



## Academic Internship

### Embassy of Switzerland in Japan, Communications and Culture Section

The **Embassy of Switzerland in Japan** is offering an academic internship for **6 months, starting May 1<sup>st</sup> or June 1<sup>st</sup>, 2024**. This position provides an opportunity to gain valuable experience in the world of public diplomacy, international communications and cultural affairs.

General requirements:

- **University graduate**, preferably with a degree in international relations, humanities, social sciences or journalism / communications.
- **Languages:** Native speaker in German, French or Italian with good knowledge of a second national language and excellent command of English. Japanese-language ability would be a strong plus
- **IT-skills** for MS Office (Excel, Word, PowerPoint)
- Experience in **project management** and **social media** (drafting, image and video editing, graphic design, curating, scheduling, posting) desired
- **Personality:** Proactive, open-minded, flexible and diligent, with **strong writing and oral communication skills**

Conditions for eligibility:

- **Graduation** (BA or MA) from university after June 1<sup>st</sup>, 2023 (the internship should be made within one year after completion of the BA or MA degree)
- **Total duration of past internships** since graduation (BA or MA degree) within the Swiss federal administration does not exceed six months
- Candidates who **currently reside in Switzerland are welcome to apply** (the Embassy does not reimburse travel cost)
- **Employment is contingent on obtaining a visa** from the Japanese authorities

We offer:

- Active **contribution to diplomatic tasks** of the Embassy incl. public diplomacy, communications and cultural affairs
- Participation in the preparation and implementation of a diverse set of **events and initiatives** with opportunities to manage projects
- Attractive international **working environment** in central Tokyo
- **Monthly pay**

If you are interested in this internship at the Embassy of Switzerland, hold a **Swiss passport or valid residency in Switzerland** and qualify for the above profile, please submit your CV with a motivation letter to:

[tokyo.job@eda.admin.ch](mailto:tokyo.job@eda.admin.ch)

Please note that interviews will be conducted via Skype early March 2024.

**Application deadline: February 29, 2024**