



Internship at the Swiss Embassy in Ireland

The Embassy of Switzerland in Ireland offers a full-time internship for 6 – 8 months to a highly motivated and qualified candidate with a master's degree. The new round of recruitment for the next internship will be in Spring 2022. The candidate must be a Swiss citizen or a non-Swiss national with legal residence in Switzerland. Remuneration for this position is around 2500 Euros a month.

Description of the internship

The intern will work closely with members of the Embassy in a variety of fields ranging from research and analysis in political, economic, and cultural sectors to sectorial politics (human rights, environment and health). The intern will also provide reporting and administrative support to the staff of the Embassy including the organisation of representational functions, official visits from Switzerland and events. <http://www.eda.admin.ch/trainees>

The internship offers a wealth of experience in a Swiss diplomatic representation and a valuable opportunity for networking in view of a future employment in the fields of diplomacy, international affairs, socioeconomics, or private sector.

Embassy in Dublin

The Embassy in Dublin dedicates its work exclusively to furthering Swiss interests in Ireland through the promotion of political, economic and cultural links between Switzerland and Ireland. The main activities are to meet with key contacts and to provide up-to-date reports on the current and developing situation in all those areas both in Switzerland and in Ireland.

Summary of Duties and Responsibilities

- Monitor research and provide analysis of Irish politics and institutions.
- Report accurate, timely and highly substantive quality information to the Embassy.
- Assist in drafting yearly reports on broad and complex priority issues (economic, cultural, environmental, human rights and education).
- Organise and participate in meetings with key actors of private sector and civil society (business, think tanks, NGO etc.).
- Draft meeting reports, follow-up notes, letters and speeches and assist in outlining key issues for discussion in upcoming meetings.
- Assist in maintaining key data up-to-date on the Embassy website and intranet.
- Assist in feeding in twitter account of the Embassy.

Qualifications required

- Master's degree. Strong interest in International affairs. Aptitude to write short and concise analysis. Strong political antennas. Inquisitive mind.
- University graduation no longer than 12 months before commencing the job.
- Language skills: English (C1) and an additional national language (C1).

Applications must include

- Motivation letter, CV, letter of recommendation, copy of university diploma and/or latest report

Applications should be sent by e-mail to: dublin@eda.admin.ch.

All complete applications will be acknowledged and the applicants will be informed as soon as a decision has been taken.

Dublin, June 2021

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