



**UBIS**  
UNIVERSITY

## **INDUSTRY SPECIFIC PROGRAM IN INTERNATIONAL ORGANIZATIONS**

### **An Intensive Program (2 months) plus Internship (1 month) with an International Organization**

To work in an international organization one must possess skills and competences very different from those needed in private companies. The program has been specifically designed to provide those skills and competences needed to open the doors to global or regional intergovernmental organizations, or to non-governmental organizations (NGOs). After two months of preparatory courses delivered by experienced, high-level professionals of international organizations, you will be offered an internship in one of the organizations. Through partnerships, UBIS will ensure the availability of an internship.

You will be guided through an intensive program that prepares you for successfully passing an examination (written and oral), and receiving a Certificate in International Organizations. This will enhance your chances for a career in this sector. UBIS will also provide guidance and assistance on how to successfully apply to those organizations.



# PROGRAM

The first part of the program will be delivered every day, during 8 weeks. Conferences and visits will complement the courses. Program includes 4 environments, presented together for some courses and in different sessions for others.

- EU institutions and agencies (EU)
- UN related organizations (UN)
- Other International and Intergovernmental Organizations (IG)
- International NGO's and Foundations (NGO & F)

## Schedule of courses:

EU	UN	IG	NGO & F
Introduction to International Organizations (40 h)			
Legal Framework (8 h)	Legal Framework (8 h)	Legal Framework (8 h)	Legal Framework (8 h)
Program and Project Management (30 h)			
Public Procurement (16 h)			Procurement (4 h)
EU Financial Management (32 h)			Financial Management (8 h)
Administration - Management (20 h)			
Communication (16 h)			Communication (4 h)
Manage yourself (20 h)			
Internship Preparation - Application and Interviewing procedures within International Organizations (20 h)			



# PROGRAM

### **Introduction to International Organizations (40 hours)**

This session will lead you through history, structure, objectives, governance, political and technical background of global or regional international organizations and international non-governmental organizations. The aim is to understand the basics of international organizations and their functioning, achievements, problems and context in world politics. Case studies of typical organizations will give you a first insight and offer a way to systematically address a list of basic issues related to any organization.

### **Legal Framework (30 hours)**

All international public organizations are based on international conventions signed by Member States and ratified by national parliaments. Those international treaties are complemented by a large set of additional organizational and internal rules: Headquarter Agreements, Protocols on Privileges and Immunities, Financial Rules, Staff Rules, Procurement rules and Internal rules on governance. NGOs have additional specific rules. You will work with those legal texts and achieve a basic knowledge of those texts. Furthermore, you will use texts and propose solutions to typical problems of international organizations.

### **Program and Project Management (30 hours)**

International organizations implement their political, economic and technical objectives through major multi-annual mandatory or voluntary programs. This program will help participants understand common practice in program management and how to apply standards of project management. Your practical knowledge of project management will be tested and when necessary will be improved.

### **Public Procurement (20 hours)**

Procurement in public organizations is a very rigid and structured process following detailed rules, procedures and processes. Based on case studies, participants will go through every step of common practices and rules from small to large purchasing.

### **Financial Management (40 hours)**

Financial management is different in international organizations compared to private companies. Funding is mostly based on national contributions fixed in annual budgets as well as on financial partnerships dedicated to specific projects. The budget setting process, and the implementation of an annual budget, are one of the core processes of an international organization. The session has been designed to help participants understand and take part in budget setting and implementation. An important aspect will be dedicated to public accounting, financial control and internal/external audit. The session will also discuss the funding of non-governmental organizations including fund raising and financial partnerships. The session will create a basic knowledge of all financial management issues together with the ability to address financial matters in a structured and practical way.

### **Administration - Management (20 hours)**

General management and administration of international organizations' requires additional skills, compared to management skills in private companies. The session addresses those skills and provides you with a set of tools, competences and knowledge to be successful in addressing management and administration issues within an international organization. You will apply the proposed tools and theories in concrete case studies.



# PROGRAM

### **Manage Yourself (20 hours)**

This course addresses personal management theories. It is assumed that only if you can manage yourself, you will be able to manage others, e.g. in a team. In this session, you will therefore go through a process of self-assessment and assessment by HR/management experts. An analysis of your strengths and weaknesses will be the basis to work with a team adapting and improving your management skills. General management skills will be reinforced, specific skills for international organizations will be outlined.

### **Communication (20 hours)**

Communication is key in every management situation, but especially in the world of international organizations with their complex administrative processes, their staff, stakeholders and customers worldwide, all having different cultural backgrounds. In this course the main rules of communication will be analyzed. The importance of the written communication tools within public institutions – too often neglected- will be particularly stressed in a practical way. Practical tests in communication will help you achieving basic abilities to address communication issues successfully.

### **Internship Preparation + Application and Interviewing Procedures (20 hours)**

Participants will start the program by a personal interview with one of our professors, to determine their realistic wishes for the internship. From there UBIS team will work to try to match those wishes with internship opportunities. If the first choices don't work, another internship opportunity will be proposed. The rest of the session focuses on the application processes for candidates in international organizations. High-level Human Resources professionals will help the participants in the session to apply properly to an international organization (letter of application, CV, interview and communication with an organization in this situation).

### **Visits and conferences**

Professionals at international organizations will complement these courses with special presentations, through face-to-face interventions or video-conferences on topics related to international organizations. Some visits to international organizations based in Geneva are also organized.

# EXAMINATIONS

Following the sessions, participants must prepare a thesis, and undergo both a written and/or an oral examination for each course.

- A thesis on a subject defined by the participant in contact with a professor, and to be approved by the program director;
- A written exam to confirm knowledge learned;
- An oral exam to confirm competences (exams will consist of an interview, a panel discussion and a role play with a team).

# INTERNSHIP

Following successful exams, participants will gain an internship in one of the partner organizations for the duration of at least one month. Internships will be in Switzerland as well as in foreign countries. During the internship the participant will become familiar with the practicalities of an international organization and will get the opportunity to apply his acquired competences to “real world” situations.



## **SOME PROFESSORS**

All professors and speakers have a vast experience in international organizations and will share their professional vast experience and knowledge with the participants.



**Dr Martin Leupold** Program Director

- Broad HR experience, trained as a coach and process consultant, experienced in the sectors aerospace, IT, media and public service (European Patent Office).
- Former Principal Director of human resources and the Director of Strategic HR projects at the European Patent Office.
- Former HR officer at EADS.
- Former Head of human resources for Digital Equipment and Compaq Computer.
- Former Head of human resources for Süddeutscher Verlag.



**Darcy Christen**

- Former Deputy Spokesman, Head of Public Information and Communication;
- Head of External Relations at International Committee of Red Cross (ICRC).



**Dr Elizabeth Kemf**

- Former Head of WWF News Service/Communications Manager, WWF International;
- Former Advocacy and Communications Advisor to UN International Strategy for Disaster Reduction (UNISDR);
- Former Communications and Media Advisor for Bamako 2008 Secretariat (consortium of WHO, UNESCO, World Bank, Govt. of Mali, Global Forum for Health Research, and COHRED).



**Dr Miguel Amado**

- Former Ambassador – Head of Delegation of the European Union in Republic of Congo (Brazzaville), Dominican Republic, Cuba and Guinea Bissau.
- Former Special envoy from the President of the European Commission to East Timor and special representative of the European Commission to East Timor.
- Former Head of Unit for the Coordination intra ACP (African, Caribbean and Pacific Countries).
- Former Head of Unit: Democracy and Human Rights and Thematic Issues.



## CERTIFICATE

A Certificate in International Organizations will be granted to the participant who successfully completes all steps of the program (sessions, exams, internship).

## PROGRAM INFORMATION

### Starting Dates:

- Jan 16, 2012
- Apr 16, 2012
- July 9, 2012
- Sept 24, 2012

### Cost of the Special Certificate:

7.900 CHF

### Accommodations:

Upon request, UBIS can recommend hotels or apartments with special rates.

### Application:

To apply go to [www.ubis-geneva.ch](http://www.ubis-geneva.ch) or contact [certificate@ubis-geneva.ch](mailto:certificate@ubis-geneva.ch)

### Rem:

the programme without internship is proposed with a discount of 20 %

### Eligibility Criteria:

- Fluency in English (interview by phone if necessary);  
TOEFL Paper score: 550  
TOEFL Computer score: 213  
TOEFL Internet score: 79-80  
IELTS 5.5
- University Degree (or equivalent experience, interview if necessary)

### Visa:

UBIS will help you with the documentation based on specific requirements from the Swiss Embassy in your home country.

**For European Citizens** (except Romania and Bulgaria):

- no visa requirement is necessary.

**For Other Nationalities:**

- If internship will be done in home country, short term "Schengen" visa requested (for study)
- If internship will be done in Switzerland, visa for working purposes requested

This doesn't apply to people living in Switzerland previously holding a residency permit.



**UBIS**

**UBIS – University of Business and International Studies** – is based in the heart of Geneva. It offers to international students and professionals Undergraduate degrees (4 years) and Masters (1 year) in Business Administration, Media & Communication, and International Relations. All programs are available either on ground or on-line. Thanks to its articulation agreement with Potomac College\* Ubis can deliver dual Swiss/US bachelor degrees. UBIS welcomes people from 30 nationalities and aims to deliver a very individualized, multicultural learning experience.

\*Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education.