



Terre des hommes

Helping children worldwide.

Terre des hommes Recruitment Procedure

Only the complete files (CV + Cover Letter) that have been uploaded onto our **official website** will be processed (ie. <https://www.tdh.ch/fr/travailler-chez-terre-des-hommes>).

Supplementary documents (diplomas, employment certificates, etc.) will be required thereafter. Acknowledgement of receipt will be sent to you via email automatically once your file is uploaded.

Only shortlisted candidates will be contacted for further steps. Due to the large number of applications received, we will not respond to each candidate individually.

Shortlisted candidates will be invited to complete technical tests and/or a first interview to be held either at our Headquarters at Lausanne or via Skype. Travelling expenses for first interview will be paid by candidate themselves.

Applicants for a position abroad or executive position in Switzerland will be required to undergo a number of other tests (language tests, technical tests, interpersonal skills assessments, etc.).

Terre des hommes is committed to providing equal employment opportunities regardless of gender. In addition, female applicants of equal qualification for management posts are strongly encouraged.

Background and Documents Check

Our recruitment procedure, which is intended to reflect our commitment to the care and protection of children, sets out conditions for each successful applicant by fulfilling certain prerequisites. The following points will be requested from successful applicants before signing a contract:

- a. Provide a copy of a Criminal Records Check that is less than 6 months old (https://www.e-service.admin.ch/crex/cms/content/strafregister/strafregister_fr)
- b. Provide contact details of your last 2 employers for a reference check
- c. Read and sign our child protection policy (to be provided thereafter)
- d. Complete and send us a certificate of completion of "IRC Personal Safety and Security", an online training program to help you stay alert and act properly in unstable situations <https://kayaconnect.org/course/info.php?id=1446>. This training will take you approximately 3 hours
- e. Read and sign the Code of Conduct (to be provided thereafter)
- f. Read and sign the "Collection of Informed Consent" document (to be provided thereafter)
- g. Provide a valid medical examination report (to be provided thereafter)
- h. Copies of diplomas, certificates and/or employment certificates
- i. Your Swiss AHV number (for Swiss based positions)
- j. Details of your bank account number and bank clearing number
- k. A copy of your passport
- l. A copy of your vaccination record card
- m. A recent photo in digital format