



United Nations
Secretariat

Guide for Internship
Programme at
UN Office at GENEVA
(UNOG)

The Internship Programme at United Nations Office at Geneva

Information about the United Nations Office at Geneva

The first delegates of the First Assembly of the League of Nations were welcomed on 15 November 1920 in the Palais Wilson, which is now the Headquarters of the United Nations Office of the High Commissioner for Human Rights.

In 1936, the League of Nations was installed in the Palais des Nations, where the United Nations reside to this day. In 1946 the United Nations Office at Geneva was established.

The Director-General of UNOG is the representative of the Secretary-General and Head of the United Nations Office at Geneva. He/She also serves as the Secretary-General of the Conference on Disarmament and is the United Nations Secretary-General's personal representative to the Conference on Disarmament. The United Nations Office at Geneva comprises the Division of Administration, the Division of Conference Management, the UNOG Library, the Information Service, the Security and Safety Service as well as the Conference on Disarmament Secretariat. UNOG provides administrative and conference services to other United Nations entities based in Geneva and in the field.

The internship programme is managed by the Human Resources Management Service of UNOG and we hope that this guide will provide useful information before applying for an internship at UNOG. For further information, which is not contained in this guide, please send your query to: UNOGinternship@unog.ch

The Internship Programme at UNOG

The objective of an internship at the UN Office at Geneva, like any other department/office of UN Secretariat is to enhance the educational

experience of students and to gain experience in the work of the United Nations. Internships are recognized at the level of the United Nations as a professional contract between the intern and the employing entity, providing the United Nations Offices with the assistance of qualified students specialized in various professional fields. Interns have rights and obligations similar to regular UN staff members as outlined in the internship agreement. Managers are responsible to provide interns with a work experience that is conducive to their substantive learning and professional development. Supervisors will provide constructive feedback to the intern regarding assignment and performance.

The United Nations Office at Geneva appreciates that you are considering an internship with us. Internships at the United Nations are varied and provide exciting possibilities in a truly international environment. It is a real chance to work with inspiring professionals around the world and to contribute to analytical work and the organizational policy of the United Nations. For specific areas of internships, please refer to announcements published in Inspira: <http://careers.un.org>

Before applying or accepting an offer for an internship, please carefully consider the following:

Eligibility

Before applying for the Internship Programme, please ensure that you meet the minimum requirements. You need to be:

- enrolled in an advanced degree programme in a graduate school (second university degree or equivalent, or higher) at the time of application;
- or enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent);
- graduated with a university degree (as defined above) and if selected, must commence the internship either prior to graduation or within a one year period of graduation.

- proficient in either English or French. Knowledge of any other of the United Nations official languages (i.e., Arabic, Chinese, Russian and/or Spanish) is an asset.

- literate in computer standard software applications.

You must also have a keen interest in the work of the United Nations at Geneva and have a personal commitment to the ideals of the Charter, as well as the ability to successfully interact with individuals of different nationalities, cultural backgrounds and beliefs.

Final selection and acceptance

Please note that only candidates successful in the application process will be contacted. If you receive an offer, please confirm your acceptance as soon as possible, but no later than within five business days of receipt of the Letter of Offer.

Please then proceed to submit the following documents:

- Proof of enrolment in graduate studies.
- Copy of the 1st level university degree, if any.
- Attestation of Medical Insurance (clearly indicating the coverage of the internship period in Switzerland).
- Medical certificate of good health.

Your placement will be forfeited and will be offered to another candidate, if the Human Resources Management Service does not receive the documents in the specified time frame.

Travelling to Geneva

The United Nations Office at Geneva does not provide financial or other assistance for your travel to Geneva in respect for your internship. Please be aware that you are responsible for your travel costs, necessary visas, and other arrangements that are necessary before entering Switzerland.

You can check the visa requirements with the Swiss embassy/consulate in your country. The Swiss Federal Department of Foreign affairs website also

provides initial guidance on the following link:

<http://www.eda.admin.ch/eda/en/home.html>

The United Nations does not remunerate internships

This means that all expenses connected with the internship need to be borne by you or your sponsoring government or institution. In order to help with the costs, the United Nations cafeteria offers reduced prices for interns, but Geneva is a very expensive city and previous estimates have shown that average monthly expenses for an intern can easily reach 1800 CHF.

Accommodation

As prices can be very high and the housing market very difficult in Geneva, we have attached links and useful addresses (see Annex II) which may assist you in finding suitable accommodation. Please also make sure that you communicate your travel and arrival date to your contact in the division/service of your internship at UNOG, in order for them to prepare the necessary paperwork and give you detailed instructions on how and where to arrive for your first day.

Medical Insurance

The Swiss authorities require persons visiting Switzerland to have medical insurance that covers the costs of emergency rescue, repatriation for medical reasons, or emergency medical assistance, as well as emergency hospital care in case of accident or sudden illness during the stay.

The United Nations does not accept any responsibility or costs arising from accidents and/or illnesses incurred during the internship. It is your responsibility to enroll in a health insurance plan covering your stay in Geneva.

Duration of internships and working hours

The normal duration of internships is two months, which can be extended to a maximum of six months.

The internship programme is a full-time programme with the expectation that interns work five days, 40 hours per week. The working hours may be adjusted in agreement with your supervisor, but generally they are from Monday to Friday, from 8:30 a.m. until 5:30 p.m. including one hour for lunch.

Flexible working arrangements are available, but subject to approval from your supervisor.

Employment at UNOG

Please note that the primary goal of a UN internship is not to provide job-related training to future employees but to enhance interns' knowledge and experience in United Nations activities within the context of their further studies. Therefore, UN rules specifically envisage that interns are not eligible to apply for, or be appointed to, positions at the professional level and above carrying international recruitment status or positions in the field-service category, during the period of the internship and for the six months immediately following the internship.

Your first day

In order to enter the UNOG premises, please bring your signed letter of offer as well as your national Identity card or passport. The official entry at Pregny Gate (see attached map) can get quite busy in the mornings, hence, please ensure that you plan sufficient time for entering the premises and receiving a temporary entry pass, a so called "badge", for the first time. The bus stop closest to Pregny Gate is called "Appia". For bus times, please check: www.tpg.ch

The Palais des Nations

The bus stop in front of the Palais des Nations is called "Nations" and several buses and trams run there regularly (every 5 -10 minutes in the rush hour) from

the airport, the town center, and other areas. To plan your route with bus, tram or other transport, please consult: www.tpg.ch

The Palais hosts offices, some shops and the main cafeteria in the A building on the ground floor. It is open from 8.15 am until 4.45 pm.

A postal service is located at door C6 as well as two travel agencies (door C6 and E40). Located at door C6 is also a small book shop as well as a souvenir shop. A bigger bookshop is situated at door E40 offering a broader range of books. It is open during the normal office hours.

The Library of the United Nations Office at Geneva, including the League of Nations Museum and Archives is one of the greatest resources of International Geneva. With an extensive collection of important historical and current documents and a vast digital collection on all topics relevant to the work of the United Nations, the Library serves as "a centre of international research and an instrument of international understanding". It is open from Monday to Friday from 8.30 a.m. to 5.30 p.m. and interns are encouraged to use the resources provided to the fullest extent possible. The Library is located in Building B at Door 20.

The "SAFI magasin" is a little supermarket with a clothes section as well as a big souvenir section and is located at the door S1. It is open from 12:00 until 6:30 p.m.

The UN visitors service offers a guided tour of the Palais which you can take at lunch time or weekends. It is free for interns while visitors will have to pay.

For more information about guided tours, please check:

<http://www.unog.ch/visit>

The "Gate Nations" near the Place des Nations closes at 8 p.m. and you will need a blue magnetic badge if you want to leave after this time. The entry at the Pregny gate is open 7 days a week and 24 hours a day.

Useful contacts

On your first day of arrival, you will have an induction with the Administrative Assistant of your Division/Service who will also be your point of contact for any administrative questions you might have. The internship programme for UNOG is administered by HRMS.

The leaflet from the Security Control Centre at UNOG, provides emergency contact numbers (Fire, Poisoning, Police, etc.) in Switzerland and France:

<https://iseek.un.org/LibraryDocuments>

Carte de Légitimation

The Carte de Légitimation, serves as a Swiss temporary residence permit and is necessary for obtaining a mobile phone contract or renting an apartment in Switzerland. Upon arrival, the Human Resources Management Service will help you to obtain a Carte de Légitimation, the validity of which is limited to the length of your internship.

Learning and Development

The following online trainings and courses are mandatory for interns and should be completed within two weeks of your start date.

- UN Awareness Training about harassment
- Basic Security in the field
- Integrity Awareness Initiative
- Ethics and Integrity in our Daily Work
- UN Cares Learning Session on HIV in the Workplace

Please send the certificates in pdf format to your administrative focal point.

The UNOG Staff Development and Learning section (SDLS) offers training for staff at all levels. For more information, please go to: <http://learning.unog.ch>

Please note that access to training for interns is subject to availability and to the prior approval of the supervisor.

Further helpful information

Staff Rules and Regulations

The Staff Rules and Regulations in the latest version are the basis for all questions about entitlements, organization of daily work, the Organization etc. The so called ST/AIs are the Administrative Instructions, further defining and detailing the staff rules. These, as well as the Secretary General Bulletins can be found here: http://iseek.un.org/webpgdept525_11.asp?dept=525

Medical Services

If you are looking for a doctor in Geneva, please have a look at the UNOG Medical Service Section intranet or the Association des Médecins du canton de Genève: www.amge.ch

The emergency contact number in France and Switzerland in life threatening situations for the fire brigade, police and the ambulance is: 112. If something happens in the Palais des Nations, please also call this number from a fixed or desk phone in the Palais des Nations.

At the end of your internship

It is good practice to schedule a final meeting with your supervisor to gain and give feedback about your internship at the United Nations Office at Geneva.

On this occasion, the final evaluation form will also be completed and sent to the Human Resources Management Service. HRMS will then issue a certificate regarding your internship.

It is mandatory to return your UN Grounds pass and the Carte de Légitimation to your Administrative Assistant and to return any books or material from the UNOG Library before your departure.

Your direct supervisor can provide you with a letter of recommendation and HRMS can issue a verification of internship to any prospective employer after completing your internship. Please be reminded that during your internship and in the six months following your internship, you are not eligible to apply or be appointed to positions at the professional category or above or a position in the field staff category with the Secretariat.

Annex II

Useful links and contacts

UN Internship Programme:

All internships at the United Nations Secretariat are posted at our career portal: www.careers.un.org

Internships available throughout the United Nations system:

<http://www.undesadspd.org/Youth/UNOpportunities/Internships.aspx>

Contact for the UNOG Internship Programme

UNOGinternship@unog.ch

Insurance & Visa:

Local embassies, Country representation. Some travel agencies may also provide information on national social security.

Accommodation:

<http://www.cagi.ch>

<http://www.easywg.ch>

<http://www.asso-etud.unige.ch>

<http://www.asso-etud.unige.ch/cite-uni/AL-FoyerChampel.php>

<http://www.asso-etud.unige.ch/cite-uni/AutresLieux.php>

<http://www.johnknox.ch>

<http://www.yh-geneva.ch>

<http://www.recherche-colocation.com>

<http://www.homestayfinder.com>

<http://caritasge.web1.bestsite.ch/p107001430.html>

<http://www.genevefamille.ch>

<http://logement.epfl.ch>

Bourse au logement:

<http://www.unige.ch/dase/bulog/form/bourse.php>

UNOG Carte de Légitimation:

Room: S. 264-3

Extension: 7-3490 / 7-3672

E-mail address: cartesdelegitimation@unog.ch

UNOG Medical Services Section:

Secretariat Building - Gate 2

Extension: 7-2520

E-mail address: SecrServiceMedical@unog.ch

Other:

Welcome to Geneva:

<http://www.ville-geneve.ch/welcome-geneva>

www.geneve-tourisme.ch/en/home

Geneva Welcome Center (CAGI): www.cagi.ch

Geneva Interns Association:

<https://www.facebook.com/GenevaInternsAssociation/>

Expat and international community: www.Glocals.com

Transport in Geneva:

Airport: <http://www.gva.ch/en/desktopdefault.aspx>

Tourist information and tickets can be obtained at the UNIRESO information counter in the Arrivals hall of the Airport, on leaving customs control. Tickets can also be purchased from the machines located at bus stops, CHF and EUR change at the Swiss Railway Station.

Bus: <http://www.tpg.ch>

Train: <http://www.cff.ch/home.html/>