability to establish collaborative working relationships.
- Continuous pursuit of innovation, creativity.

Behaviour and attitude

- Respect of Olympic values and for internal rules of conduct and all instructions and procedures in place at the IOC (information security, Code of Ethics, project management methodology, etc.).
- Willingness to share/transfer knowledge.
- Ability to clearly and credibly express ideas or facts orally and in writing.
- Positive, 'can-do' attitude, open-mindedness.
- Ability to face up to his/her responsibilities.
- At ease in multicultural environments.
- High sense of achievement and confidentiality coupled with strong work ethics.
- Enthusiastic, team player, responsive and helpful.
- Diplomacy and flexibility.

Three new Junior Professional Officer (JPO) positions sponsored by the Swiss Agency for Development and Cooperation (SDC) and the State Secretariat of Economic Affairs (SECO) have been advertised.

Swiss young professionals with two to three years of professional experience and an interest in starting a career with multilateral organisations are invited to apply for the following positions:

Women Economic Empowerment Programme Analyst (JPO)

The United Nations Entity for Gender Equality and the Empowerment of Women, UN Women, Kigali

Application deadline: 03 July 2016

Technical Officer (Maternal, Newborn, Child and Adolescent Health) (JPO)

World Health Organisation, WHO, Geneva

Application deadline: 03 July 2016

Associate, Corporate & Project Finance Credit Risk Management (JPO)

The European Bank for Reconstruction and Development, EBRD, London

Application deadline: 17 July 2016

Open to Swiss nationals only, the application procedure is less competitive than for other young professionals programmes.

For more information, please consult [cinfoPoste](#) and [cinfo's website](#).

We would be grateful if you could widely disseminate this information.

Best regards,

Julie Allemand
Recruitment Assistant

Visit cinfo's new website and share your feedback!

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