cinfo – the Centre for Information, Counselling and Training for Professions relating to International Cooperation (IC) – is a specialised service provider and the network platform for professionals and organisations involved in the IC job market. We bring together the right people, organisations and assignments and pave the way for sustainable development.

cinfo is currently looking for a

**Graduate Trainee in HR Marketing & Communication (100%)**

for a twelve month-assignment starting on 1 February 2018 or upon agreement.

The trainee supports cinfo’s activities in the area of information, outreach, recruitment, and communication for both **Swiss and multilateral organisations**. This includes research, drafting and communication on careers and talent management in **International Cooperation (IC)**.

**Your tasks**

- Support targeted information and outreach activities, as well as recruitment and networking events, including planning, organising, reporting and follow-up of activities
- Assist in the implementation of communication campaigns using both traditional and virtual tools such as social media channels
- Conduct research on careers, recruitment and talent management in IC organisations
- Draft a wide range of information and communication materials such as articles and posts - for print, web and social media
- Support internal knowledge and information management projects and activities
- Participate in various projects with internal and external partners such as the Swiss Confederation, UN Organisations, International Financial Institutions and NGOs
- Contribute to the development of cinfo’s job platform including evaluating different software and assisting with the implementation of a new platform.

**Your profile**

You have recently graduated from university and hold a Bachelor’s or Master’s degree in International Relations, Social Sciences, Human Resources, Communication, Business Administration, or related discipline. You demonstrate a keen interest in International Cooperation and possess strong drafting and communication skills.

You are fluent in French or German and possess good knowledge of the other language and have excellent knowledge of oral and written English (C1). You are familiar with MS-Office and different social networks, including Facebook, LinkedIn and Twitter. Working in a small team sounds attractive to you and you are sociable and reliable. If in addition you are highly autonomous, target and result oriented, willing to learn, and ready to meet new challenges, we will be delighted to receive your application.

**Our offer**

In addition to attractive salary and employment conditions, this traineeship provides you with an opportunity to work with the most important Swiss NGOs, multilateral organisations such as the UN and International Financial Institutions, as well as the Swiss Confederation, gain professional experience and build your network in the area of IC. A varied portfolio, dynamic team and numerous networking and training possibilities offer you the ideal entry into the field of IC.

Please apply before **Sunday, 26 November 2017** via this [link](#). Please note that the first round of interviews will take place on December 6 or 7 in Biel/Bienne (or by Skype).

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