



**General conditions for the**  
**"Young Experts" programme**

**at the Intergovernmental Organisation**  
**for International Carriage by Rail**

*Note: In these regulations, terms such as "candidate" or "intern" denote both men and women, unless the context indicates otherwise.*

## **Part I**

### **Eligibility requirements**

#### **Article 1**

##### **Nationality of the candidate**

All candidates for the "Young Experts" programme at the Intergovernmental Organisation for International Carriage by Rail (hereinafter "OTIF" or "the Organisation") must be a national of one of the Organisation's Member States (see OTIF's website).

#### **Article 2**

##### **Age limit**

The age limit for applying for the programme is 32 at the time the internship contract is concluded.

#### **Article 3**

##### **Qualifications required**

Candidates must be in possession of a university degree in a discipline appropriate to the context of the Organisation's work, i.e. transport law, international law, communication or railway engineering.

#### **Article 4**

##### **Language skills**

Candidates must have an in-depth knowledge of two of OTIF's three working languages, which are French, German and English. Knowledge of other languages is an advantage, but is not compulsory.

#### **Article 5**

##### **Other qualifications**

Candidates must have a perfect mastery of the usual IT tools. They must also have excellent communication skills and be at ease in a multicultural environment.

## **Part II**

### **Form of the internship and termination of contract**

#### **Article 6 Duration of internship**

An internship is for a period of 9 months, renewable once if the Organisation is satisfied with the intern (maximum period of internship: 18 months).

#### **Article 7 Allowance and sundry expenses**

The intern appointed will receive a basic monthly allowance of CHF 1,500.- and a monthly accommodation allowance of CHF 1,000.-. In all, the intern will receive a total of CHF 2,500.- per month to enable him to pay his accommodation, subsistence and any medical costs. OTIF shall not accept liability in the event that, as a result of his own fault and/or negligence, the intern is unable to pay the expenses referred to above.

#### **Article 8 Travel expenses**

OTIF shall contribute to travel expenses up to the price of a standard fare train ticket or air ticket if the latter is less expensive.

#### **Article 9 Health insurance**

The intern must ensure that his health insurance is valid in the country of employment (Switzerland). If this is not the case, he must take out a valid insurance policy for his stay in Switzerland at his own expense. The intern shall be responsible for paying any medical costs that he incurs.

#### **Article 10 Visa**

It is the intern's responsibility to make a visa request for the duration of his stay in Switzerland and to pay the associated costs. If he requests help from the Secretariat of OTIF in obtaining a visa, the intern is asked to contact the Secretariat at least six weeks before the date on which he is due to arrive in Switzerland, otherwise the Secretariat of OTIF will no longer be in a position to support the visa request and it will not be possible for the visa to be issued on time.

**Article 11**  
**Confidentiality**

As OTIF deals with confidential information from the various Member States, the intern will be required to practise discretion and not divulge any information obtained during the internship outside the Organisation. If it is proved that this rule has been contravened, the contract may be terminated immediately without prior notification.

**Article 12**  
**End of contract**

At the end of his internship (9/18 months), the intern's contract shall expire. This expiry shall not be equivalent to resignation or dismissal. When the programme ends, the intern shall not be entitled to a permanent post. However, if the intern has given satisfaction throughout the duration of his internship and if the Organisation has the corresponding requirements, he may apply for posts advertised by the Secretary General as an external candidate.

Done in Berne on

(François Davenne)  
Secretary General