

# UNV Internship Programme – 2011 Intake

## Frequently Asked Questions

### 1. Application Process

#### **Are the PA IV and SDC all the same Programme?**

Yes, it's all the same programme. In Switzerland these are the funding agencies for the internship positions. Both agencies are supporting positions within their core areas of competency and fields of interest.

#### **Do I have to apply for a specific position or generally for the UNV Internship Programme?**

You have to apply for one position, and your application documents must be targeted on this position only. The online questionnaire allows you to tick a second choice. This serves *cinfo* recruiters to consider your application for another position if they consider it to be necessary. In such a case, you will be contacted personally and informed about the following procedure.

#### **Is there any flexibility in the start date?**

No. All selected Interns are expected to be ready for fielding at the beginning of February.

#### **Is there any training before the assignment?**

Yes, Interns must be available in January to attend various pre-departure trainings and briefings in Bern, Biel and Bonn.

#### **Can applications be submitted in French or German?**

No. Applications will be accepted in English only.

#### **Can I submit my application by mail?**

No. Applications must be fulfilled online.

#### **Where do I send my application to?**

Applications must be submitted to *cinfo*, in charge of the pre-selection for all Swiss UNV Internship positions.

### 2. Requirements regarding the education background

#### **Can I still apply for the Internship Programme if I don't have a Master's degree?**

The minimum requirement for the programme is a Master's degree. Exceptions can be made on an ad hoc basis for positions 8 and 11.

#### **Can I apply for the programme if I have a "licence/Lizentiat"?**

Yes.

#### **Can I apply to the programme if I am about to complete my Master's?**

Yes, you can apply if you complete your Master by October 2010 the latest.

**Can I apply if I have finished my studies over a year ago and then started a post-graduate or PhD or additional master programme that is now complete?**

Yes.

**Is my area of study of relevance to the programme?**

It will depend upon the terms of reference for each position.

### **3. Requirements regarding age and the nationality**

**Is there an age limit?**

Yes, candidates must be maximum 28 years old or have completed university studies since less than 1 year (at the date of application). In this second case, you are entitled to apply but preference will be given to candidates who are less than 30 years of age.

**Must I be a Swiss citizen at the time of application or can I apply while waiting for citizenship?**

No. You need to be a Swiss national when you apply for the Internship Programme.

**Can I apply if I am not a Swiss citizen but have the Swiss residence C permit?**

No. The UNV Internship Programme is open to Swiss nationals only.

**Can I apply if I have dual citizenship (Switzerland and another country)?**

Yes.

**Can I still apply if I am a Swiss citizen residing outside Switzerland?**

Yes. Telephone interviews are possible on exceptional basis.

### **4. Professional and extracurricular experiences**

**Do I need working experience in order to apply for the Internship Programme?**

This is a programme for new graduates and therefore, no working experience is required. However, it is expected that prospective candidates have carried out relevant short-term placements and/or internships and/or research in a relevant field during their studies.

**Should I mention my extensive travel experience?**

Yes. You can highlight your travel experience in your CV.

**Should I mention my extensive experience in different volunteering groups/activities in Switzerland (i.e.: international cooperation, politics, social issues, and sports)?**

Yes. It is important to show a demonstration of volunteer spirit with concrete examples. You can do so in your CV.

## **5. Conditions of Service**

### **Is there a salary for participants?**

Yes. You receive a living allowance calculated on the local cost of life that allows you to cover all expenses you encounter while on assignment. Included is reimbursement for travel to assignment as well as to Bonn, Germany for the briefing session.

### **Is it possible to travel with my partner?**

It depends on the assignment, and each TOR specifies if the vacancy is located in a family or non-family duty station. In the case of family duty stations however, the UN will not cover the travel (including visa expenses), health insurance and living expenses for the partner or dependents.

### **What about health insurance, holidays and other such entitlements?**

Please check the specific Conditions of Service available on the UNV website on <http://www.unv.org/en/how-to-volunteer/cos.html>.

## **6. Duty station**

### **Is there a remote possibility of being sent to a conflict area?**

All the assignments are in priority countries established by the SDC and the PA IV. The assignments may take place in post-conflict areas; however, it's unlikely that you will be posted in a country where there is an active conflict/war going on.

## **7. After the assignment**

### **Will SDC or PA IV be able to extend / finance an extension of my contract after the first year?**

No. However, there were cases in the past years where the overseas host organisation has found additional means to extend the assignment under a different contract.

### **Can I apply for another position within the UN system right after the Internship?**

Yes. However, finding a suitable position may be difficult, as there are few positions within the UN system that are open to professionals with less than 3 years of relevant work experience.

### **Can I expect to get offered a position with SDC or the PAD after this UNV assignment?**

No.

### **Can I apply for a JPO Programme after an UNV Internship assignment?**

There is no general answer to this question. JPO programme are adapted regularly and the Requirements can change from one year to another.

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