
Employment Registration Desk for private household employees of members of diplomatic missions, permanent missions, consular posts and international civil servants, as well as for the employers of such private household employees

Description and purpose of the Employment Registration Desk / Private Household Employees online platform

In keeping with its mission to welcome, inform and offer advice, the International Geneva Welcome Centre (CAGI) has established, in agreement with the Federal Department of Foreign Affairs (FDFA), the Canton of Geneva and the Office of the *Amiable Compositeur*, an **Employment Registration Desk** for **private household employees** who are seeking employment with a member of a diplomatic mission (embassy), of a permanent mission, or of a consular post, or with an international civil servant, as well as for **employers seeking a private household employee**. This service is provided **through an online platform** ¹.

The aim of the Employment Registration Desk is to:

- assist private household employees who are already in Switzerland in finding a new employer;
- provide an opportunity to employers to find suitable private household employees on site in accordance with the **Private Household Employees Ordinance of 6 June 2011** (PHEO ²), which stipulates that prior to engaging a private household employee from abroad, the employer must look in Switzerland for a private household employee who is able and willing to fill the position. The Employment Registration Desk enables the employer to find a private household employee who fits the profile sought.

Persons with access to the Employment Registration Desk

The Employment Registration Desk is open to all private household employees and all employers who meet the requirements of the Private Household Employees Ordinance, regardless of their place of work (for example: Basel and area, Bern and area, Geneva/Vaud and area and rest of Switzerland).

The Employment Registration Desk is reserved for the following persons:

- **employers** who hold a type B, C, D, KB or KD legitimation card issued by the FDFA;
- **private household employees** who hold a type F legitimation card issued by the FDFA and who are looking for a new employer;
- **employees hired locally** by diplomatic missions, permanent missions/delegations and consular posts who hold a type E or K legitimation card issued by the FDFA, who are looking for a new job as a private household employee and who meet the conditions of the Private Household Employees Ordinance.

Private household employees may change employers at any time (subject to the contract provisions on the contract termination period and as long as they have not signed a fixed-term employment contract). To find a new employer, they have a **time limit of two months** from the end of the employment relationship. Local employees, for their part, have a **time limit of two months** from the end of the employment relationship to find a new employer.

¹ Link to the Private Household Employees online platform: <https://household.cagi.ch>

² Link to the Private Household Employees Ordinance and related information: <https://www.dfae.admin.ch/missions/mission-onu-geneve/en/home/manual-regime-privileges-and-immunities/introduction/private-household-employees-ordinance.html>

These persons may register with the **Private Household Employees online platform** at any time and preferably as soon as their employer informs them that he or she wants to end the employment contract. In any case, it is recommended that they register with the Employment Registration Desk before the **prescribed time limit to find a new employer expires**, otherwise the FDFA will not authorise the CAGI to consider their registration.

How does the Employment Exchange / Private Household Employees online platform work?

The above-named persons who are seeking employment and persons who are looking for a private household employee must register by creating a profile on the **Private Household Employees online platform**³. **Guidance notices** detailing the registration process and the consultation process are available on the main page.

The registration request is then to the FDFA (Protocol in Bern or Permanent Mission of Switzerland in Geneva) so that the validity of the applicant's (person seeking employment or employer) legitimisation card can be verified. Once the registration form is approved by the FDFA, it is published for a duration of maximum 3 months (renewable upon the express request of the application) in the online "employer" or "private household employees" registers.

The CAGI thus manages two separate online registers, one grouping together the employment applications, the other containing the offers of employment. Only persons seeking employment or persons seeking a private household employee who meet the registration requirements at the CAGI by means of a registration to the Employment Registration Desk approved by the FDFA may access the information contained in the respective online registers.

The CAGI's aim is not to inform the parties regarding the progress of their request. Its role is only to **make the information available**. It is up to the persons seeking employment to directly contact the employers who have advertised an offer of employment in the Employment Registration Desk and up to the employers to directly contact the persons seeking employment who have offered their services.

The applicant must **immediately inform the CAGI, by email (welcome.cagi@etat.ge.ch) or through the online platform** if he/she has found an employment or a private household employee so that the employment application or the offer of employment can be withdrawn from the relevant online register.

Moreover, the CAGI **does not monitor the working relationship likely to be established between the parties**. If a dispute between the parties were to be brought to its attention, it would encourage them to refer the matter to the FDFA (Protocol in Bern or Permanent Mission of Switzerland in Geneva) or the Office of the *Amiable Compositeur* (BAC)⁴.

Geneva, March 2023

³ Link to the Private Household Employees online platform: <https://household.cagi.ch>

⁴ BAC: <https://www.ge.ch/faire-appel-amiable-compositeur> (in French)