

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 ...

### ... HR Marketing and Project Management

#### 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
- 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, Loomly, Animoto, and Mailchimp
- You conduct research on career development, recruitment and talent management in IC organisations
- You support in the expedition of administrative tasks

#### 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

### ...Program and Business Development

#### Your tasks

- You assist in the review of cinfo's strategy and the development of a new programme cycle 2023-2025
- You assist in the project management and upscaling of our new youth talent programmes
- 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
- You work for cinfo's flagship event "Forum cinfo"
- You support research projects
- You create and distribute content (also visual content) for internal and external communication, using several tools (Adobe suite, Loomly, Animoto, Mailchimp)
- You translate and correct content from French or English to German
- You support the implementation of cinfo's communication strategy on various channels
- You write cinfo's internal annual report

#### Your profile

- 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](mailto:recruitment@cinfo.ch).

For further information about cinfo visit [www.cinfo.ch](http://www.cinfo.ch) or call us at +41 32 365 80 02.