



## Academic Internship – Embassy of Switzerland in India and Bhutan, Diplomatic Division

Location / occupancy rate :	New Delhi	80%	100%
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Interested in discovering Swiss diplomatic know-how in India through a truly unique experience?

Join our Embassy's diplomatic division and work from the inside on celebrations for the 75th anniversary of Swiss-Indian relations (SwitzerlandIndia75), on official visits by high-level dignitaries, on free-trade negotiations, on following-up of India's upcoming general election, on supporting Swiss businesses and citizens, and on strengthening Swiss-Bhutan ties.

<b>Your tasks :</b> <ul style="list-style-type: none"><li>- Support the Diplomatic Division actively in its political, economic, cultural and human security tasks;</li><li>- Keep track of current events in Bhutan and support Swiss diplomatic activities in the Himalayan Kingdom;</li><li>- Document developments in India, particularly in the field of digitization, and compile regular reports for the headquarters in Bern;</li><li>- Participate in the organization of official, international events on public diplomacy, culture, human rights, economics, science, cooperation or innovation</li><li>- Draft diplomatic correspondence and assist in dealing with various ministries and representations;</li><li>- Represent the Embassy at various public events.</li></ul>	<b>Your profile and skills :</b> <ul style="list-style-type: none"><li>- Swiss nationality and passport;</li><li>- University degree (preferably Master's or Bachelor's);</li><li>- Strong interest in politics, diplomatic work and international relations, particularly in India;</li><li>- Performance and service-oriented, able to take initiatives, good communicator and with an intercultural sensitivity;</li><li>- Fluency in English (at least C1) and good knowledge of three Swiss official languages;</li><li>- Ability to synthesize information and excellent writing skills;</li><li>- Professional or private experience in difficult contexts, willingness to adapt to the Indian way of life;</li><li>- Female candidates are strongly encouraged to apply.</li></ul>
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### Contact details

Dr. Olivier Fink, Minister, Deputy Head of Mission, New Delhi, is at your disposal for providing additional information: [olivier.fink@eda.admin.ch](mailto:olivier.fink@eda.admin.ch).

Start date: 01.12.2023 (or as arranged)

Position's duration: 6 months (with possibility of extension to 12 months)

Application deadline: 01.10.2023

Please send the complete application to: [laxmi-sirisha.kanagala@eda.admin.ch](mailto:laxmi-sirisha.kanagala@eda.admin.ch)

As Switzerland's official representative, the Embassy's activities cover all areas of diplomatic relations between the two governments. In particular, it represents Swiss interests in the fields of politics, economics, finance, the legal system, science, education and culture.

### Advice for applying

Reading the FDFA's admission requirements for academic internships is highly recommended. The following conditions must be met: [www.eda.admin.ch/trainees](http://www.eda.admin.ch/trainees)

The federal administration respects the different life trajectories of its employees and values their diversity. Equal treatment is an absolute priority.

### Work location :

**Embassy of Switzerland, Nyaya Marg, Chanakypuri, 110 021 New Delhi, India**