Are you a recent graduate fascinated by the confluence of HR marketing and the vibrant field of international cooperation? Are you intrigued by the potential of diverse strategies and digital tools to amplify the voices of organisations working for global change? If this resonates with you, we have the ideal opportunity for you:

**Graduate Trainee in HR Marketing and Project Management (100%)**

Starting 01 February 2024

For over 30 years, cinfo has established itself as the Swiss competence centre for topics related to work and careers in international cooperation, working closely with the Swiss Confederation and various partner organisations. In a time of socio-economic and environmental challenges, global organisations are looking for highly qualified professionals. At cinfo, we are proud to be the interface between Switzerland and this vast professional landscape. We’re committed to understanding and meeting the unique needs of professionals and diverse organisations. By constantly innovating and developing our services to meet the needs of the sector and forging new collaborations, we remain at the forefront of our field. As our Graduate Trainee in HR Marketing and Project Management, you will play a role in our passionate team, helping to make our shared vision a reality.

**Your role & responsibilities**

- Work with our team to develop and implement HR marketing strategies that not only promote international cooperation and its importance, but also highlight career opportunities in multilateral organisations.
- Conduct outreach and communication campaigns on digital platforms such as LinkedIn, Facebook and Instagram that highlight the central role and impact of careers in multilateral organisations.
- Play a hands-on role in organising and managing events, both online and on-site, that highlight career opportunities and facilitate networking between professionals and organisations.
- Support the promotion of cinfo’s flagship product, the cinfoPoste job portal, targeting both potential candidates and employers.
- Participate in sourcing activities to identify and attract potential candidates for various positions.
- Manage and promote engagement within the cinfoPoste talent pool, ensuring a lively and professional environment.

**Your profile**

- A recent graduate (BA/MA) in marketing, human resources, communications, international relations or a related field.
- Proficient in either French or German, with a good understanding of the other, and fluent in English.
- Comfortable with digital communication tools, software and social media platforms.
- A proactive, curious and creative individual who enjoys working independently, is eager to learn and can bring fresh perspectives to our team.
- Demonstrated interest in the international cooperation sector.
What we offer

We offer the opportunity to work on a range of challenging and varied tasks, as well as the chance to develop professionally on the job and through external training opportunities. You will join a dedicated and dynamic team and be employed on good terms with flexible working arrangements.

- Paid traineeship and attractive employment conditions
- Dynamic work in small teams in a hybrid (agile-oriented) environment
- Opportunity to work with multilateral organisations such as the UN and development banks, the Swiss Confederation and most major Swiss NGOs
- Professional experience in international cooperation, HR and communication
- A varied portfolio and the opportunity to take on responsibility
- Internal training for your own career development and entry into the field of international cooperation, if you wish
- A working environment where you will regularly practise English, French and German and, if you wish, Italian
- Flexible working arrangements with a mix of in-office and remote working

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

Your application

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

Important details regarding your application

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

- Motivation letter in English (max. 3500 characters, to be entered in the pop-up window when you click on ‘apply’);
- CV (indicating the length and % of your employments, as well as your references);
- Work certificates, diplomas and university credentials (in PDF format) uploaded in the ‘Documents’ section.

Application deadline: Sunday, October 22, 2023
First round of interviews: Monday, November 6, 2023 in Biel-Bienne, Switzerland or online
Second round of interviews: Thursday, November 16, 2023 in Biel-Bienne, Switzerland
Start date: 01 February 2024