



The Embassy of Switzerland in China is looking for an:

Academic Intern in the Economic and Finance Section Academic Intern in the Culture & Media Section

2x 100% / Beijing, China

The Economic and Finance Section supports and strengthens Sino-Swiss economic relations. It follows and reports on China's economic, trade, and financial policies, while maintaining regular contacts with relevant Chinese authorities.

The Culture & Media Section promotes Switzerland's good image in China, through cultural projects and communications work (press and social media).

Both internships offer a unique insight into Embassy work and how Switzerland's interests are promoted abroad across different fields.

Your tasks

- Analyse and monitor Chinese policies and developments
- Research and report on specific topics
- Participate or represent the Section in events and meetings
- Support in managing projects and events
- Support with operational aspects and in daily business

Your profile

- Swiss citizen enrolled in, or having completed, a university degree (Bachelor or Master)
- Strong interest in an Embassy's work and current developments around the globe
- Fluency in German, French or Italian and excellent English (proficiency), with good knowledge of at least one other Swiss official language
- Good communication and interpersonal skills to liaise with partners inside and outside the Embassy
- Knowledge of Mandarin Chinese is an asset

Additional information

The internship must commence within 12 months of graduation (bachelor or master). Military and civilian service as well as maternity up to a maximum of 12 months are not counted within this period. Internships within the Federal Administration completed after graduation may not exceed a total of 12 months.

For further information please contact:

Ms. Estelle Vuichard, Deputy Head of Economic and Financial Section under estelle.vuichard@eda.admin.ch or

Mr. Yannick von Arx, Deputy Head of Culture & Media under yannick.vonarx@eda.admin.ch

Application deadline: 15.06.2025

Starting date of employment: 01.10.2025 or upon agreement

Duration of contract: 6 months, extendable up to 12 months

Interviews will be conducted no later than 3 weeks after the application deadline.

About the employer

The Embassy of Switzerland in Beijing represents the Swiss Government in China and works to promote and protect Swiss interests. It covers a wide range of areas including politics, economics, finance, science, culture, and consular affairs, fostering strong and multifaceted bilateral relations between Switzerland and China.

The Federal Administration respects the different needs and life experiences of its employees and promotes their diversity. Equal treatment is a top priority.

Please submit your application to bei.jobapplications@eda.admin.ch, stating which internship you are applying to, with an up-to-date CV, a motivation letter in a Swiss national language or in English and other relevant documents (diploma, work certificates, etc).