



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Embassy of Switzerland in Australia

Academic internship

The Embassy of Switzerland in Canberra is offering a fulltime 12-month academic internship.

Tasks:

- Assisting the diplomatic section of the Embassy and working on political, economic, scientific and cultural affairs in relation to Australia and the Pacific countries
- Drafting and editing of reports
- Organizing events
- Representing the Embassy at conferences and meetings
- Supporting the general operations of the Embassy

Requirements:

- Swiss citizenship or non-Swiss citizen with legal residence in Switzerland
- University degree at the beginning of the internship (preferably at Master level, no more than one year between graduation and start of internship)
- Strong interest in Swiss foreign policy issues
- Good writing skills and excellent command of written expression
- Experience in online communication or communication on social media is desirable
- Passive knowledge of a second official language of Switzerland and excellent oral and written communication skills in English
- Strong computer skills
- Proactivity and ability to work autonomously, precise and efficient
- Work effectively in a small team
- Availability: 01 May 2024

Please send your application including motivation letter (in English), CV (in English), copy of university diploma and/or latest reports, letter(s) of recommendation (if available), work certificates and references to tristan.piquet@eda.admin.ch by **31 January 2024**.

For any inquiries, please contact Mr. Tristan Piquet (+41 58 485 09 63/ +61 2 62 505 608).