Are you interested in contributing to a fairer and more sustainable world?

cinfo is the Centre for Information, Counselling and Training for Professions relating to International Cooperation (IC). We research, inform, recruit and connect relevant people in this field.

We are hiring and offering a twelve month-assignment in Bienne starting on February 1, 2022, for...

Two graduate trainees (80-100%) in ...

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<thead>
<tr>
<th>... HR Marketing and Project Management</th>
<th>... Program and Business Development</th>
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<tbody>
<tr>
<td><strong>Your tasks</strong></td>
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<tr>
<td>• You assist in the development and implementation of HR Marketing activities to promote multilateral organisations</td>
<td>• You assist in the review of cinfo’s strategy and the development of a new programme cycle 2023-2025</td>
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<td>• You contribute to outreach and communication campaigns on social media promoting working in multilateral organisations</td>
<td>• You assist in the project management and upscaling of our new youth talent programmes</td>
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<td>• You organise and manage events online and in person</td>
<td>• You contribute in the development of cinfo’s career services by carrying out research, evaluations and participate in the development of our tools and services</td>
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<td>• You assist in the promotion of the cinfo flagship product cinfoPoste</td>
<td>• You work for cinfo’s flagship event “Forum cinfo”</td>
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<td>• You support the design and management of the cinfoPoste Talent Pool</td>
<td>• You support research projects</td>
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<td>• You support outreach and candidate search campaigns</td>
<td>• You create and distribute content (also visual content) for internal and external communication, using several tools (Adobe suite, Loomly, Animoto, Mailchimp)</td>
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<tr>
<td>• You support the implementation of cinfo’s communication strategy on various channels</td>
<td>• You translate and correct content from French or English to German</td>
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<tr>
<td>• You create and distribute visual content through tools such as Adobe suite, Loomly, Animoto, and Mailchimp</td>
<td>• You support the implementation of cinfo’s communication strategy on various channels</td>
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<td>• You conduct research on career development, recruitment and talent management in IC organisations</td>
<td>• You write cinfo's internal annual report</td>
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<td>• You support in the expedition of administrative tasks</td>
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**Your profile**

- Recently graduated (BA or MA) in marketing, human resources, communication, international relations or related field
- Good knowledge in German, French and English
- Affinity with communication tools and softwares, and social media platforms
- Proactive, creative and reliable personality that likes to work autonomously and is willing to learn
- Strong interest in the international development cooperation sector

- Recently graduated (BA or MA) in business administration, social science or related field
- Fluent in German, good knowledge of French and English
- Good organisational skills
- Affinity with communication tools and softwares, and social media platforms
- Proactive, creative and reliable personality who likes to work autonomously and is willing to learn
- Strong interest in the international development cooperation sector
We offer

- Paid traineeship and attractive employment conditions
- Dynamic workflow in small teams with agile hierarchy
- The opportunity to work with multilateral organisations such as the UN and International Financial Institutions, the Swiss Confederation, as well as most important Swiss NGOs
- Professional experience in the area of international development cooperation (IC), human resources and communication
- A varied portfolio and the possibility to take responsibility
- Internal trainings for your own career development and entry into the field of IC
- A work environment where you regularly practice English, French and German, and if you like Italian
- Flexible work arrangements with a mix of office time and home office

Important details regarding your application

Make sure your profile on cinfoPoste is complete and up to date:

- Motivation letter in English (please mention clearly which position is your preferred one)
- CV (the length and the % of your employments should be indicated as well as your references)
- Work certificates if you have any, diplomas and university credentials (as PDF) uploaded under the section “documents”

Interested? APPLY NOW!

Applications are open until Sunday, November 14, 2021

The interviews will take place in Bienne/Switzerland or online on:

- first round: 23 and 24 November 2021;
- second round: 29 November 2021.

Don’t miss the virtual forum cinfo on 11/12 November

#CareerDevelopment #CareerOpportunities #Sector-basedTopics
#LabourMarketOutlook #ProfessionalNetworking #EasyAccessToBuildRelationships

Any questions? Contact Sandrina Simoes, cinfo’s Recruitment Specialist, recruitment@cinfo.ch.

For further information about cinfo visit www.cinfo.ch or call us at +41 32 365 80 02.