



Internship in the Economics and Finance Section

The Embassy of Switzerland is currently offering a full-time (40 hours per week) internship in the Economics and Finance Section for 6 months, from either **January 1 - June 30** or **July 1 - December 31 every year**. The remuneration for this position is **USD 1,500 per month**.

Candidate should possess:

- a general interest in international affairs with a strong knowledge of current affairs;
- specific interest in economic and financial affairs in a diplomatic context;
- an ability to quickly grasp new concepts and orientate oneself in unfamiliar areas;
- an ability to compose short text on broad issues;
- a desire to communicate with Embassy partners in person and on the phone;
- organizational skills for planning and attending functions and events.

Candidate must:

- be a Swiss citizen, or be a non-Swiss citizen with legal residence in Switzerland;
- possess excellent written and spoken communication skills in English;
- speak and write fluently one of the official languages of Switzerland;
- be enrolled in, or have completed, a university-level program in humanities, law, political science or international relations (preference given for graduates);
- not have graduated more than one year before beginning internship (Example: Graduation in September 2010, internship can begin no later than August 2011);
- not have completed more than 12 months of cumulative internship experience since first graduating from university – including the 6 months of this internship in Washington;
- not have gained employment experience in either Major or Minor subject fields (exception to this are internships in the Bundesverwaltung, as well as internships in the legal and paralegal fields, as long as they do not exceed the 12-month maximum of internship experience - including the 6 months of this internship in Washington).

All applicants must submit the following documents in electronic format:

- Curriculum vitae (in English);
- copy of university degree or transcripts, as well as all internship documentation;
- two letters of recommendation;
- Motivation Letter addressing the candidate profile explained above (in English).

Application Deadlines:

For the period from January 1 - June 30: September 15, 2014

For the period from July 1 - December 31: March 15, 2015

These are continuous positions, and applications are accepted on an ongoing basis. Applicants who have been selected will be contacted no later than 4 weeks after the application deadline. No phone calls please. Send application package to: **was.praktikant@eda.admin.ch**