



United Nations
Conference on Trade and
Development

Internship Programme

Prior to Arrival Guide
Geneva

Dear Intern,

This guide will lead you through your upcoming internship at the United Nations Conference on Trade and Development (UNCTAD). It will provide you with useful information concerning the organization, your internship as well as your stay in Geneva.

For further information, which is not contained in this guide, please send your query to: internships@unctad.org

**Internship Programme
Human Resources Management Section (HRMS)**

Information about UNCTAD

Established in 1964, UNCTAD promotes the development-friendly integration of developing countries into the world economy. UNCTAD has progressively evolved into an authoritative knowledge-based institution whose work aims to help shape current policy debates and thinking on development, with a particular focus on ensuring that domestic policies and international action are mutually supportive in bringing about sustainable development. The organization works to fulfill this mandate by carrying out three key functions: It functions as a **forum for intergovernmental deliberations**, supported by discussions with experts and exchanges of experience, aimed at **consensus building**. It undertakes **research, policy analysis and data collection** for the debates of government representatives and experts. It provides **technical assistance** tailored to the specific requirements of developing countries, with special attention to the needs of the least developed countries and of economies in transition.

The Secretary-General of UNCTAD is Dr. Mukhisa Kituyi, who took office on 1 September 2013. In performing its functions, the secretariat works together with member Governments and interacts with organizations of the United Nations system and regional commissions, as well as with governmental institutions, non-governmental organizations, the private sector, including trade and industry associations, research institutes and universities worldwide.

The main Divisions and Offices that constitute UNCTAD are:

OSG - Office of the Secretary-General of UNCTAD in Geneva

ALDC – Division for Africa, Least Developed Countries and Special Programmes

DTL – Division on Technology and Logistics

DIAE – Division on Investment and Enterprise

DGDS – Division on Globalization and Development Strategies

DITC – Division on International Trade in Good and Services, and Commodities

SUC – Special Unit on Commodities

ISS – Intergovernmental Support Service

RMS – Resource Management Service (includes Human Resources Management Section, General Services Unit, Information Technology Support Section and Budget and Project Finance Section)

TCS – Technical Cooperation Service

For more information about UNCTAD please visit <http://www.unctad.org/>

Useful Information prior to your Arrival

The purpose of the UNCTAD Internship Programme is threefold: (a) to provide a framework by which graduate and postgraduate students from diverse academic backgrounds may be assigned to UNCTAD offices, where their educational experiences can be enhanced through practical work assignments; (b) to expose them to the work of the UNCTAD; and (c) to provide UNCTAD with the assistance of qualified students specialized in various professional fields. Interns provide much-needed assistance to departments and offices, bringing with them current knowledge and research in their respective fields as well as fresh, new ideas born from the perspective of a new generation. In turn, the Internship Programme may enhance their education, training and research through practical work assignments. This programme gives the interns an opportunity to work with people of diverse nationalities, cultures and beliefs. An additional benefit of this cross-cultural experience is that it fosters diversity of thought and promotes life-long qualities of leadership, tolerance and respect among individuals in an increasingly interdependent world.

Duration of internships and working hours

The minimum duration of an internship is two months. The duration can be extended to a maximum of six months depending on the needs of the Office. The Internship Programme is on a full-time basis: You are expected to work five days a week, 40 hours a week, in your division/office under the supervision of a staff member. The general working hours are Monday to Friday from 09:00/09:30 to 18:00/18:30 with a one hour lunch break.

If you have any questions concerning your specific assignment/job description for your internship, your tasks and responsibilities, please contact your supervisor listed in the offer letter.

For additional information on the UNCTAD Internship Programme, please go to: <http://unctad.org/en/Pages/About%20UNCTAD/Internship-Programme.aspx>

Internship Offer

If you receive an offer and do not wish to accept it, please inform the Office of Human Resources Management Section (HRMS) as soon as possible.

If you accept the offer, please:

- withdraw from any other internship post that you have applied for through Inspira.
- confirm acceptance as soon as possible but no later than within two weeks of receipt of the letter and submit the signed offer letter and internship agreement.

Then proceed to send the following documents via email:

= **Proof of enrolment in graduate studies or copy of graduation degree:**

The pre-recruitment documents requested in the email received with the offer letter.

= **Medical certificate of good health:**

The Medical Certificate you have to provide does not require a specific format. What is needed is a document from your doctor stating that you are in good health and fit to work.

= **Proof of medical insurance (clearly indicating the coverage of the Internship period in Switzerland):**

Since the UN does not accept any responsibility for costs arising from accidents and/or illness incurred during your internship, you should be enrolled in a health insurance plan that covers your entire stay in Switzerland. The common health insurance plans in your home country in most cases do not cover you abroad, or do so only for a limited period of time. The proof of insurance does not require a specific format and could be in any of the UN official languages (English preferred). Note that it will not be checked whether you have the appropriate insurance or not. Be aware that it is in your own interest to obtain an appropriate health insurance since medical treatment in Switzerland can be extremely expensive.

= **Intern contact form**

= **Eligibility form**

= **Copy of passport (including page with visa if required)**

If HRMS does not receive your signed documents within this time frame, it will presume that you decline the internship offer.

Visa

Interns are personally responsible for obtaining necessary visas for their stay in Switzerland. The Swiss Mission to the United Nations has informed that most interns arriving in Geneva will have to enter the country with an internship visa. The specific type of visa may vary in each case. Please check the visa requirements and the procedures with your Embassy/Consulate. The letter of offer is sufficient information for a visa to be granted.

Carte de legitimisation

If you are not a Swiss national and your internship is longer than three months, you will require a Carte de legitimisation, which serves as a temporary residence permit. This card is necessary for obtaining a mobile phone contract or renting an apartment in Switzerland. Upon arrival, UNCTAD will help you obtain a carte de legitimisation, the validity of which is limited to the length of your internship.

Travel

UNCTAD does not provide financial or other assistance for your travel to Geneva in respect to your internship. Please be aware that you are responsible for your travel costs and other arrangements necessary before entering Switzerland.

If possible, try to arrive a couple of days prior to your first day at work, so you can get things organized, get to know the area and recover from jet lag. Furthermore, remember to inform yourself of customs regulations, baggage restrictions etc.

Airport and Train station

There is only one airport in Geneva, the Geneva Cointrin Airport (<http://www.gva.ch/en/desktopdefault.aspx>), and the central Train Station called Gare Cornavin (<http://www.cff.ch/home.html>).

The Airport is located at nearly 4 km from Geneva city centre. It is easily reachable by train or by bus using the united network of public transport Unireso. Only one single ticket is required to travel by train, tram, bus or boat in the area France-Vaud-Geneva. The Airport railway station has direct access to the Airport Check-in and Arrival levels. All trains stop at Geneva Central Station (Gare Cornavin).

Free public transportation in Geneva

You can pick up a free ticket for public transport from the machine in the baggage collection area at the Arrival level of the airport. This Unireso ticket, offered by Geneva International Airport, allows you to use public transport in Geneva free for a period of 80 minutes.

If you are staying in a hotel or a hostel, ask at reception for a free ticket for public transportation as they often offer one to guests.

Housing

The Human Resources Management Section of UNCTAD, provides you with a “housing list”, as well as hotels, hostels and bed & breakfasts. Consider that there is a difference between the Swiss living situations and the situations which you may know from your home country. It is generally more expensive with fewer amenities. The average rent for one room in a shared apartment in Geneva will be CHF 800 to CHF 1200, one studio in Geneva for CHF 1500 and up. Accommodations tend to be less pricey outside Geneva and neighbouring France. The main options are apartments or shared apartments (flats) or foyers (similar to dorms). The process for finding a place can be very time consuming since the demand is high and places are limited. Please note that it is very important to watch for scams while apartment hunting. Remember to be careful! Please take every precaution when meeting people you contact and refrain from wiring money beforehand. The United Nations is not responsible for any loss or harm to you based on any contacts you made through public websites.

Foyers and Residences

This type of accommodation houses a lot of students from the University of Geneva and interns. They are relatively inexpensive and offer the chance to meet and interact with young people from all over the world. Some foyers provide different services, such as bedding, laundry and internet connections, sometimes even meals.

Shared apartments

Living in a shared apartment is one of the most popular ways to find accommodation for interns in Geneva. It is also one of the best ways to find housing at an average price.

Geneva Welcome Center

This is a secure institution that provides all sorts of information and assistance, free of charge, for newcomers to Geneva. The intention is to help provide a smooth transition for international people moving to Geneva. Visit their website at (www.cagi.ch)

Glocals

Glocals is a social networking website intended for expatriates in Geneva. They have a great housing and classified section. Many interns and other newcomers to Geneva find apartments via glocals, though the prices tend to be a little on the expensive side. Visit www.glocals.com for more info.

Airbnb can also be an option at the beginning: www.airbnb.com

Finding apartments/flats via agencies

Many apartments are controlled by real estate agencies called Regies. If you are looking for an apartment you will normally need to go through the application process where you will need to apply to the Regie for that apartment, and the agency will decide to whom they want to rent it. To apply you will need to contact them and request the specific documents to be presented since a UN internship is unpaid, they may request another form of attestation of income.

Useful links:

www.immostreet.ch

www.toutimmo.ch

www.geneveimmobilier.ch

www.gerpar.ch

www.studenthome.ch

<http://annonces.romandie.com>

www.ghi.ch

www.anibis.ch

www.immoscout24.ch

www.petitesannonces.com

www.worldradio.ch

www.monsterix.ch

www.wgzimmer.ch

www.students.ch (German & French only)

www.easywg.ch (shared flats)

Hostels/Foyers

www.cityhostel.ch

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

Cité Universitaire de Genève : <http://www.unige.ch/batiment/division/service-batiments/prestations/loger.html>

Foyer pour étudiants: www.studenthome.ch

Youth Hostel Geneva: www.yh-geneva.ch

Home Sweet Home : www.homesweethome.ch

Cité Universitaire : www.asso-etud.unige.ch/cite-uni/AutresLieux.php

Centre pour Etudiants : www.studenthome.ch/stadtmission-geneve

La Ciguë : www.cigue.ch

Le foyer de Champel : www.studenthome.ch/foyer-champel-geneve

International University in Geneva : <http://www.iun.ch/en-en/life-on-campus/housing>

Expenses

Make sure you have sufficient funds that support you through your internship. Ideally you should bring a credit card or traveler checks as the most convenient method of payment. You should budget for monthly expenses between CHF1000 and CHF1500. Upon your arrival, you can open a bank account which gives you access to a debit and/or credit card. With a debit card, withdrawing money is easy as automatic teller machines (ATM) can be found all around the city and cards are accepted in virtually all shops, supermarkets, restaurants, etc.

Getting to the UN Building and UNCTAD

By tram: From Cornavin Station buy a ticket at the ticket machine select the option 'billet tout Geneve – une heure". You could also buy day ticket if you will be doing several trips during the day. At the machine, you have to pay by cash and give the exact amount.

The tram 15 will take you from Cornavin station directly to the UN. The stop name is "Nations". You will recognize the entrance of the building with the large avenue with flags. You will have to walk up the Route the Pregny, it's a five minutes walk to the Pregny Entrance Security Gate, which is located just opposite the Musee de la Croix Rouge/International Red Cross" building.

By bus: From Cornavin train station, the buses 8, F, Z and V, go directly to the Pregny Gate and the stop is called "Appia".

From the Airport, the bus number 28 direction Nations, also stops at "Appia" right next to the Pregny Security Gate and bus number 5 stops at Nations.

By bike: Geneva is a bike friendly city. You can find more information about renting a bike in Geneva here: <http://www.geneva.info/bike/rental/>

If you have your own bike, please note that the UN does have a few spots to park bikes.

By train: the UN building is located next to the train stop "Secheron"

Your First Day at UNCTAD

The first day of your assignment, please report to the location indicated in your Offer Letter. Check your Offer Letter for the specific time and the name of the person you are meeting with.

Finding Your Way

When you arrive at the UN, you must enter through the Security Gate at Pregny (in front of the Red Cross Organization). After you are issued a daily visitors badge, you will first proceed to the E-Building. The UN Secretariat in Geneva is composed of various buildings and most of UNCTAD offices are located in the "E" building. Note that the capital letters identify the building, the first digit(s) indicate the floor and the last digits the room number. For Example E-10030 indicated building "E", tenth floor and Office 30.

Attached to this document you will find a map for ease reference of all office locations.

Miscellaneous

Banks

The United Nations in Geneva works with UBS. Opening hours are 08:30 – 17:00 . UN Geneva interns can open a bank account with UBS without a fee. Required documents are your signed Offer Letter, your national passport and proof of your current address in Geneva.

Mobile Phones

In case you want to bring a prepaid mobile card from abroad, be aware that you will not just be charged for outgoing but also for incoming calls. The same applies for postpaid calls. You may check with your home provider for more information.

Dress Code:

At the United Nations, proper business attire and a professional appearance are an important element in the overall impression that employees make on colleagues, visitors, and customers. Proper attire will vary by position and location. Most employees are required to maintain more formal business oriented attire. UN employees are expected to be properly groomed. Extremes in clothing, jewelry, hairstyles should be avoided in the workplace.

If prior to arrival you need to contact us please send an email to: internships@unctad.org with copy to cecilia.cruchaga@unctad.org