



Guide to Employment of Spouses of UN Secretariat Staff Members

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Disclaimer: The information in this guide was provided by the respective UN offices and is correct as of June 2015. For specific questions please contact the relevant offices. This guide will be updated to include more offices as the information becomes available.

UNOV, UNODC – Vienna, Austria

I. Work Permit

Q: Is my spouse allowed to work in this country?

An agreement between the UN and Austria ensures that spouses and dependent relatives of UN staff living in the same household can access the Austrian labor market.

Q: How does my spouse apply for a work permit?

Staff must apply for a “Bescheinigung” (certification) from the Ministry of Foreign Affairs through the Pass Office at the main entrance of the Vienna International Centre (VIC: Checkpoint 1). This procedure might take up to one month, after which employment may be sought. Once an offer of employment has been received, the prospective employer will have to obtain the final employment authorization from the relevant office. The certification is valid for all of Austria.

Q: How long does the issuance of a work permit usually take?

The process can take up to 8 weeks.

Q: Does my spouse need to renew a work permit and if so, how?

The employment authorization may be granted for a maximum period of one year. An extension is possible provided that the legal requirements have been met (i.e. employer renews the authorization).

Q: What should my spouse do about their work permit if they change jobs?

In the event of a change of employer, a fresh employment authorization has to be applied for by the new employer.

Q: Can my spouse be self-employed?

Yes, however he/she must furnish proof of the necessary occupational skills and satisfy the requirements of trade and industrial law.

Q: Does my spouse have to pay taxes?

Spouses of UN Secretariat staff members who work in Austria are subject to payment of Austrian employment taxes. All other immunities and privileges apply to them if they are in possession of the Austrian legitimation card.

II. Job Opportunities

Q: How should my spouse start looking for employment?

The relevant websites should be consulted with when applying for a specific job. The formal application should occur after one has received their certification from the Ministry of Foreign Affairs.

Q: Are there any jobs my spouse will not be allowed to do?

An employment authorization may not be granted if the occupation is to be taken up in a sector of the labour market or a region where the Labour Market Service has observed serious labour market problems.

Q: Are there common recruiters or networking opportunities?

There are many networks, communities, clubs, and associations etc. for expatriates in Vienna. For example female spouses may be interested in contacting the [UN Women’s Guild](#). For inquiries regarding membership with the UN Women’s Guild, please contact: nwgvienna@unvienna.org or Tel: (+43 1) 2600-24276, or (+43 1) 26026-4284.

Q: What job opportunities may be available?

a) International organizations and NGOs

Vienna serves as a UN center and hosts many international, regional, intergovernmental and NGO organizations. The following web link from the Austrian Foreign Ministry gives a list of all the international organizations based in Vienna

www.bmeia.gv.at/fileadmin/user_upload/oracle/int_organisationensliste.pdf

A resource for finding a job in an Austrian NGO might be:

<http://www.ngojobs.at/ngos/a/>

b) Others

Employment in the local market requires a good command of the German language. However, it is often not required for employment in foreign companies or international organizations.

III. Additional Resources

UN Secretariat focal point for spouse employment issues:

United Nations Office on Drugs and Crime

Ms. Martina Darnell

(+43-699) 1459 3446

Local Expatriate Spouse Association (LESA):

The United Nations Women's Guild of Vienna

Vienna International Centre

Wagramer Strasse 5

P.O. Box 400, Room F-1036

A-1400 Vienna, Austria

Office opening hours: Monday–Friday, 10:00 to 14:00

Telephone: (+43 1) 2600-24276, or (+43 1) 26026-4284

E-mail: unwgvienna@unvienna.org

UNECLAC - Santiago, Chile

I. Work Permit

Q: Is my spouse allowed to work in this country?

Spouses of staff members working for ECLAC in Chile are allowed to work in Chile on the same basis as Chilean nationals, in any sector that they are qualified for. The convention that allows spouses of ECLAC employees to work in Chile does not extend to other UN system organizations (i.e. FAO, ILO, PAHO, UNDP, UNESCO, UNHCR and UNICEF).

Q: How does my spouse apply for a work permit?

Requests for work permits must come through ECLAC. A focal point has been established that handles all interaction with the Chilean Ministry of Foreign Affairs. It's worthwhile to note that recently, the Chilean Ministry revoked work permits for spouses of same-gender marriages. ECLAC is renegotiating this issue.

Once a spouse has a job offer, then she/he can come to the Office of the Secretary and request a permit, either staff or spouse can submit the job offer to the Office of the Secretary.

The only exception to this rule is spouses who are planning on working freelance as consultants, like language teachers, etc. They don't need a job offer before they apply for the work permit.

Q: How long does the issuance of a work permit usually take?

Usually it takes about 4 weeks, until a work permit is issued. The spouse cannot work until the permission is issued.

Q: Does my spouse need to renew a work permit and if so, how?

The work permit is valid as long as the international staff member has a valid contract in Chile. It is important to note that each time the spouse changes work; he/she will have to ask for a new permission.

Q: What should my spouse do about their work permit if they change jobs?

It is important to note that each time the spouse changes work; he/she will have to ask for a new permission.

Q: Can my spouse be self-employed?

Yes, she/he can. To be self-employed, she/he will have to ask permission from the Ministry of Foreign Affairs through ECLAC.

Q: Does my spouse have to pay taxes?

Income and social security taxes must be paid on non-UN emoluments earned in Chile. Spouses engaged in paid employment must abide by the respective Chilean legislation on all matters of taxation, labour code and social security.

II. Job Opportunities

Q: How should my spouse start looking for employment?

The spouse has to look independently for an employment. Once he/she has an offer of work, he/she has to come to the Office of the Secretary of the Commission at ECLAC to request the work permit.

Q: Are there any jobs my spouse will not be allowed to do?

Spouses may work in the employment of their choice. No restrictions will apply to the nature of the work carried out, unless it is prejudicial to morality or public safety or security, or is prohibited by law.

UNOCI - Abidjan, Côte d'Ivoire

I. Work Permit

Q: Is my spouse allowed to work in this country?

All foreigners must be granted a work permit to be allowed to work in Côte d'Ivoire regardless of their types of visa.

Q: How does my spouse apply for a work permit?

Information on Work Permit application may be obtained from Cote d'Ivoire's Centre de Promotion des Investissements en Côte d'Ivoire (CEPICI), <http://www.gouv.ci/Main.php>.

Q: How long does the issuance of a work permit usually take?

The timing can vary depending on whether or not a spouse is working as a contractor with an Umbrella Company, setting up a business, or being sponsored by an employer. Therefore, it is suggested that spouses considering employment follow-up with the Cote d'Ivoire's Centre de Promotion des Investissements en Côte d'Ivoire (CEPICI), <http://www.gouv.ci/Main.php>, regarding all questions pertaining to a work permit.

Q: Does my spouse need to renew a work permit and if so, how?

As this will depend on the employment situation of the spouse, the mission strongly suggest that spouses considering employment follow-up with Cote d'Ivoire's Centre de Promotion des Investissements en Côte d'Ivoire (CEPICI), <http://www.gouv.ci/Main.php>, regarding all questions pertaining to a work permit.

Q: What should my spouse do about their work permit if they change jobs?

Your spouse must obtain a new work permit by working with the Cote d'Ivoire's Centre de Promotion des Investissements en Côte d'Ivoire (CEPICI), <http://www.gouv.ci/Main.php>, and the new employer.

Q: Can my spouse be self-employed?

Yes

Q: Does my spouse have to pay taxes?

Yes

II. Job Opportunities

Q: How should my spouse start looking for employment?

Below are several website that contain information regarding employment opportunities in Cote d'Ivoire.

Cote d'Ivoire Job Search Websites	
www.atooc.ci	www.emploi.ci
www.agepe.ci	www.educarriere.ci
www.rmo-jobcenter.com	www.abidjan.net
www.leportail.ci	http://www.jobafrique.com/#/
http://emploici.net/	http://job.eburny.com/

Q: Are there any jobs my spouse will not be allowed to do?

As information may change, the mission strongly suggest that spouses considering employment follow-up with Cote d'Ivoire's Centre de Promotion des Investissements en Côte d'Ivoire (CEPICI), <http://www.gouv.ci/Main.php>, regarding all questions pertaining to allowed work.

Q: Are there common recruiters or networking opportunities?

Below are several recruiters who provide recruiting services in Cote d'Ivoire.

Cote d'Ivoire Recruiters	
www.agepe.ci	www.emploi.ci
http://www.jobafrique.com/#/	http://emploici.net/
www.rmo-jobcenter.com	

Q: What job opportunities may be available?

There are a variety of employment opportunities in Cote d'Ivoire. Therefore, the mission suggests that spouses review the above-mentioned websites for the type of opportunities available.

UNECA - Addis Ababa, Ethiopia

I. Work Permit

Q: Is my spouse allowed to work in this country?

There is a restriction on spousal employment in Ethiopia. Those who are eligible dependents of international staff members and wish to work should give up their status and arrange their residence status and work permit directly with their employers. (On their own, apply for a work permit from the Government.)

Q: How does my spouse apply for a work permit?

The spouse can not apply directly; the arrangements should be done by the employer. However, during the employment period the spouse is not entitled to the residence ID card of eligible dependent of international staff members. After the termination of the employment the status of eligible dependent can be reinstated.

Q: How long does the issuance of a work permit usually take?

According to our knowledge, there is no fixed term. This is done by the employer.

Q: Does my spouse need to renew a work permit and if so, how?

Issuance and renewal of work permits is done by the employer.

Q: What should my spouse do about their work permit if they change jobs?

The new employer should take care for the residence status and for the work permit.

Q: Does my spouse have to pay taxes?

It depends on the arrangements with the employer.

II. Job Opportunities

Q: How should my spouse start looking for employment?

The spouse should check for job opportunities with potential employers.

Q: Are there any jobs my spouse will not be allowed to do?

The spouse can do only jobs for which the employer is able to obtain work permit.

Q: Are there common recruiters or networking opportunities?

The expatriate job landscape in Ethiopia is challenging but the situation appears poised to ease as the Ethiopian government liberalizes. In general, it is not easy for a dependent expatriate to obtain a work permit for paid or even unpaid work. Most expatriates seeking work will focus on networks linked to international organizations and charities, foreign embassies and foreign owned private sector enterprises.

Several international organizations have a presence in Ethiopia and they include UN agencies and international charities. If possible prospective expatriates should establish contacts with these organizations prior to relocation to Ethiopia. It is still feasible to establish contacts, with the help of networks, upon arrival in the country. An open mind is definitely an asset and if finding work becomes difficult there is the option of business partnering with expatriates with work permits, or locals. Other areas that could provide opportunities for gainful employment that will depend on expatriate's expertise are the private sector and academia. Both have entry challenges that can be surmounted with a little creativity.

UNLB – Brindisi, Italy

I. Work Permit

Q: Is my spouse allowed to work in this country?

Your spouse is legally allowed to work in Italy. As your dependent, your spouse will be issued MOFA – Ministry of Foreign Affairs Diplomatic ID card, in lieu of the Permesso di Soggiorno, Permit of Stay with which he/she can legally work in Italy. UNLB Liaison Office has always facilitated this process on behalf of the UN staff.

Q: How does my spouse apply for a work permit?

Upon arrival to UNLB, Human Resources section will arrange for your Permit of stay for both you and your family, together with all documents including social security number, registration with local offices.

Q: How long does the issuance of a work permit usually take?

It takes between 1 and 3 weeks as these permits for UN staff come directly from Rome.

Q: Does my spouse need to renew a work permit and if so, how?

This work permit is initially tied to the contract of the UN staff member. Once the spouse is employed, it has a life of its own. This permit is renewed based on the contract with the office/company where the spouse is employed.

Q: What should my spouse do about their work permit if they change jobs?

Each case requires a specific action. If in between the jobs, your spouse still has a work permit and residency based on your UN employment.

Q: Can my spouse be self-employed?

There are no legal restrictions preventing your spouse to be self-employed and as well work in any public or private company in Italy.

Q: Does my spouse have to pay taxes?

If your spouse is not employed with UN and it is not contributing to the staff assessment, it is mandatory for her/him to pay taxes in Italy.

II. Job Opportunities

Q: How should my spouse start looking for employment?

There is a local government office at the Municipality of Brindisi where the spouses can provide all their qualifications and their contact information so it is entered in the government network, a process that may be somewhat lengthy. There are also several websites www.subito.it and www.cercolavoro.com that are also very large job networks.

Q: Are there any jobs my spouse will not be allowed to do?

Your spouse might not be able to work for some government agencies for which you need to be an Italian citizen and possess certain security clearances.

Q: What job opportunities may be available?

a) International organizations and NGOs

WFP (World Food Programme) has an office as well in Brindisi. NATO has its bases in Aviano and Naples.

b) Othres

There are several companies that are present apart from the UN office. Boing is based in Grottaglie, Bosch is based in Bari.

In Brindisi there is unfortunately high unemployment of 25% (June 2015) which makes it difficult to find a job. However many international families do bring specific skills like knowledge of other languages for which may be in demand.

III. Additional Resources

[UN Secretariat focal point for spouse employment issues:](#)

Dejan Stepanovic, UNLB Field Staff Union Chairman, Stepanovic@un.org +39 0831 056225 from United States: +1 212 963 9915 ext. 6255

UNON, UNEP, UNHABITAT – Nairobi, Kenya

I. Work Permit

Q: Is my spouse allowed to work in this country?

As a UN staff member your spouse is issued with a Kenya Dependent Pass Exemption (Resident Permit issued gratis to dependents of UN staff members). This exemption may not be used as a work permit. If your spouse wishes to engage in either gainful employment or voluntary service, they would have to apply for a work permit. In this case the Kenya Dependent Pass Exemption will be cancelled and a work permit issued instead. Employers must apply for work permits for spouses. Self-employed spouses will need to apply for work permits directly from the Department of Immigration Services.

Q: How does my spouse apply for a work permit?

The Work Permits issued by the Department of Immigration Services are classified from A to M. Class D permit is issued to a person who is offered specific employment by a specific employer who is qualified to undertake that employment. Those who wish to be self-employed as investors in specific trade, business or consultancy are required to apply for a Class G Permit. The cost of a permit is high - Ksh 200,000/year (approximately US \$2083) for Class D, and Ksh 100,000/year (approximately US \$1041) for Class G. For most recent fees for different work permits, please refer to: <http://www.immigration.go.ke/Information.html> Permits are obtained through the Department of Immigration Services of the Ministry of Interior and Coordination of the National Government.

Q: How long does the issuance of a work permit usually take?

On average it takes three months for a person who has never worked in Kenya. If the staff member has worked in Kenya before and already has details on file with the immigration department (i.e. residence permit number from previous employment) the issuance will take on average fifteen working days to process, sometimes a little longer.

Q: Does my spouse need to renew a work permit and if so, how?

The Work Permit is pegged to an employment contract. Every time the contract is renewed, the employer should request for the extension of the Work Permit.

Q: What should my spouse do about their work permit if they change jobs?

Please refer to the first and second questions above.

Q: Can my spouse be self-employed?

Yes, spouses can be self-employed as long as a work permit is approved by the Host Government. Details on the fees and other conditions to be met (these depend on the type of business activity the spouse is going to be engaged in) are available on the immigration department website.

<http://www.immigration.go.ke/Information.html>

Q: Does my spouse have to pay taxes?

Yes, if your spouse is working in a non-UN employment.

As a UN staff member you and your spouse are exempt from paying taxes. But if you and/or your spouse are nationals of a country that requires you to pay taxes, then such taxes will be reimbursed through completing the requisite forms and sending them to the United Nations Tax Unit in New York.

II. Job Opportunities

Q: How should my spouse start looking for employment?

Spouses of staff members can seek assistance from United Nations Kenya Local Expatriate Spouse Association (UNKLESA) in Nairobi. From time to time UNKLESA provides training on PHP writing and interviewing skills for spouses. It also maintains a database of spouses' profiles that can be accessed by United Nations offices seeking qualified applicants for consultancies, project work, etc.

Q: Are there any jobs my spouse will not be allowed to do?

Please refer to <http://www.immigration.go.ke/Information.html>

Q: Are there common recruiters or networking opportunities?

According to spouses/partners in the field, the best strategy for finding employment is through word of mouth and networking (or "kushirikiana"). Job seekers need to be pragmatic and established or join the right networks. Local Networking opportunities are available through the following associations/clubs:

- **United Nations Kenya Local Expatriate Spouses Association (UNKLESA)**
Email: UNKLESA@unon.org, or visit their website at www.unklesa.org
- **Diplomatic Spouses Association (DSA)**
Email: jsbtenb@gmail.com for queries about membership.
- **American Women's Association (AWA)**
American Women's Association (AWA) is a nonprofit, charitable organization promoting community services and development and volunteering opportunities in Kenya as well as providing social and cultural activities for our multi-national members. The Association also organizes coffee mornings for members.

There are also numerous professional associations in Kenya, and these can provide good opportunities for meeting people and networking.

Q: What kind of job opportunities may be available?

a) International organizations and NGOs

There are many international organizations, bilateral organizations and NGOs operating in Kenya at which spouses/partners can seek work. This requires proactivity and a substantial amount of networking. Other fields in which spouses/partners might find work include educational institutions (e.g. universities). Please see Annexes 1, 2 and 3 below for lists of international, bilateral and women's organizations.

b) Others

Spouses and partners who have found work either telecommute with the organization they were working before relocating to Nairobi or have found work as school teachers or consultants in development agencies and NGOs. Otherwise some work as volunteers with different partner/spouses associations such as the ones mentioned above. The best strategy of finding work in Kenya is through proactive networking. Spouses and Partners who have found work have done so through word of mouth, therefore networking is critical.

III. Additional Resources

UN Secretariat focal point for spouse employment issues:

Anouk Paauwe, Chief, Recruitment & Classification Section

Email: anouk.paauwe@unon.org

Local Expatriate Spouse Association (LESA):

United Nations Kenya Local Expatriate Spouses Association (UNKLESA)

Website: www.unklesa.org

Email: UNKLESA@unon.org

Annex 1. Bilateral Organizations

Belgian Technical Cooperation
Tel: 3767488

CIDA—Canadian International Development
Agency
Tel: 3663000

DANIDA
Denmark Technical Advisory Services
Tel: 7122848-52

DFiD – U.K. Department for International
Development
Tel: 2873290

SNV Netherlands Development Organization
Tel: 573656

GTZ – German Agency for Technical
Cooperation
Tel: 3875070

The Italian Development Cooperation
Tel: 2247750/2247755/2247696/343144

JICA – Japan International Cooperation
Agency
Tel: 2724121-4

KFW
Tel: 4228200/4228201

Norwegian Agency for Development
Cooperation
Tel: 4451510-6

SIDA/Swedish International Development
Cooperation Agency
Tel: 4234000/4234060

USAID – U.S. Agency for International
Development
Tel: 28622000

Multilateral Organizations:

International Finance Corporation (IFC)
Tel: 759000/ 2759200

United Nations Environmental Programme
Tel: 7623084

UN-Habitat
Tel: 7625001

Food and Agriculture Organization (FAO)
Tel: 3750830/36

International Civil Aviation Organization
Tel: 7622395

International Labour Organization
Tel: 717969/ 716946/7171847

International Maritime Organization
Tel: 7624378/4477

International Monetary Fund
Tel: 221648

United Nations Children's Fund Kenya Country
Office
Tel: 7621093

UNICEF-ESARO
Tel: 7622226

United Nations Children's Fund (UNICEF)
Somalia
Tel: 7623862/ 7623950

United Nations Development Fund for
Women
Tel: 624383
United Nations Development Program
Tel: 7624465

United Nations Office on Drugs and Crime/
Regional Office for Eastern Africa
Tel: 7623739/ 7623049

United Nations Educational, Scientific and
Cultural Organization (UNESCO) Nairobi Office
Tel: 7622353

United Nations High Commissioner for
Refugees
Tel: 443028

UNIDO Field Office in Kenya
Tel: 7624369

United Nations Populations Fund

Tel: 7624401 / 7624404 / 7624405

United Nations Centre for Regional
Development Africa Office
Tel: 07624389624372 / 74 / 75

World Food Program
Tel: 7622049

World Health Organization
Tel: 2717902/ 2718024

United Nations Centre for Regional
Development Africa Office
Tel: 624372/74/75

UNOPS
Tel: 7621120

OCHA Kenya
Tel: 207625155

IOM Kenya
Tel: 4444174

Delegation of the European Commission to
the Republic of Kenya
Tel: 2713020-1/2712860/2802000

African Development Bank
Tel: 4766300 Ext. 6230-6259

Annex 2. International Non-Profits

Médecins Sans Frontières
Tel: 3870021

The British Council Kenya
Tel: 334855/56

Kenya Red Cross
Tel: 2723963/ 4/5

Care International
Tel: 2710069/2712374

Catholic Relief Services
Tel: 4210000

Plan International
Tel: 3870215
The Aga Khan Foundation
Tel: 2710444

Save the Children
Tel: 3865888/90

World Vision
Tel: 4441366/ 4441507/883652

Christian Children's Fund
Tel: 4444890/3

SOS-Kinderdorf International
Tel: 2727061-26

Oxfam
Tel: 2715003

World Concern
Tel: 3870833/ 3878143/ 560413-5/562527

Pact Kenya
Tel: 3878271/3/4

Merlin (Medical Emergency Relief
International)
Tel: 3875530/3876475/3875487

Pathfinder International
Tel: 224154

Transparency International
Tel: 2727763-5/2730324-5

Population Service International
Tel: 2714346/2714354/2714355

Action Aid
Tel: 6830258

The Kenya Human Rights Commission
Tel: 3874998-9/387460 /3874997

The National Empowerment Network of
People Living with HIV and AIDS in Kenya
Tel: 3875917/3862271

Sightsavers International
Tel: 601209

HelpAge Kenya
Tel: 4444289

Annex 3. List of Women's Organization

African Women's Communication and Development Network
Tel: 440299

Centre for African Family Studies
Tel: 2731479/2725641

Coalition on Violence Against Women (COVAW)
Tel: 8040000/1

East Africa Women's League (EAWL)
Tel: 2722981

Education Centre for Women in Democracy
Tel: 562304/570386

Forum for African Women Educationalists (FAWE)
Tel: 3873131

The Federation of Women Lawyers
Tel: 3870444

Kenya Medical Women's Association
Tel: 506287/560813

Kenya National Council Of NGOS
Tel: 2715259/2738288

Kenya Water For Health Organization
Tel: 557550

Kenya Women Finance Trust (KWFT)
Tel: 2715334/ 2715335
Cell: 0729 920920 / 0732633332

Maendeleo Ya Wanawake Organization
Tel: 222095/ 252210/242093

Mama Na Dada International-Contact details
Tel: 0733 225015

Young Women's Christian Association - Kenya
Tel: 724789

UNESCWA, UNIFIL – Lebanon, Beirut

I. Work Permit

Q: Is my spouse allowed to work in this country?

Spouses of UN staff members will be issued a MOFAE (diplomatic) ID at their arrival, which does not allow them to engage in any employment activities (unless with a UN Agency). However, they can independently find employment in Lebanon depending on their skills and expertise. At this point, they will surrender their MOFAE ID and all the diplomatic immunities and benefits that it entails, and they will be issued a normal work permit through the employer who acts as their sponsor.

Q: How does my spouse apply for a work permit?

Applications are filed by the employer, who pays all fees and applies for the spouse's work permit to the General Security.

Q: How long does the issuance of a work permit usually take?

Usually it takes about 4 weeks until a work permit is issued.

Q: Does my spouse need to renew a work permit and if so, how?

The work permit is linked to the duration of the work contract, if needed, and extended by the employer.

Q: What should my spouse do about their work permit if they change jobs?

Employer releases the sponsorship to the new employer and a new work permit is issued under the sponsorship of the new employer.

Q: Can my spouse be self-employed?

Yes, but he/she cannot be registered in Lebanon or receive any financial compensation from Lebanese individuals/company. He/she would have to work for clients abroad.

Q: Does my spouse have to pay taxes?

Lebanese salaries are taxed. The taxes are directly deducted from salary.

II. Job Opportunities

Q: Are there any jobs my spouse will not be allowed to do?

Certain occupations require certification or similar in Lebanon, which is not always easy to obtain. Examples are the medical professions, law, and others.

Q: What kind of job opportunities may be available?

a) International organizations and NGOs

There are a number of international organizations, NGOs or UN agencies/funds/programmes with offices in Lebanon (UNHCR, WFP, WHO, UNICEF, ICRC and NGOs like the Norwegian Refugee Council, etc) that may employ spouses of staff members.

UNOG, UNECE, OHCHR, UNCTAD – Geneva, Switzerland

I. Work Permit

Q: Is my spouse allowed to work in this country?

Spouses who wish to access to the Swiss labor market require the Type Ci residence permit with gainful employment. The residence permit for the gainfully employed is intended for family members of intergovernmental organizations and for members of foreign representations. This covers the spouses and children up to 25 years of age. The validity of the permit is limited to the duration of the main holder's function.

Q: How does my spouse apply for a work permit?

As of 1st November 1995, the Swiss Federal Council adopted a new system to facilitate the gainful employment of spouses and unmarried children who entered Switzerland as part of the family before the age of 21. These family members may enter the Swiss labour market, provided they reside in Switzerland and live with the staff member. For this purpose, a special permit called a "Permis Ci" (Ci permit) will be issued by the Cantonal Office of Population and Migrations (OCPM) or similar office of the canton of residence upon production of a contract of employment, a proposed contract or a document stating the wish to become self-employed. The validity of the "Permit Ci" will lapse when the staff member loses the right to the Carte de Légitimation (the residence permit issued by the Swiss Department of Foreign Affairs to international civil servants and to their dependents), i.e. upon separation or transfer outside of Switzerland.

The "Ci" permit is issued for a salaried activity (full time or part time) or for an independent activity. However, if the employment of the staff member's spouse or child is 10 hours or less per week, their employer has to apply for an authorization from the "Office Cantonal de la Population et Migrations". Any employment exceeding 10 hours per week has to be covered by a Ci permit.

The Ci permit (allowing spouses of staff members to work in Switzerland) is valid as long as the staff member works for an International Organization or foreign representation in Switzerland. The Swiss Ci permit will automatically be cancelled by the Swiss authorities together with the staff member's Carte de Légitimation once the staff member has been separated or transferred from the UN in Switzerland. We strongly advise the spouse to immediately contact the Office Cantonal de la Population in the canton where the permit was originally issued if they wish to continue to work in Switzerland after the staff member has left the Organization.

More information could be found in the web link below:

<https://www.eda.admin.ch/eda/en/home.html>

Q: How long does the issuance of a work permit usually take?

The issuance of a Permit Ci takes around one to two months as the process is done in 2 different steps:

- 1) Submitting the request to Bern Card Unit at UNOG (BCU) and at a later stage obtaining an Attestation from the Aliens' Office of the canton of residence and conveyed by the Swiss Mission in Geneva.

The form to be used is accessible through the link below.

<https://our-intranet.unog.un.org/sites/default/files/users/HRMS-editor/PermisCi.pdf>

- 2) Upon the presentation of a work contract, a contract proposition or a declaration stating the desire to take up an independent activity, including a description of the activity, the staff member's spouse or child may exchange their Attestation (1) for a "Ci" permit for foreigners, authorizing them to reside in the country and take up gainful employment, by contacting the Cantonal Office of Population and Migrations (OCPM) or similar Office in the canton.

During the process, as long as the spouse has found an employer, he/she can start working waiting for the issuance of the permit.

Q: Does my spouse need to renew a work permit and if so, how?

Yes, the Permit Ci is linked to the staff member's Carte de Légitimation. When the staff member's Carte de Légitimation is due to expire, he/she has to renew it. When the new Carte de Légitimation has been issued, the staff member can introduce a request of renewal of the spouse's Permit Ci through the "Office Cantonal de la Population et Migrations" in the Canton it was issued.

Q: What should my spouse do about their work permit if they change jobs?

In Switzerland under Permit Ci, the spouse has full access to the labour market and can change jobs at any time.

Q: Can my spouse be self-employed?

Yes - except if the spouse is a nurse or a doctor by profession: he/she cannot be self-employed and will have to work under the supervision of a Swiss nurse/doctor in a private practice, in a clinic or a hospital.

Q: Does my spouse have to pay taxes?

Yes, spouse has to pay taxes on his/her incomes in Switzerland. The taxes regulations change from a Canton to another.

II. Job Opportunities

Q: How should my spouse start looking for employment?

As soon as the staff member obtains the Carte de Légitimation he/she can ask the Bern Card Unit - Office 264-1 for an Attestation of Permit Ci and start seeking an employer in Switzerland. The job market in Geneva is crowded. Finding a job will depend primarily on networking. Positions are published in newspapers or specialized journals. The help wanted classifieds are a good place to start.

Q: Are there any jobs my spouse will not be allowed to do?

No - except Swiss civil servant professions. Nevertheless, if the spouse holds certificates or diplomas he/she should first check if they are recognized by the Swiss authorities or if it will be required to undergo equivalence exams.

Q: Are there common recruiters or networking opportunities?

Knowledge of French and/or German is highly recommended. There are nearly 250 NGOs affiliated in some form to the UN. Keep an eye on their job postings via the [Geneva International Portal](#). If you intend to set out on your own you are required to have permits (Office cantonal de la population et Migrations OCPM) and permission (Registre du Commerce). As a foreigner you will have to prove to the authorities that you can sustain yourself, which should not be difficult if you are a spouse or a UN recognized partner.

Q: What job opportunities may be available?

a) International organizations and NGOs

There are several International NGOs based in Geneva ranging from humanitarian (Red Cross) to the UN. The UN Office at Geneva (UNOG) is the second-largest of the four major office sites of the UN after the UN Headquarters in New York City.

Geneva also hosts the offices for a number of UN programs and funds such as the UN Conference on Trade and Development (UNCTAD), the UN Office for the Coordination of Humanitarian Affairs (OCHA) and the UN Economic Commission for Europe (ECE). For an expanded list of NGOs in Geneva, Switzerland, see **Annex 1**.

b) Others

- Several multinational private companies are having offices in Geneva and Vaud surrounding areas.
- A number of private relocation companies offer services to spouses including assistance in job hunting.

III. Additional Resources

UN Secretariat focal point for spouse employment issues:

Staff Counsellor's Office at Geneva

staffcounsellor@unog.ch

Others

- The Office Cantonal pour l'Emploi in Canton of Geneva or Vaud can provide more information on working conditions and job opportunities
- The CEBIG (Centre Bilan Geneve) offers skill assessment and career development
- CAGI (Geneva Welcome Center) provides information on getting a job in Switzerland

Networking opportunities can be provided by:

- **Geneva Welcome Center**
<http://www.cagi.ch/en/home.php>
106, route de Ferney - 1202 Genève
Tel: +41 (0) 22 546 14 00
- **American International Women's Club of Geneva**
11 route de Chêne, Geneva
Tel: +41 (0) 22 736 0120
www.aiwcgeneva.org
- **Caper Club**
www.caperclub.ch
- **Career Women's Forum**
www.cwf.ch
Email: administration@cwf.ch
Address for monthly lunches:
Swissôtel Metropole Geneva
Quai Général-Guisan 34
1204 Geneva
Tel. : 022 318 32 00
Fax : 022 318 33 00
- **Fondation Pour Genève**
<http://www.fondationpourgeneve.ch/>
Route de Ferney 106 - 1202 Genève
Tel: +41 (0) 22 919 42 00
- **Geneva International Friendship Circle**
Villa Rigot, 9 avenue de la Paix
1202 Geneva
Tel: +41(0) 22 317 88 70
- **Geneva Women in International Trade (OWIT)**
18 rue du Mont-Blanc
Case postale 1542
1202 Geneva
www.owit-lakegeneva.org

Annex 1: International Organizations in Geneva

ICRC (International Committee of the Red Cross)
Tel: +41 (0) 22 734 60 01
www.icrc.org

Global Fund
Tel: +41 (0) 22 791 17 00
www.theglobalfund.org

ICTSD (International Center for Trade and Sustainable Development)
Tel: +41 (0) 22 917 84 92
www.ictsd.org

UNOG (United Nations Office at Geneva)
Tel: +41 (0) 22 917 12 34
www.unog.ch

UNAIDS
Tel: +41 (0) 22 791 36 66
www.unaids.org

UNDP (United Nations Development Programme)
Tel: +41 (0) 22 917 85 42
www.undp.org

Ideas Centre

Tel: +41 (0) 22 807 17 40

www.ideascentre.ch**IISD** (International Institute for Sustainable Development)

Tel: +41 (0) 22 917 86 83

www.iisd.org**ILO** (International Labor Organization)

Tel: +41 (0) 22 799 61 11

www.ilo.org**EIF** (Enhanced Integrated Framework)

Tel: +41 (0) 22 739 66 50

www.enhancedif.org**IOM** (International Organization for Migration)

Tel: + 41 (0)22 717 91 11

www.iom.int**ITC** (International Trade Center)

Tel: +41 (0) 022 730 01 11

www.intracen.org**ITU** (International Telecommunication Union)

Tel: +41 (0) 22 730 51 11

www.itu.int**OHCHR** (Office of the High Commissioner for Human Rights)

Tel: +41 (0) 22 917 90 00

www.ohchr.org**UNHCR** (United Nations High Commissioner for Refugees)

Tel: +41 (0) 22 739 81 11

www.unhcr.org**WBCSD** (World Business Council for Sustainable Development)

Tel: +41 (0) 22 839 31 00

www.wbcsd.org**WEF** (World Economic Forum)

Tel: +41 (0) 22 869 12 12

www.weforum.org**WHO** (World Health Organization)

Tel: +41 (0) 22 791 21 11

www.who.int**WIPO** (World Intellectual Property Organization)

Tel: +41 (0) 22 338 91 11

www.wipo.int**WMO** (World Meteorological Organization)

Tel: +41 (0) 22 730 81 11

https://www.wmo.int/pages/index_en.html**WTO** (World Trade Organization)

Tel: +41 (0) 22 739 51 11

www.wto.org

ICTR, MICT – Arusha, Tanzania

I. Work Permit

Q: Is my spouse allowed to work in this country?

Yes he/she is allowed to work.

Q: How does my spouse apply for a work permit?

Work permit is applied by the UN employed staff on behalf of his/her spouse through the protocol division of the Ministry of Foreign Affairs and International Cooperation who will then forward the request to the relevant Ministry or Government department.

Q: How long does the issuance of a work permit usually take?

It depends on how fast the Foreign Ministry handles the request.

Q: Does my spouse need to renew a work permit and if so, how?

Yes, the spouse may wish to renew a work permit only for the duration of the term of the UN staff concerned. Upon the separation or departure of the UN staff, the spouse may apply for work permit but not through the Foreign Ministry but through the immigration and labour offices like any other foreigner seeking employment.

Q: What should my spouse do for a work permit, when my spouse changes jobs in this country?

The work permit is issued for the duration of the term of office of the UN staff concerned and is for the purposes indicated in the application to the Foreign Ministry. If spouse changes jobs then the Foreign Ministry should be informed accordingly. All in all, the work permit will still be valid.

Q: Can my spouse be self-employed?

The spouse can be self-employed provided this information is relayed to the Foreign Ministry.

Q: Does my spouse have to pay taxes?

Yes, spouse has to pay taxes because his/her remunerative work is not linked to the functions of the staff member. In short, by undertaking remunerative work the said spouse forfeits his/her diplomatic status and privileges and immunities as regards such employment.

II. Job Opportunities

Q: Are there any jobs my spouse will not be allowed to do?

Spouse is not allowed to perform jobs whose skills are available locally. Work permits are granted if such skills are not locally available.

Q: What job opportunities may be available?

Some opportunities exist, but not on the scale of a big city such as Dar Es Salaam.

III. Additional Resources

Local Expatriate Spouse Association (LESA):

Ms Fatou Jaye,

President of Spouses Association.

Tel No. (255) 784944622

UNESCAP – Bangkok, Thailand

I. Work Permit

Q: Is my spouse allowed to work in this country?

Yes, in general, spouses are allowed to work in Thailand under certain conditions. However, there are a number of occupations in which foreigners are not permitted to work (See Annex I).

Q: How does my spouse apply for a work permit?

Work permits are issued by the Office of Foreign Workers Administration, Department of Employment, Ministry of Labor and must be granted before a spouse starts working.

Normally, staff members and their family are travelled to Thailand on a Non-Immigrant Visa (Type F). Once a spouse finds employment, the employer would normally assist in applying for the necessary Non-Immigrant Visa (Type B). The changing of the visa category will require the spouse to leave the country and re-enter after the visa Type B is obtained.

Employers must be a registered business, organization, or institution in order to provide the required documents for a work permit application. The employers may also process an application on the employee's behalf before they enter Thailand.

More information about the work permit and application process is available at http://wp.doe.go.th/wp/images/fwork/wpa2012_eng.pdf.

Q: How long does the issuance of a work permit usually take?

It usually takes three to seven working days for a work permit to be issued. The work permit is normally granted for a maximum period of one year.

Q: Does my spouse need to renew a work permit and if so, how?

Yes, it has to be renewed if the employment period exceeds the work permit validity. A renewal application must be submitted prior to the expiry date of the work permit and normally takes up to seven working days.

Q: What should my spouse do about their work permit if they change jobs?

The former employer will cancel the visa and work permit and the new employer will apply for new documents for the employee. A spouse holding a Non-Immigrant Visa (Type B) who wishes to change his/her job from one employer to another will not be required to travel out of the country since the visa category will not change. However, he/she would be responsible for notifying the Immigration Bureau of the employer change and request for a continued stay in Thailand while the application for new visa and work permit is in process.

Q: Can my spouse be self-employed?

Self-employment is possible. For spouses who wish to conduct a business, there are certain regulations with which the spouse must comply (such as a certain level of investment and a proportion of Thai ownership). Further details are available at [the Board of Investment](#).

Q: Does my spouse have to pay taxes?

If a spouse is employed, he/she is obligated to pay taxes required by the Royal Thai Government. The employer would inform each employee of the taxes which they need to pay, usually income taxes, and these taxes will regularly be deducted from their monthly salary.

II. Job Opportunities

Q: How should my spouse start looking for employment?

Spouses can search for employment opportunities with an organization, school or company that has offices in Thailand before arrival. The employer could then process the work permit prior to his/her arrival. It is recommended that spouses who wish to be employed by international schools in Thailand apply to positions from abroad to obtain an international, rather than local, contract.

The UN Local Expatriate Spouse Association (LESA) in Thailand can also provide support, networking opportunities, and more information about living and working in Thailand.

Q: Are there any jobs my spouse will not be allowed to do?

Yes, the Thai Government has issued a list of restricted occupations for which work permits will not be issued to foreigners (see Annex I).

Q: Are there common recruiters or networking opportunities?

There are networking opportunities, e.g., diplomatic missions and social networks, which may lead to employment opportunities. Private recruiting firms are also an alternative channel in Thailand.

Q: What job opportunities may be available?

a) International organizations and NGOs

UN Secretariat/UN agencies: Spouses of staff members are welcome to apply for job openings with the UN Secretariat and other UN funds, programmes and agencies. UN entities in Thailand are listed at <http://www.un.or.th/> as well as at <http://www.mfa.go.th/main/en/information/2557>. More information about careers with the UN Secretariat, including various opportunities and openings, can be found at careers.un.org.

Other international organizations: A list of other international organization and contact details are available on the website of the Ministry of Foreign Affairs at <http://www.mfa.go.th/main/en/information/3009>.

International NGOs: There are several NGOs which have offices in Thailand for domestic operations as well as extensive work across the Asia-Pacific region (such as, CARE International in Thailand, Catholic Relief Service, Save the Children, World Vision Foundation of Thailand, etc.)

b) Others

Private/Educational sector: There are opportunities with private companies, universities, and research institutes. There are also several private-sector multinational companies, as well as many international schools.

Embassies or Diplomatic/ Consular missions: Bangkok is host to a large number of embassies and diplomatic/consular missions. Contact details of diplomatic corps in Thailand are available at <http://www.mfa.go.th/main/en/information>.

III. Additional Resources

UN Secretariat focal point for spouse employment issues in Bangkok:

Learning Centre, Human Resources Management Section (training-escap@un.org)

Annex I: Restricted occupations for Foreigners

- Labour
- Work in agriculture, animal breeding, forestry, fishery or general farm supervision
- Masonry, carpentry or other construction work
- Wood carving
- Driving motor vehicles or non-motorized carriers, except for piloting international aircraft
- Shop attendant
- Auctioning
- Supervising, auditing or services in accounting, except occasional international auditing
- Gem cutting and polishing
- Hair cutting, hair dressing and beautician work
- Hand weaving
- Mat weaving or making wares from reed, rattan, kenaf, straw or bamboo pulp
- Manufacture of manual fibrous paper
- Manufacture of lacquer ware
- Thai musical instrument production
- Manufacture of nielloware
- Goldsmith, silversmith and other precious metal work
- Manufacture of bronze ware
- Thai doll making
- Manufacture of mattresses and padded blankets
- Alms bowl making
- Manual silk product making
- Buddha image making
- Manufacture of knives
- Paper and cloth umbrella fabrication
- Shoemaking
- Hat making
- Brokerage or agency work, except in international business
- Dressmaking
- Pottery or ceramics
- Manual cigarette rolling
- Legal or litigation work
- Clerical or secretarial work
- Manual silk reeling and weaving
- Thai character type-setting
- Hawking business
- Tourist guide or tour organizing agency
- Architectural work
- Civil engineering wo

NYHQ - New York, USA

I. Work Permit

Q: Is my spouse allowed to work in this country?

Spouses holding G-4 visas are required to obtain authorization (a work permit) before accepting / commencing work with a company in the United States. Requests for authorization are normally granted under certain limitations. It is considered a violation of status if a spouse holding a G-4 visa is employed without a work permit.

Spouses holding G-4 visas are authorized to work for the United Nations and Missions to the United Nations without obtaining a work permit.

Work in a different state

A derivative G-4 visa holder's main purpose of entry to the United States is to reside with the staff member. It follows that a spouse is able to work in a different state provided that he or she maintains daily residence with the staff member.

Work permits for children under 23

Children who hold derivative G-4 visas and are in full-time schooling and are under the age of 23 may apply for a United States work permit. The Visa Committee in the Office of Human Resources Management reviews work permit applications and liaises with host country authorities that make final approvals or denials. To be issued a work permit, children must meet the eligibility requirements set forth on the following page:

<https://iseek-newyork.un.org/forms/Visa>

(look for the link that says P.320 Work permit for children holding G-4 visas)

Q: How does my spouse apply for a work permit?

Each application for a work permit should be submitted to the United States Mission to the United Nations (USUN) **through** the Learning, Development and HR Services Division (LDSD) of the Office of Human Resources Management (OHRM). You can download the necessary documents from the US Citizenship and Immigration Services website: <http://www.uscis.gov>.

Applications must be submitted to Ms. Anne Marie GLOZNEK or Ms. Rula EID- GRECO of the Visa Committee (HR Services/LDSD/OHRM: New York, NY 10017, S-1808 & S-1809) for review and submission to the United States Mission. Please note that applications may NOT be directly submitted to the United States Mission to the UN or the United States Citizenship and Immigration Services (USCIS)

If the request for work permit is approved, the USCIS will issue an Employment Authorization Document (EAD) and return it to the United States Mission who in turn will send it to LDSD/OHRM for distribution. This service is free of charge. Applicants will be notified when to pick up the EAD from LDSD/OHRM.

Upon receipt of the EAD, the spouse is required to obtain a Social Security Number/Card from a local Social Security Office. For information about locations, please visit the Social Security Administration's website: www.ssa.gov.

Please note that applicants may not contact the United States Mission directly. Any follow-up on the status of a work permit request may only be done through LDSD/OHRM.

PID number

Once staff members and their family members are registered with the UN Visa Office, the US Department of State assigns an eight digit PID number (Personal Identification Number) to each individual. All records of each individual are stored under this number. Staff members should take

note of their and their family's PID numbers and keep them in their records as they will need them when applying for the renewal of their visas and/or work permits. You can find your PID number on the following website:

<http://157.150.196.220/hcrs/jsp/searchPid.faces>

Social Security Number

To apply for a work permit, it is not necessary to have a Social Security Number. In fact, a derivative G-4 visa holder can only obtain a Social Security Number with the authorization of the United States Citizenship and Immigration Services USCIS (authorization is granted when a work permit is issued).

Q: How long does the issuance of a work permit usually take?

This process takes 4 to 8 weeks from the date of submission of the application to the United States Mission to the UN. Once an application is submitted, the applicant should not inquire on the status before 3 weeks have passed.

Q: Does my spouse need to renew a work permit and if so, how?

Yes, if a work permit has expired, your spouse needs to renew it.

Work permits must be renewed at least 8 weeks before the expiration of the Employment Authorization Document (EAD). Applicants should submit the same material as required for the initial application plus a photocopy of the EAD document to be renewed. The applicant also has to submit state and federal income taxes for all years of prior EAD period (please refer to ST/IC/2012/11), including proof of payment of taxes in the form of cancelled checks or electronic transfers. Please note that employment with an expired EAD or while waiting for the renewal is not authorized.

Q: What should my spouse do about their work permit if they change jobs?

The duration of the Employment Authorization Document (EAD) card is linked to the employment contract of the staff member, however, other factors may play a role in determining the validity of the EAD. If a dependent changes jobs during the duration of the EAD, a new USCIS authorization is not required. However, the United States Mission must be notified of the change by means of a letter from the applicant's new employer. The letter should be an original and submitted through LDS/OHRM.

Q: Can my spouse be self-employed?

Yes, if your spouse plans to work in his/her own business or as a consultant, the same application process applies. However, in lieu of the job offer, a letter of self-employment must be provided by the applicant stating the specific duties of the work and the duration. The letter must include the educational background of the applicant, his/her past experience, the work to be performed, the income to be earned and the targeted clientele. Please do not attach resumes.

From self-employed to employed by a company/organization

The change must be recorded by USUN. For this, your spouse must submit a job offer to LDS/OHRM so that it can be transmitted to USUN.

Q: Does my spouse have to pay taxes?

Income and social security taxes must be paid on non-UN emoluments earned in the US.

Detailed information on work permits for spouse holding G-4 VISAs can be found in the webpage:

<https://iseek-newyork.un.org/forms/Visa>

(look for the link that says P.320 Work permit for spouses holding G-4 visas)

II. Job Opportunities

Q: How should my spouse start looking for employment?

The New York Local Expatriate Spouse Association (NY LESA) is an organization composed of spouses and partners of New York-based staff members. Its aim is to support spouses and partners in settling in to life in New York and finding jobs. NY LESA is a membership-driven organization; Find out more at www.nylesa.org.

Q: Are there common recruiters or networking opportunities?

There are many recruiters and networking opportunities in NY. NY LESA could be the gateway to see the whole picture of what NY job opportunities look like. <http://www.nylesa.org/employment/>

Q: What jobs opportunities may be available?

c) International organizations and NGOs

There are several UN system organizations in New York. Each organization website announces regular job openings, temporary job openings and consultancies. Please refer to “Additional Resources”.

d) Others

Volunteering is one of common ways for people to be involved in society. There are many volunteering opportunities in NY. You can find the information of some organizations in the below “Additional Resources”.

III. Additional Resources

Local Expatriate Spouse Association (LESA):

NYLESA

HP: <http://www.nylesa.org/>

Email: reachus@nylesa.org

Others:

UN system organizations’ employment

- UN Headquarters (UN Secretariat): <https://careers.un.org/lbw/home.aspx?viewtype=AP>
- UNDP: http://jobs.undp.org/index.cfm?cur_lang=en
- UNICEF: <http://www.unicef.org/about/employ/>
- UNFPA: <http://www.unfpa.org/jobs>
- UN Women: <http://www.unwomen.org/en/about-us/employment>