

International Committee of the Red Cross (ICRC)
Traineeship Project

Employment Type: Paid Overseas Full Time Traineeship
Work Location: ICRC Headquarters, Geneva
Duration: 1 Year (July 2023 – June 2024)*
Eligibility: Penultimate/Final year undergraduate students or
Full time taught postgraduate students

** Selected candidate must be available to assume duties on July 1, 2023 until June 30, 2024*

Background:

The International Committee of the Red Cross (ICRC) is a neutral and independent international humanitarian organization whose mission is to assist victims of armed conflict and other forms of violence, protect people's dignity, and prevent suffering by promoting and strengthening international humanitarian law and humanitarian principles. The ICRC is working closely with Red Cross and Red Crescent Partners to save as many lives as possible.

The partnership between HKU Business School and the ICRC aims to provide students with an opportunity to gain working experience in an international humanitarian organization, to broaden one's horizons, and to explore possibilities in their professional lives.

Objectives:

- Provide HKU Business School students with practical working experience in an international humanitarian organization
- Encourage business actors operating in conflict-affected areas to develop responsible business practices

Eligibility:

Applicants should be the HKU Business School penultimate/final year undergraduate or full time taught postgraduate students who fulfill the following criteria:

- Academic merits (cumulative GPA of 3.0 or above at the time of application)
- Demonstrated interest in international affairs and diplomacy, humanitarian issues and the ICRC
- Ability to think strategically, to express ideas clearly, both orally and in writing, and to work both independently and as part of a team
- Experience with client-oriented work and external relations, and ability to easily interface

with high-level stakeholders

- Experience in developing communications, marketing or business development strategies
- Flexibility and ability to deliver high-quality results under time pressure
- Capacity for research and analytical writing, high level of attention to detail
- Creativity and a capacity to think outside the box and to generate ideas and initiatives
- Excellent command of English, and good capacity in Mandarin are required. Cantonese and/or other UN languages are considered as assets.*
- Demonstrated interest in ‘business and human rights’ or ‘business and conflict’ issues
- Available for 1 year from July 1, 2023 until June 30, 2024

**Post holder will be required to liaise with mainland stakeholders, and therefore conversational Mandarin and the ability to read and write Chinese is expected.*

Job Description:

Under the supervision of the Economic Adviser and with a special emphasis on Asian affairs and on Asian companies operating across the world, the post holder will be responsible for:

- Assisting in the day-to-day management of various work streams such as: a joint project with the Geneva Centre for Security Sector Governance (DCAF); the ICRC’s engagement with Chinese business actors and engagement with organizations such as the World Economic Forum, the United Nations organizations, and various other stakeholders in the business and conflict field.
- Fostering internal and external communication on the mission and activities of the Economic Adviser and shaping the unit’s communication and engagement strategy.
- Keeping close watch on trends, issues and policy developments in the fields of ‘business and human rights’ and ‘business and conflict’; and regularly producing synthetic oral and written analysis.
- Carrying out ad hoc research work on ongoing work streams, supporting the development of projects.
- Liaising with a wide range of internal and external stakeholders to ensure smooth running of the various work streams and proper positioning of the ICRC.
- Preparing and coordinating participation by ICRC stakeholders in conferences, seminars or workshops involving business actors, including compiling briefing materials and talking points.
- Developing an overview of the ICRC’s relationship with the private sector, and the capacity to participate constructively in a range of related work streams including responsible investment.
- Ensuring business continuity in absence of the Economic Adviser.
- Responding upon request to other specific professional requests from partner units at the

ICRC.

Remuneration and Benefits:

- Basic salary: CHF3,567 per month x 13*
- Approximately 20% of the base salary per month will be deducted directly from the basic monthly salary (including tax, unemployment benefit, the employee's contribution to social security and the pension required by the Swiss Law).
- The post holder will be required to cover their own medical insurance expenses in Switzerland (estimated: CHF65-100 per month).
- After the deduction of the tax and medical insurance, the post holder will receive approximately CHF2,754 * per month (CHF3,567 x 80% – 100) subject to the final discretion of ICRC.

13th Month Salary:

- The 13th month salary will be credited to the post holder's bank account in the 6th month (CHF 1,783.5*) and 12th month (CHF 1,783.5*) of the employment period.
- The 13th month salary is also subject to tax and other social security deductions.

Annual leaves:

The post holder is entitled to 20 annual leave days on top of the public holidays in Geneva.

Others:

With the employment of the ICRC, the post holder can have access to the language training courses offered by the United Nations, e.g. French, Spanish, Arabic, and others. The course is at the own cost of the trainee and optional. The course fee is approximately CHF1,200 for 2 semesters (9 months in total).

Selection Process

Selection will be conducted in 2 stages:

Initial Screening*: It will be conducted by HKU Business School.

*Screening will be done according to students' CGPA, participation in ECA, work experience, and the passion for pursuing the opportunity as indicated in the essay. Only shortlisted students will be invited to selection interview as conducted by the HKU

* These amounts vary very slightly on a yearly basis to reflect regulatory requirements (e.g. adaptation to inflation).

Business School Selection Committee.

Final Screening: It will be conducted by ICRC in the format of written test and interview. Final results will be announced by mid-March.

Other Important Information:

1. Accommodation Arrangement:

The post holder will be responsible for their own expenses in Geneva, including accommodation. There are three main types of accommodation for interns and/or trainees in Geneva: shared flats, studios, and student residences (foyer).

(A) Shared flats

Many trainees sublet rooms ('sous-location'), but be aware of the terms before signing up for such housing. Prices for a room in a shared flat on the open market range from about CHF700-1200 a month.

Below are some useful links for searching share-flats:

- Facebook Groups: such as Housing in Geneva, Geneva Housing, Rooms, Sublets, Geneva – Rent a House, Villa, Apartment, Flat, Condo, Studio, Room (Note that scams exist on these platforms – please look into each offer carefully and make decisions at your own risks!)
- Other accommodation sites: home.ch, anibis.ch, students.ch, glocals.com

(B) Studios

Studios are also a popular choice for trainees who prefer a quieter, more private living environment. Meanwhile, please note that a studio also typically cost a bit more than shared apartments.

In addition to the links above, below are some useful links for searching studios:

- Résidence Moléson: Moléson is another popular studio complex with a lot of UN people and interns living there. It costs only around CHF 1000 per month. Student is suggested to write an email to them and ask for an accommodation 2 to 3 months before moving to Geneva to be in the line (<http://www.gerpar.ch/en/Theresidences/Residence-Moleson/>).

(C) Student Residences (foyers)

For trainees who prefer a communal lifestyle similar to the university hall experience, there are a range of student residences (or “foyer” in French) for choosing. You only need to be

either a student or an intern (which includes a trainee) to be admitted to a foyer in Geneva. Typically, you will have a washing basin in your own room and share the bathroom, shower and kitchen with other students in the hall. The rent for a room is often cheaper than a shared flat or studio.

Below are some useful links for searching for a foyer:

- Association Genevoise pour le Logement des Apprentis et Etudiants (AGLAE)
- (<https://aglae.ch/>)
- The Ciguë - student residence (<http://www.cigue.ch/>)
- Graduate Institute Student Association (<http://mygisa.ch/guide/first-thingsfirst/finding-housing-in-geneva/>)

(D) Other options

Other options include living with a host family, living at a friend's apartment, etc.

Below please find some useful links for searching a host family:

- Centre d'Accueil de la Genève International (CAGI): CAGI maintains a list of affordable rooms with host families (<http://cagi.ch/>)

Tips for the Accommodation Search

- Start as early as possible
- Be aware of scams when the offer seems too good to be true
- Check the housing location
- Get as many details as possible from the landlord or entity leasing the property
- Never sign contracts via e-mail if possible

2. Visa:

The ICRC will prepare a letter for the candidate to apply for a working visa at the Swiss Consulate in Hong Kong. The cost to apply for the working visa should be borne by the student. According to the Swiss Consulate in Hong Kong, the application should be free to students. (<https://www.eda.admin.ch/countries/china/en/home/visa/entry-ch/work-permits/fees-work-permits.html>)

3. On-boarding:

- The ICRC "Code of Conduct" has to be read, understood and signed.
- A briefing with key departments within the ICRC headquarters is organized at the beginning of the assignment.

Contact Point of HKU Business School

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