



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

EMBASSY OF SWITZERLAND IN CHINA

Beijing, May 2022

Fact sheet - Internship at the Embassy of Switzerland in China

Does the Embassy of Switzerland in China offer internships?

Due to the current COVID-19 situation the Embassy of Switzerland does not offer any internships at the moment

Yes, vacant internships are advertised through a job advertisement. For administrative reasons, an internship during the pandemic lasts **12 months**.

What does the Embassy expect from the interns?

The aim of the internship is to give the interns an insight into the work and function of an embassy. At the end of the internship, they should have an overview of the different aspects and tools used at the embassy's work in the field of safeguarding Swiss interests, project work and will be equipped with the knowledge of some important administrative procedures. Through the supervised placement, they will have the opportunity to gain practical experience as well as contribute to the completion of the day-to-day business.

What requirements do the trainees have to fulfil?

<https://www.eda.admin.ch/eda/en/fdfa/fdfa/working-at-fdfa/studierende.html>

Due to the pandemic, applicants must note the following additional information:

- Only applicants with a Master's degree (about to be completed or recently completed) and the Swiss Nationality will be considered
- Currently, there are restrictive entry regulations in China, with up to three weeks of quarantine and various COVID tests. Accordingly, a high degree of resilience is needed to be able to complete this internship. Before starting your internship, you will receive detailed information about the current regulations.
- Visits of acquaintances, friends and family in China or of the applicant in Switzerland during the internship are currently not possible.
- Open communication regarding previous COVID-19 disease and vaccination status of applicants is expected.

Is an internship possible regardless of the subject studied?

- **Yes.** Candidates from all fields of study and specialisations are admitted. The Embassy has numerous placement opportunities in different sections (e.g. politics, economy, science and technology, culture and communication or trade and investment) and plans the placement based on the interns' professional profile, **among other things.**

What are the employment modalities?

- The employment is governed by Swiss law. The internship salary is paid in local currency (Chinese Yuan Renminbi CNY / RMB).
- **Part-time employment** (e.g. employment for parallel studies in China) is **not possible.**

Does the embassy cover any costs incurred in connection with the internship?

- **No.** All costs (travel, accommodation and meals, insurance etc.) are borne by the trainees.

Costs for accommodation and meals during the compulsory centralised quarantine are covered by the Embassy.

I am interested! What happens now?

As soon as internships are available, the Embassy will publish a job advertisement on the website of the Embassy of Switzerland in China or on the Swiss Confederation job portal.

If you have further questions about the internship, you may contact us at the following e-mail address: beijing.praktika@eda.admin.ch

Recruitment process

- Candidates in the first selection (shortlist) are usually contacted by the Embassy for one (or more) online interview(s) before the start of the internship.
- In addition to the interview, a written task must be completed in a certain amount of time.
- The definitive confirmation or rejection will follow shortly afterwards.
- Candidates who are not shortlisted will **not be contacted.**

We are looking forward to receiving your application!