Would you like to get an impression of the Graduate Trainee programme at cinfo? Check out the short video made by our current trainees, Sina and Chloé!

Do you have a passion for HR Marketing and careers. Do you wish to pursue a new challenge in the sector of international cooperation? Then you are a welcome/valuable addition to the team.

For more than 30 years cinfo has provided services as the competence centre for careers in international cooperation on behalf of the Swiss Confederation and other partner organisations.

We are hiring and offering a twelve month-assignment in Bienne starting on **February 1, 2023** for

**Two graduate trainees in…**

### Learning and Research Program Development (100%)

#### Your tasks

- You contribute to the development of cinfo’s services by carrying out research, evaluations and participate in the development of our tools and services
- You assist in the development and implementation of cinfo trainings and events, both online and in person
- You support in creating and managing project systems and online platforms
- You conduct research on thematic issues of priority to cinfo and participate in outreach and data collection
- You create and distribute content (also visual content) for internal and external communication, using several tools (Adobe suite, Loomly, Animoto, Mailchimp)
- You support in writing material and translate and correct content from and into your native language

#### Your Profile

- Recently graduated (BA/MA) social science or related field
- Native in French or German with good understanding of the other language, fluent in English
- Good organisational and technical skills
- Affinity with communication tools, software, social media platforms, and online learning platforms
- Proactive, creative, curious and reliable personality who likes to work autonomously and is willing to learn
- Strong interest in the international development cooperation sector
## HR Marketing and Project Management (100%)

### Your tasks

- You assist in the development and implementation of HR Marketing activities to promote multilateral organisations
- You contribute to outreach and communication campaigns on social media promoting working in multilateral organisations (LinkedIn, Facebook, Twitter, Instagram)
- You organise and manage events online and in person
- You assist in the promotion of the cinfo flagship product cinfoPoste
- You support the design and management of the cinfoPoste Talent Pool
- You support outreach and candidate search campaigns
- You support the implementation of cinfo's communication strategy on various channels
- You create and distribute visual content through tools such as Adobe suite, Canva, Loomly, Animoto, and Mailchimp
- You conduct research on career development, recruitment and talent management in IC organisations

### Your Profile

- Recently graduated (BA/MA) in marketing, human resources, communication, international relations or related field
- Native in French or German with good understanding of the other language, fluent in English
- Affinity with communication tools, softwares, and social media platforms
- Proactive, creative, curious and reliable personality who likes to work autonomously and is willing to learn
- Strong interest in the international development cooperation sector

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### Our offer

We offer the opportunity to work on a range of challenging and diverse tasks as well the chance to develop professionally on the job and through external training opportunities. You will be joining a committed and dynamic team, and be hired on good employment conditions with flexible working arrangements.

- Paid traineeship and attractive employment conditions
- Dynamic workflow in small teams in agile environment
- 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
Any questions?

If you have any questions, please contact us at recruitment@cinfo.ch or +41 32 365 80 02.

Get to know us

Who we are	What we do	Meet the team

Don’t miss the forum cinfo on November, 11th 2022

Your application

Please submit your application via this link. We look forward to hearing from you.

Important details regarding your application

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

▪ Motivation letter in English (not more than 3500 characters, to be inserted in the pop-up window when you click on ‘apply’)
▪ CV (the length and the % of your employments should be indicated as well as your references)
▪ Work certificates, diplomas and university credentials (as PDF) uploaded under the section 'documents'

Application deadline: Tuesday, October 25, 2022
First round of interviews: Tuesday and Wednesday, November 15 & 16, 2022 in Bienne/Switzerland or online
Second round of interviews: Wednesday and Thursday, November 23 & 24, in Bienne/Switzerland
Start date: February 1st, 2023