



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
- Drafting and editing of reports
- Organising events
- Representing the Embassy at conferences and meetings
- Supporting the general operations of the Embassy

### Requirements:

- Swiss citizenship
- 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: 19 June 2023

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 [canberra@eda.admin.ch](mailto:canberra@eda.admin.ch) by **20 February 2023**.

For any inquiries, please contact Mr. Sébastien Monnet (+41 584 845147 / +61 2 6162 8409).