

# **World YWCA Terms of Reference for Interns 2010**

## **Purpose of the World YWCA:**

The World YWCA unites national associations in a worldwide women's volunteer membership movement. Inspired by the Christian faith, the purpose of the world YWCA is to develop the leadership and collective power of women and girls around the world to achieve human rights, health, security, dignity, freedom, justice and peace for all people.

Dedication to the purpose of the World YWCA is essential for all staff and interns. <sup>1</sup>

Interns are accountable to the General Secretary through the Coordinator of the Internship Programme. Interns will be appointed for a specific time period. Non-Swiss Interns require a work permit. Arrangements for the work permit will be made by the World YWCA who will also be responsible for the associated fees.

## **Stipend, Allowances and Insurance**

*Each intern trainee receives:*

1a). 80% of the most economical round-trip ticket to and from their home country is reimbursed to the national association of the Intern.

1b). A return excess baggage allowance is available of no more than 50 kilograms of personal effects to be sent by the most economical freight from Geneva to the intern's country of origin (available only for one-year interns). The World YWCA will pay directly to freight company. No allowance for excess luggage is available on arrival in Geneva. **Any additional excess luggage expenses must be paid by the intern.**

2. Furnished housing in a hostel/foyer is provided.

3a). Stipend payments for food and personal needs of CHF1'000 per month for the full period of the internship.

3b). Basic health insurance is provided to cover health problems arising during the internship, including monthly premiums and annual deductible costs, to a maximum of CHF5'000 for the year. Swiss disability and pension scheme (AVS) as well as unemployment insurance and taxes (as required by law) are paid by the World YWCA.

3c). Interns will be covered by group accident insurance for any accident occurring both during and outside office hours and in Switzerland and abroad.

3d). Travel insurance is provided while travelling on World YWCA business.

4. A Geneva bus pass is provided for the period of the internship, and up to CHF500 allowance for private travel is available during this period.

5. A settling-in allowance is given at the beginning of the term in the amount of CHF150.

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<sup>1</sup> These terms of reference are governed by Swiss law. Should any version in another language be made, the English version of the same shall prevail in case of discrepancies.

### **Working Hours**

Official working hours are Monday through Friday, 8:30 to 17:30 (8:30 a.m. to 12 p.m. and 2:00 p.m. to 5:30 p.m.). Full employment constitutes 35 hours per week. Individual arrangements to vary the set hours may be made in agreement with the General Secretary.

Overtime is not remunerated. Time worked beyond regular hours required as approved by the General Secretary is compensated by equal time off.

### **Annual Leave**

Interns are entitled to 18.5 vacation days during their term (20 days annual leave pro-rated for the 11 months of the programme). This leave must be taken by the end of the internship year or forfeited. In addition interns are entitled to the following legal holidays:

- Good Friday (2 April 2010)
- Easter Monday (5 April 2010)
- Ascension Day (13 May 2010)
- Whit Monday (23 May 2010)
- August 1<sup>st</sup> Swiss National Day
- Jeune Genevois (9 September 2010)

### **Sick Leave**

An intern shall be deemed to be on sick leave when she is unable to work by reason of sickness or injury or when undergoing medical examination or treatment.

An intern on sick leave shall notify the Coordinator immediately. A medical certificate is required for any absence of more than three (3) consecutive working days.

### **Educational Allowance**

A language study allowance of up to CHF700 may be approved upon request within the first four months of the internship period.

### **Chargeable expenses**

For World YWCA travel, expense reports shall be submitted within 30 calendar days. Interns will be granted an advance to cover their travel expenses. The most economical means of travel shall be reimbursed.

Entertainment expenses incurred by interns for entertaining business guests as authorized or requested by the General Secretary will be reimbursed.

### **Evaluation/Appraisal**

The intern will be provided with a job description, will receive training and practical assignments during the 11 months of the programme and will function as part of the World YWCA office team. Each intern has an opportunity to suggest her own learning objectives in addition to those set for all interns. She will receive an evaluation and performance appraisal and she will have an opportunity to suggest changes and improvements to the programme.

If for any reason the intern is not able to fulfil the goals of the programme or if her participation or performance is unsatisfactory, the World YWCA may terminate the placement before the end of the 11-month period.

**Grievance**

An intern must bring in writing, any grievance in the first instance to her supervisor. If the matter is unresolved, the General Secretary will be consulted.

Geneva, April 2009