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Message from the President

The only certainty is that the future is unknown

Christine Beerli-Kopp,
Foundation Board President



Handover of the Foundation Presidency

My predecessor, Angelo Gnädinger, presided over the Foundation Board until November 2018, and so the handover of the presidency took place only at the end of the year. Therefore, my message in this annual report is, first and foremost, one of great appreciation to my predecessor: he led

cinfo through important years of growth and development, and leaves behind a stable, forward-looking Foundation that, with its highly competent employees, fulfils its responsibilities. I am delighted to continue along this path together with the Foundation Board – on which Angelo will fortunately still sit.

Where exactly does this path lead? Surely the future is – in general, but especially in the area of international cooperation (IC) – unknown and unpredictable? Of course it is; the unpredictability of the future can be considered the only constant in the sector. Pierre Krähenbühl, Head of UNWRA and the most senior Swiss in the UN system, shared some insightful thoughts at Forum cinfo on how to deal with this reality and the extent to which it can teach us modesty. Every organisation active in IC should repeatedly ask itself the following questions: are we flexible and agile enough to meet unexpected challenges in a timely manner? Do we think outside the box and are we willing to step outside our comfort zone to do what the situation requires? Can we detach ourselves from our own interests, and those of our institution, to provide the services required by the people we work for?

cinfo, like many other institutions, has developed and adopted its strategy in a structured manner. However, the Foundation Board understands that we are also in a process of continual planning. For this reason, we will carry out a performance review at the beginning of 2019 and decide on any adjustments that may be necessary. The exchange with our partners will be of great importance in the decision-making process. The great challenge is always to preserve and develop what is good while being open and ready for what is radically new.

Christine Beerli-Kopp
Foundation Board President

Redaction/Layout

cinfo

Photos

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www.cinfo.ch

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Editorial



What is the best way to attract and retain talent?

This crucial question is of concern to all executive managers. It applies particularly to today's millennials; they are sensitive to working conditions and work-life balance, are looking for meaningful jobs, and have more tools at

their disposal, such as social media, to make their voices heard. Employer branding has become a strategic axis for all organisations involved in international cooperation to attract, mobilise and retain talent. From this perspective, organisations are no longer content with recruiting from within their sphere of influence and comfort zone. And so they are increasingly finding themselves in direct competition with private sector companies (see cinfoPoste statistics on pages 16/17).

Last November the Forum cinfo in Berne attracted more than 1400 visitors. This event has become the reference point in Switzerland on the issue of working in international cooperation. It was the ideal opportunity for employers to foster their reputation and position themselves among talent. Were they successful? The answer can be found on pages 12/13.

The broad spectrum of visitors had stimulating, extensive talks with the HR representatives of participating organisations. However, they would like to experience even more intensive interactions with programme managers and experts from the field in the Forum cinfo 2020.

I believe that this expectation of participants reflects a lack of awareness within most organisations that employer branding is not exclusively a matter for the human resources department. From interns to senior programme managers, an organisation's employees are its ambassadors. In other words, the overall package of policies that benefit its staff ultimately contributes to the organisation's reputation; be it incentives for training (see pages 10/11), processes to improve the safety of staff in the field (see pages 14/15) or other meaningful measures. We at cinfo are proud to support and guide organisations and their staff on this path.

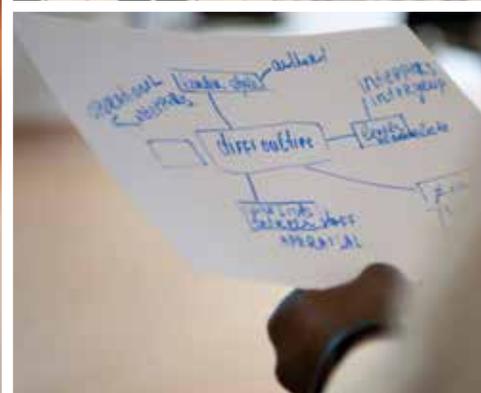
Lisa Isler
Director

Employer branding is still too much rooted in the HR department

Lisa Isler, Director

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Lorenz Indermühle
David Keller
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Services for organisations

We'll support you, wherever you are

What do Trogen in Appenzell and El Salvador have in common? At first glance, absolutely nothing. But, in fact, cinfo conducted HR training sessions in these two locations in 2018.

It is the beginning of May in Trogen, an oasis of tranquillity surrounded by nature and the headquarters of the Pestalozzi Children's Foundation. Babette Pfander and Monique Kellenberger from cinfo are finishing off the final details before a group of 16 participants from Africa, Asia and Eastern Europe arrives to start a 5-day HR workshop. The participants are not here by chance: each of them has an HR or management function in their organisation and wants to gain new skills. The Pestalozzi Children's Foundation is a partner of their organisations and has invited them to participate in the training.

The workshop covers the whole spectrum of HR: definition of terms of reference, interviewing techniques, staff appraisal, staff development and dealing with difficult HR situations. Communication and team building are transversal themes.

Tailor-made training

Without a doubt, the participants are pleased with the training, with their cheerful faces and very positive feedback. The Pestalozzi Children's Foundation and cinfo have cooperated closely in carefully planning the training session. For example, the participants' training needs and specific challenges were identified prior to the course through an online questionnaire. The answers allowed cinfo to design the course around the participants' various expectations.

In addition, cinfo has planned the week as an interactive course, in accordance with its philosophy on didactic methods in adult learning. Participants have the opportunity to put the theoretical content immediately into practice and then reflect together on what

they have learnt in this implementation phase. The participants are also given plenty of opportunities to ask questions, which will be collected and dealt with in subsequent sessions.

The time flies; the last day of training is already here, dedicated to developing action plans which the participants can use to implement the course content in their own working environments. The individually elaborated plans are shared and reworked in small groups, and then presented to the whole group and Pestalozzi representatives. They will serve as the basis for future dialogue between the Pestalozzi Children's Foundation and its partner organisations about the practical implementation of this course.

cinfo identified the participants' training needs and challenges prior to the courses

The working atmosphere throughout these five days has been lively and trusting – an ideal environment to explore new terrain together, to learn and to grow.

Destination El Salvador

Some months later the Pestalozzi Children's Foundation and cinfo conducted the training session again in Central America. The workshop, led by Daniel Glinz and Monique Kellenberger in Spanish, brought together professionals from El Salvador, Honduras and Guatemala.

Group coaching, tailor-made training and recruitment

In 2018 cinfo delivered a broad range of services to various organisations active in international cooperation. Here are some examples:

- Courses in intercultural collaboration
- Preparing for security in the field
- Preparing to deal with security risks
- Promoting HR development and the leadership circle
- Support in team building, remote learning and team coaching
- Recruitment for specific positions and within programmes
- Searching for and pre-selecting candidates
- Interviews and assessments

Coaching – the latest trend

“I want to give up my job and get involved in humanitarian aid”

The balance between personal expectations, individual and family circumstances, and the reality of working in international cooperation is very delicate. If disturbed, questions (and sometimes frustrations) can arise. cinfo advises and supports several hundred people every year within the framework of coaching.

"There is no typical profile", emphasises Beat Geiser, Senior Advisor and Trainer at cinfo. "Every person who takes advantage of cinfo's career counselling, job application support, or other form of coaching has their own story." However, there are certain trends, as shown by a recent five-year evaluation of our clients.

The most common age bracket for coaching is the 30–39 year olds, who account for more than half the demand. There is a certain gap to the next age brackets, the 20–29 year olds (22%) and the 40–49 year olds (22%). And more than two-thirds of our clients are women.

With and without experience

Have these people already worked in international cooperation, or are they trying to get their foot in the door? Lisa Isler, Head of cinfo, explains, "The statistical analysis confirms our impression of a balanced distribution across the different profiles." Clients include young graduates, people with experience in another sector, as well as newcomers to and those who already have experience in international cooperation. "This clearly shows that questions can arise at every step of a career in international cooperation. It is also one of the reasons why cinfo has developed flexible and tailor-made services to respond to most situations."

Where are they from?

The professional backgrounds of our clients are also diverse. People from the social sciences and humanities make up the lion's share (25%), but cinfo's coaching sessions are also attended by professionals in international relations (10%), finance and economics (10%), law (9%), sciences (6%), agriculture and forestry (6%) and health and medicine (5%).

Remote coaching? Sometimes, not always

"We've noticed that between 2014 and 2018 more and more people took advantage of our coaching sessions", says Beat Geiser happily. "The demand for application support, which was absolutely marginal a few years ago, has now become a constant. However, career questions remain the primary motivation for coaching."

Can the increased demand be explained by the provision of online coaching? "No, that can't be said", comments Lisa Isler. "In 2014, 12% of coaching took place via Skype, compared to 37% today." In other words, part of cinfo's clientele appreciates not having to travel to Bienne for support, especially people working abroad. However, the majority of coaching still takes place in person, which shows that face-to-face contact is important for people when it comes to tackling personal challenges.

Coaching – You and your career

www.cinfo.ch/career

“Why doesn't anyone take me seriously?”

“My work isn't stimulating”

“What are the next steps in my career?”

“ I am coming back to Switzerland after years in the field ”

“ I am afraid of not meeting my boss's expectations ”

“ I've been appointed team leader ”



Coaching – You and your work

www.cinfo.ch/work

“ Should I do further training? ”

“ I'm accompanying my wife on mission. What about my career? ”

“ I've experienced a security incident in the field ”

Which training programme suits me?

We cannot avoid doing further education if we want to keep abreast of the constant developments in and changing requirements of international cooperation. However, given the wide range of courses available, it can be difficult to find one that fits your career. The good news is that in 2018 cinfo launched a new tool to help search for and compare further education courses.

"For those interested in doing further education, it's worth analysing competencies and medium-term goals before selecting a training programme", emphasizes Beat Geiser, Senior Advisor and Trainer at cinfo. "General courses 'for all sorts of things', which bear no relation to your career, are sometimes worth little more than the line they take up in your CV", he continues. "Ideally, you should be able to start using the knowledge acquired in the course while doing the training, or shortly thereafter."

A course that bears no relation to your job or career is often worth little more than the line it takes up in your CV

In other words, choosing a course means, above all, thinking about how to put into practice the new knowledge we learn in a course. "This is an individual approach that can be deepened, for example, through coaching", explains Irenka Krone-Germann, Co-Head of Networks at cinfo. "It should clarify various questions, so that you can better find your way in the jungle that is further education." Such questions might include: What are our goals and our learning style? How much time and money do we have? What are the practical benefits of this or that course? What methodology does it follow? And finally, what is the reputation of the training institution and what are its graduates doing today?

An overview before the next step

cinfo's training portal, which was completely revised in 2018, provides detailed information on the educational opportunities in international cooperation, with a focus on continuing education. "It already has over 200 programmes from forty institutions. While most are located in Switzerland, we would also like to open up the portal to a few renowned institutions outside Switzerland", explains Irenka Krone-Germann.

What are our goals? And what is our style of learning?

One of the portal's strengths are the filter possibilities. Users can select the topics in which they would like to further develop their knowledge and skills. There are a total of 19 specific subject areas – from humanitarian action to environmental issues, human rights and communication to international law. It is also possible to filter courses by degree, language of instruction and location.

Each course is briefly described, allowing those interested to get a quick overview and to compare courses. Finally, the portal refers users to the websites of the respective schools for further information and registration.

The initiative has been very well received, also by the institutions involved. The cinfo portal is a window into their courses, with which they can both target their audience and reach those who are already aware of the opportunities.

The cinfo portal has more than 19 thematic areas

DROIT
INTERNATIONAL

COMMUNICATION

INTERNATIONAL
EDUCATION

GESUNDHEIT

DROITS
HUMAINS

FRIEDENS-
FÖRDERUNG

GENDER
STUDIES

ETHNIC
STUDIES

INTERNATIONAL
ECONOMICS
AND FINANCE

UMWELT

RELIGION

DEVELOPMENT
COOPERATION

ANDERE

RELATIONS
INTERNATIONALES

DROITS
HUMAINS

GÉOGRAPHIE

3x3 questions to our advisor and trainer

Daniel Glinz is responsible for developing training courses at cinfo. These are primarily organised into three strands: the Pre-departure Security Workshop, Bridging Distances and Collaborating across Cultures. We asked Daniel Glinz a few questions about these courses.

Pre-departure Security Workshop

The Pre-departure Security Workshop was launched in 2018. Why should organisations offer it to their employees?

Organisations are legally responsible to ensure that their employees do not take unnecessary risks. Above all, it's about knowing what risks people can be exposed to in the field and how to deal with them. A responsible, reputable employer should not let their employees travel without proper preparation. Organisations must also be able to deal with security incidents. Training their staff helps organisations to improve in this respect.

Employees should not travel without proper preparation

What are the important fears and expectations of participants? And how are these addressed in the workshop?

Participants want, above all, clear advice about how they can protect themselves against everyday risks: where to live; which public transport to use; how to avoid illness and infections; how to handle unfamiliar situations, for example at checkpoints or when dealing with armed and potentially aggressive people. Participants are also concerned about stress, a phenomenon that doesn't spare humanitarian organisations.

New dates have been planned for 2019. Have you considered any changes for this year?

At the moment we are maintaining the frequency of our workshops. They take place on the last Tuesday of every month, with the exception of July and December. We will then assess if this is still the right frequency for those individuals and organisations who are interested.



Daniel Glinz develops and coordinates cinfo's training programmes, for individuals and organisations

Courses 2019



cinfo has been running this course for three years. It aims to improve management across distances – a reality which is increasingly common in international cooperation. However, there are fewer participants than expected.

I have realised that managers in various organisations do not have the time to lead – they are too closely involved in projects. Therefore, the training course focuses first on defining the role of managers before addressing the issue of distance, which makes leadership even more complex. Why don't we have more participants? Perhaps because those concerned are not really aware of what is involved in supervision and leadership. On the other hand, our course does not lead to a degree, but is practice-oriented, and so the motivation to enrol is rather low.

You also offer courses for organisations in collaboration/management across distances, which are more successful.

Some organisations have become aware that management is often their weak point. And so they get active and ask us for a one-day workshop, to shed some light on the situation.

It is always an interesting challenge, although it reduces the potential number of participants who could register for our standard courses.

Should employers make their employees more aware of this problem? How can they do this?

Mistakes in personnel management are costly, and it is challenging to identify them. Organisations should analyse the risks by asking themselves the question: can we afford to lead our teams badly? The answer is undoubtedly no, and they will then become more aware of the issue.

Managers in various organisations do not have the time to lead

Why does cinfo offer a course on intercultural collaboration, when in fact most of these competencies develop through field experience?

Experience is often the best master, but it is not always good! Experience must also be analysed, lessons must be learnt. Trying to solve a serious crisis (a kidnapping, a protest or another difficult situation in the field) with interlocutors from a different socio-cultural environment can quickly lead to difficulties, because everyone tries to solve the crisis on the basis of their own values and criteria. It is worthwhile preventing this by developing the skills needed to communicate with people from other backgrounds. The problem? Today we exchange messages on Facebook with people from all over the world, which might create the illusion that communication is easy!

Some say that they are not interested in this course because they already have a lot of work experience abroad...

If these people have learned something during their time abroad, so much the better. But we should be careful: when we think we know something, then we believe only that. Further, the more conviction there is, the less knowledge there is. We should also remember that expats tend to belong to the same group: the one with the money and the

control. In this situation it is quite easy to communicate. It becomes much more difficult if you have neither power nor money, nor the status of an expat.

The whole course is online and therefore accessible from anywhere, at anytime. Each module is followed by an individual coaching session with you. What questions do you cover in these sessions?

The coaching sessions serve to address more specific problems or personal difficulties: things you do not want to discuss in front of others. It provides a certain intimacy – a framework in which it is possible to admit to being sometimes overwhelmed by the complexity that surrounds us. But here, too, we are swimming against the tide. Nowadays we always have to give the impression that everything is under control. But above all, learning means admitting that we are ignorant. And that's not good for the ego.

Learning also means admitting that we are ignorant

The art of international cooperation

Forum cinfo, the career fair on working in international cooperation, took place in Berne on 16 November 2018.

Over 1400 people, including both those employed in and those interested in working in humanitarian aid, development or economic cooperation, or peace promotion, had the opportunity to get to know more than 60 organisations.

The art of international cooperation

A career in international cooperation rarely follows clearly defined rules. It resembles a winding path, with sometimes confusing, but often enriching surprises. Orienting yourself within it is an art. The event highlighted for participants both the numerous career opportunities and the challenges in the sector.

Networking and more

With over 60 Swiss and international organisations – including state actors, NGOs, UN organisations, international financial institutions, foundations and training institutes – Forum cinfo offered participants the opportunity to meet a wide variety of actors, explore career opportunities and establish new professional contacts.

Pierre Krähenbühl as keynote speaker

Highly inspiring was the presentation given by Pierre Krähenbühl, Commissioner-General of the United Nations Relief and Works Agency for Palestine Refugees (UNRWA). The Swiss with the most United Nations experience, he shared his perspectives on highly fragile contexts and the implications for managing teams, programmes and organisations.

His keynote was followed by a panel discussion with Christine Beerli, President of the Foundation Board of cinfo, and Manuel Bessler, Delegate for Humanitarian Aid and Head of the Swiss Humanitarian Aid Unit (SHA).

Presentations, panel discussions and workshops

There were numerous other sessions on offer throughout the day, including;

- The art of getting into international cooperation
- How to prevent the abuse of power in the field
- Learning to interpret offers in international cooperation
- How do you get yourself recruited?
- You and your career: Are you in the driver's seat?
- Young and talented? The UNYV and JPO programmes
- Opportunities in the private sector: entrepreneurship, sustainable finance and impact investing
- Training needs in the sector today and tomorrow

The next Forum cinfo will take place in November 2020.





The organisations appreciated

- Contact with interested people
- The opportunity to increase their visibility as employers
- The atmosphere of the day
- The support and guidance from cinfo
- The location (Stade de Suisse)



The visitors appreciated

- The chance to get a better overview of the sector
- Contact with organisations and experts, etc.
- The variety of organisations present
- The chance to leave the event with a clearer idea of the next career steps
- The professional organisation of the event



Watch several sessions from the replay collection:

www.cinfo.ch/forum18



Duty of Care Maturity Model

Improve your safety and security risk management processes



How do you protect your staff in the field?

Increasingly fragile contexts in countries of operation increase the relevance of security questions for organisations working in international cooperation. The Duty of Care study helps Swiss NGOs to better understand their duty of care responsibilities and to improve the safety of their employees abroad through the use of a maturity model.

Security issues are becoming increasingly important. For this reason, security experts from the Swiss Security Network (SNN), one of cinfo's three Communities of Practice, launched a project to better understand their duty of care under Swiss law.

Within this context, cinfo commissioned the European Interagency Security Forum (EISF) to undertake the study "Duty of Care under Swiss Law". Its primary objective was to understand the due diligence obligations facing NGOs under Swiss law, collecting examples of good practice from European and American NGOs active in developing countries. On the basis of the legal foundations and examples of good practice, the study identified key processes to show Swiss NGOs the elements of due diligence which are required to improve their security processes.

The study identifies key processes and examples of good practice

Under Swiss law, an employer's duty of care towards their employees is primarily based on Article 328 of the Swiss Code of Obligations. It defines due diligence as 'the employer's duty to take

all necessary and possible measures to protect the safety, health and integrity of the employee'. Duty of care can be divided into four areas: the duty to inform, the duty to prevent, the duty to observe and the duty to intervene. The study identifies key processes and examples of good practice in each of these four areas, which serve as the basis for the maturity model.

The online tool enables NGOs to evaluate themselves in an attractive way

Based on this, a working group of the SSN (Caritas, cinfo, Helvetas, Medair and Tdh) developed the maturity model. It serves as a learning tool for Swiss NGOs to improve their security processes and is not intended to set standards. To this end, it measures the maturity level of an organisation on five levels: from an initial, reactive adhoc approach, to a structured, defined and measured approach and, finally, to an advanced level, where a culture of continuous learning and improvement permeates the organisation.

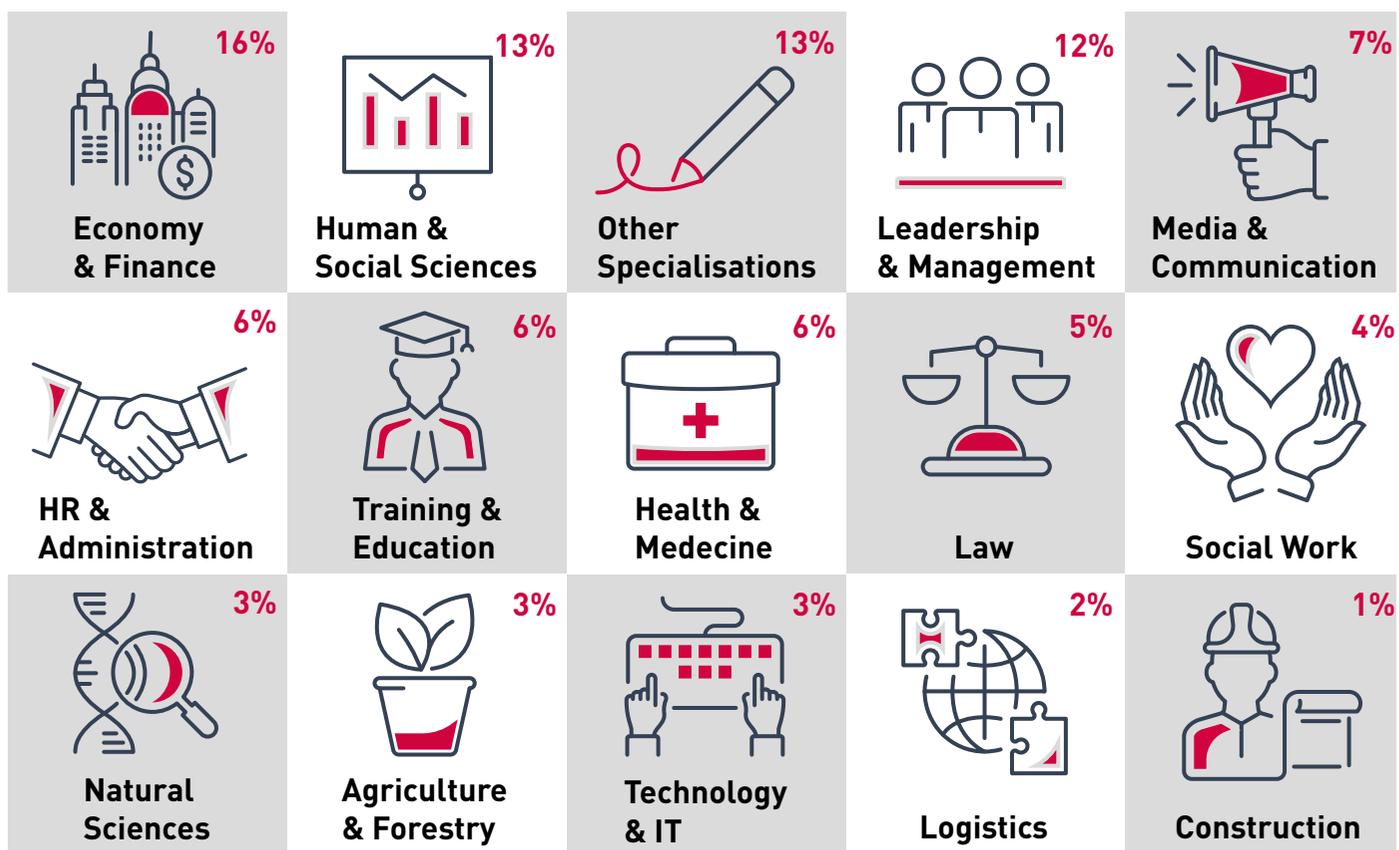
"The response to the maturity model within the SSN has been very positive", says Nina Prochazka, Co-Head of Networks at cinfo. "Organisations see the matrix as a useful learning tool. Of particular value is the organisation-wide approach of the model, the overview of the processes, and its use as a training tool."

cinfo has shared the study and the maturity model amongst Swiss NGOs, presented it to the federal government and made it available to interested organisations. Launched recently, an online tool enables NGOs to evaluate the maturity of their security processes in an efficient and visually attractive way. Thanks to the findings of the study and the learning effect of the maturity model, international cooperation organisations can improve their processes and practices in the field of security.

cinfoPoste 2018: Who's looking for whom?

In 2018 the job portal, cinfoPoste, publicised nearly 1900 job vacancies in international cooperation. Who advertised these, what profiles were they looking for, and where were the positions? This data, which varies slightly from year to year, can be useful when looking for career opportunities in 2019.

Job vacancies by specialisation



A broad range of professional profiles is sought in international cooperation, and 2018 was no exception. However, some sectors stand out: economics and finance, humanities and social sciences, leadership and management.

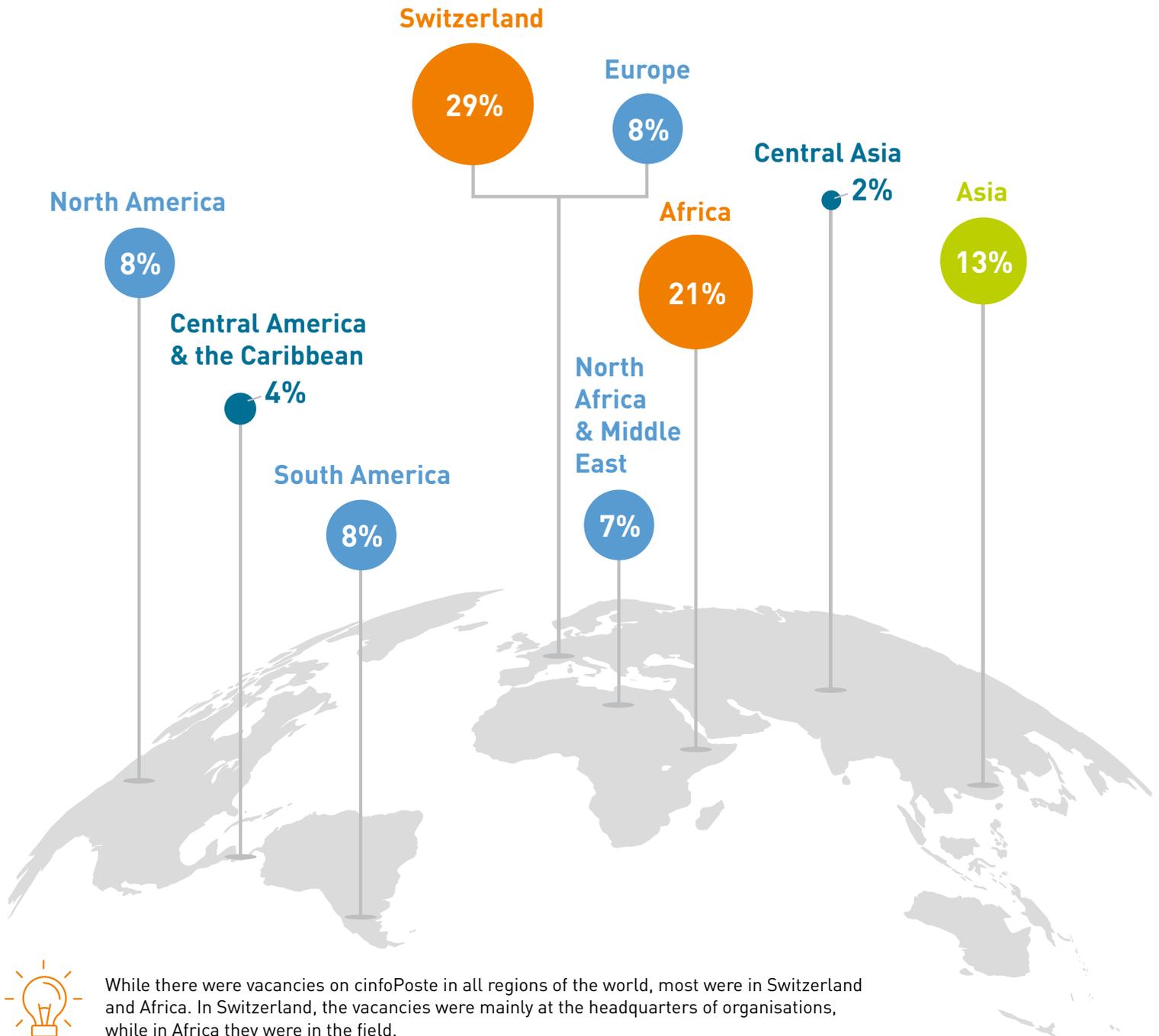
... by function

Intern positions	10%
Junior positions	7%
"Professional" positions	69%
Voluntary positions for specialists	7%
Opportunities for consultants	2%
Leadership function	6%



Those looking for an internship or a junior position could regularly find opportunities on cinfoPoste. However, the majority of job advertisements targeted those with a certain level of professional experience in international cooperation or another field.

Job vacancies by region



While there were vacancies on cinfoPoste in all regions of the world, most were in Switzerland and Africa. In Switzerland, the vacancies were mainly at the headquarters of organisations, while in Africa they were in the field.

... by employer

NGOs	64%
Multilateral organisations	26%
State actors	8%
Training and research institutes	1%
Private actors	1%



With almost two-thirds of all advertisements, NGOs remained the most active advertiser on cinfoPoste. Job seekers also found scores of vacancies from UN organisations, international financial institutions and the federal government. Despite becoming increasingly important in the sector, private actors were still not very active on cinfoPoste.

Youth programmes: which profiles are most sought after?

cinfo will publish another round of UN Youth Volunteer positions in August and September 2019, as well as positions in the Junior Professional Officer programme throughout the year. Who are these opportunities for?

"All talents currently employed in the two programmes have one thing in common: a strong interest in working towards the Sustainable Development Goals (SDGs), particularly in multilateral organisations", says Natal Donnalioia, Outreach and Recruitment Officer at cinfo. "This is especially the case for JPOs. One of our most important selection criteria is a person's motivation to pursue a long-term career in the United Nations or an international financial institution, positions where they will spend most of their time abroad."

We also evaluate interpersonal, social and intercultural skills

In addition to an interest in working with multilateral organisations, there are of course other general requirements regarding nationality, level of education, age and experience (see information box). "Organisations are looking for very diverse profiles for their positions", explains Nora Landheer from cinfo. "Professionals must be outstanding in their field. But, in addition to technical

UN Youth Volunteers (UNYV)

Are you looking for your first field experience in a UN organisation, with your master's degree in your pocket? The Swiss UNYV programme, financed by the Swiss Department of Foreign Affairs (FDFA) and open to Swiss up to the age of 28, provides you the opportunity to realise this professional goal for one year.

www.cinfo.ch/unyv

competencies, we also evaluate professional ethics and interpersonal, social and intercultural skills." These 'soft skills' ultimately play a major role in international cooperation, as people have to work together on a daily basis with a wide range of interlocutors.

Let's return quickly to the roles of those currently employed as UNYVs and JPOs. Their job descriptions alone indicate the diversity of specialisations: **child protection officer, supply chain officer, associate human rights officer, monitoring and evaluation analyst, associate expert in political affairs, genetic resources officer, specialist in investment management, crime prevention and criminal justice officer, specialist in macroeconomics and fiscal management, and urban development specialist, among others.**

This means that most university faculties are represented; everyone has a chance to become a UNYV or JPO. According to Natal it is essential to stay up to date. "Most positions are advertised for only a few weeks. It's worth visiting the cinfo website regularly, following cinfo on LinkedIn and Facebook, and subscribing to the Job-Alarm and newsletter."

Organisations look for new staff across a broad range of specialisations

Junior Professional Officers (JPO)

Do you have at least three years of professional experience and striving for a career with the UN or an international financial institution (IFI)? The Swiss JPO programme, financed by the Swiss Federal Department of Foreign Affairs (FDFA) and the Department for Economic Affairs, Education and Research (EAER), is open to Swiss up to the age of 33. It is one of the best ways to get a foothold in a multilateral organisation. The contract period varies between two and three years.

www.cinfo.ch/jpo

"Many people don't apply because they assume that there will be too many applications, and so they won't stand a chance. But that's not true." These federally sponsored positions are available only to Swiss citizens; without international competition, the chances of getting a position are considerably improved. For some specialisations, which face stiff competition in the private sector (for example, economics and finance), it can be, for recruiters, like looking for a needle in the haystack to find the right pearl.

It is important to keep up to date with new opportunities

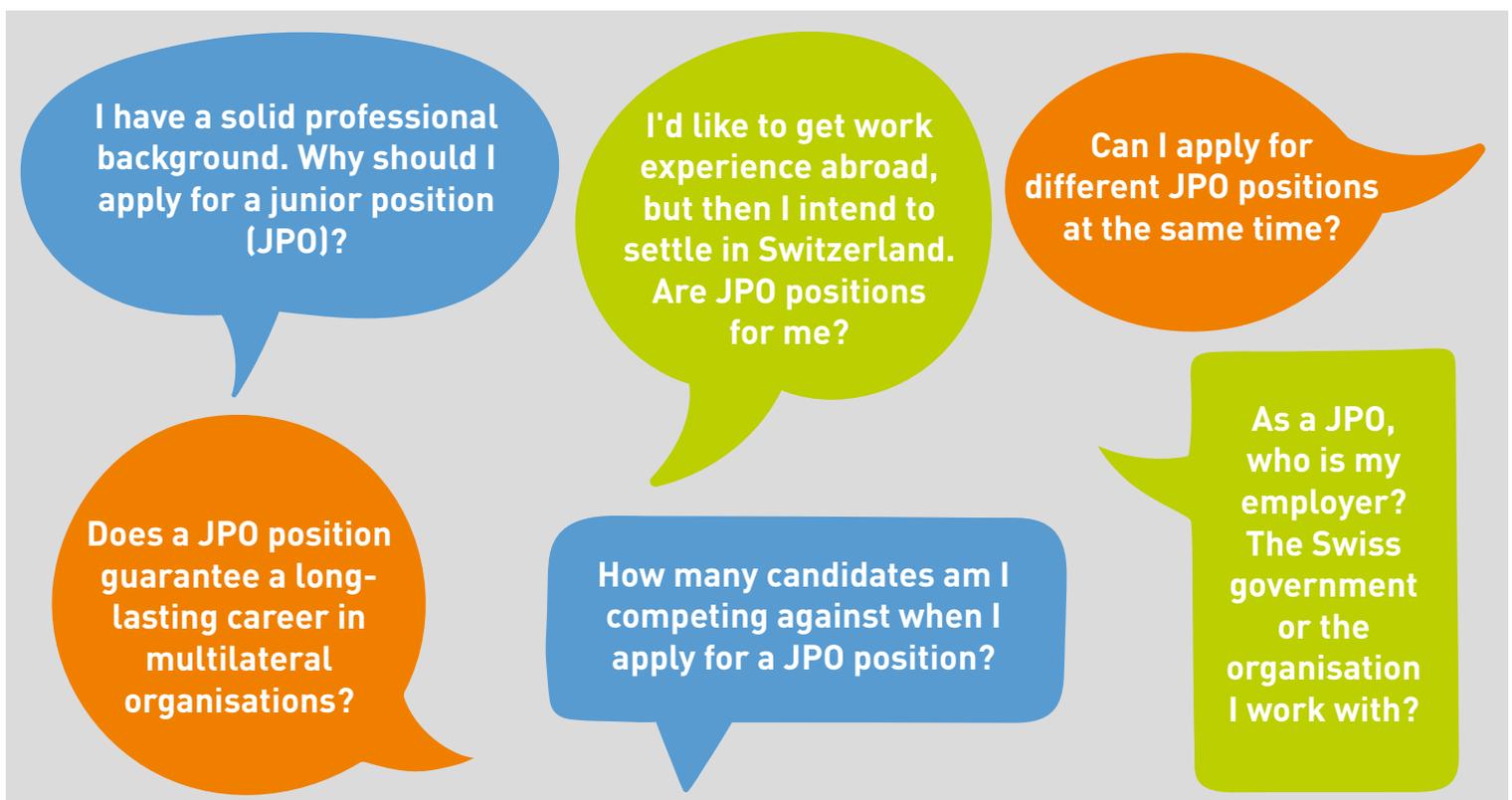
cinfo's role

Promoting the two junior professional programmes; widely advertising job vacancies; interviewing candidates; pre-selecting and recommending candidates to both FDFA and the multilateral organisation; preparing the selected person; and providing career advice and support during the contract period. Broadly speaking, this is what cinfo does.

We successfully carried out all of these activities in 2018. And we plan to do the same in 2019.

JPO: frequently asked questions

Look at our short films for some humorous answers to your questions.



Our partners and members

Cooperation partners of the Confederation

- Swiss Agency for Development and Cooperation SDC, Federal Department of Foreign Affairs FDFA
- Economic Cooperation and Development, State Secretariat for Economic Affairs SECO
- Human Security Division HSD, Federal Department of Foreign Affairs FDFA
- Global Institutions Division SDC
- Directorate for Resources FDFA

Members of Network cinfo

Network cinfo has 34 member organisations, of which 22 are international organisations and 12 are training and further education institutions. As members, organisations have access to the Communities of Practice and benefit from reductions in the price of certain services.

IC organisations



Training and further education institutions



www.cinfo.ch/en/network-cinfo

Team cinfo

Welcome to new team members

As at the end of 2018 the cinfo team comprised 23 employees (15,8 FTE). We welcomed the following new team members during the year:



Irenka Krone-Germann
Head of Networks, Knowledge Management and Communication

«Connecting people and innovative ideas strengthens international cooperation.»



Nina Prochazka
Head of Networks, Knowledge Management and Communication

«In my work with cinfo, I really appreciate being able to collaborate and establish productive partnerships with a range of people and groups.»



Loraine Ding
Knowledge Management Lead

«Acquiring, sharing, preserving and profitably using knowledge is my daily task at cinfo.»



Saskia Zaugg
Team Assistant HR Marketing & Recruitment

«I find the variety of the work exciting and motivating. Having customer contact, and supporting both my team and candidates in the recruitment process is fun and close to my heart.»



Milena Cuzzucoli
Graduate Trainee

«Making a phone call to a partner in Asia, and then getting in touch with a Swiss professional in Washington D.C.: it is fascinating to nurture so many and diverse work relationships.»



Larissa Seemann
Graduate Trainee

«An ambitious team, an enthusiastic network and a common passion: international cooperation.»



Xavier Froidevaux
Trainee

«I love the diversity of my work at cinfo and the opportunity to work in two teams.»

Annual financial statement

Balance at 31.12.2018

ASSETS	CHF	2018	2017
Working capital		1'606'952.60	1'290'546.92
Liquid assets		1'439'919.70	1'161'851.82
Securities		41'738.00	47'055.00
Receivables supplies and services		119'275.40	51'445.75
Other short-term receivables		576.50	23'524.00
Prepaid expenses		5'443.00	6'670.35
Fixed assets		45'875.00	26'646.00
Tangible assets			
Office furniture and appliances		18'275.00	5'870.00
Building renovation		13'850.00	20'775.00
Intangible assets			
Information technology		13'750.00	1.00
TOTAL ASSETS		1'652'827.60	1'317'192.92

LIABILITIES	CHF	2018	2017
Current liabilities		971'742.27	701'593.24
Supplies and services payable		180'888.76	96'692.20
Other short-term liabilities		50'482.20	48'163.27
Liabilities SDC/SECO/HSD		635'440.17	441'465.47
Accrued and deferred liabilities		104'931.14	115'272.30
Equity capital		681'085.33	615'599.68
Foundation capital		202'000.00	202'000.00
Freehold: Acquired free capital		68'269.61	80'854.77
Freehold: Reserve fund cinfo		410'815.72	332'744.91
TOTAL LIABILITIES		1'652'827.60	1'317'192.92

Comments on 2018 annual financial statement

Financial statements were revised according to Swiss regular audit standards by the auditors BDO AG and subject to Swiss GAAP FER 21.

Operating statement 1 January – 31 December 2018

OPERATING INCOME	CHF	2018	2017
Income from deliverables and services			
Contributions SDC		2'460'569.30	2'416'607.76
Income from service agreements SDC		195'518.25	126'977.68
Expenses VAT SDC		- 19'626.90	- 18'658.62
Selective commissions		330'928.85	198'822.54
Diverse revenue		301.12	3'383.16
Reduction in earnings		- 1'107.66	- 873.27
Member contributions		43'551.71	46'114.22
TOTAL OPERATING INCOME		3'010'134.67	2'772'373.47
OPERATING EXPENSES	CHF	2018	2017
Direct project expenditure		2'227'647.46	1'974'639.31
Personnel expenditure		1'675'054.62	1'867'910.66
Rental / maintenance		47'905.45	16'994.90
Amortisations		23'150.15	12'425.00
Other operating expenses		481'537.24	77'308.75
Administrative expenditure		707'384.87	768'917.12
Personnel expenditure		395'559.57	514'354.17
Rental / maintenance		157'255.45	143'538.50
Amortisations		5'233.45	6'167.10
Other operating expenses		149'336.40	104'857.35
TOTAL OPERATING EXPENSES		2'935'032.33	2'743'556.43
Operating profit		75'102.34	28'817.04
Financial result		9'592.79	5'184.05
Financial income		120.65	6'687.85
Financial expenses		- 9'713.44	- 1'503.80
Operating result after net income		65'509.55	34'001.09
Annual result before organisational capital		65'509.55	34'001.09
Allocation / disposition		- 65'509.55	- 34'001.09
Allocation cinfo reserve fund		- 78'118.61	- 37'569.87
Debits from cinfo reserve fund		23.90	23.90
Debit / credit free capital		12'585.16	3'544.88
ANNUAL RESULT		0.00	0.00



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