



The Embassy of Switzerland to Kazakhstan and Tajikistan is looking for:

Academic Intern - Diplomatic Tasks

100% - Astana, Kazakhstan

This internship offers a valuable first work experience and an in-depth look into the world of diplomacy within a strategically significant mid-sized Swiss Embassy. As an intern, you will work closely with Embassy staff across various domains, including politics, economics, science, and culture. This is a paid position.

Your responsibilities

- Research and writing of various reports in the fields of politics, economics, human rights, environment and other topics.
- Support in preparing and organizing events and small projects for the representation.
- Support with communication in social media.
- Participation in conferences, meetings and events and take corresponding meeting minutes or write summaries.
- Support in other areas of the embassy's work.

Requirements

- Swiss nationality or permanent residence in Switzerland.
- University degree (preferably master's degree). No more than 12 months between graduation and start of internship.
- Language skills: excellent written and spoken command of two Swiss national language, English and Russian.
- Strong interest in international affairs, aptitude to write analyses and reports on various issues, good communication and social media skills.

Additional information:

Application deadline:	30.04.2025
Start date:	01.07.2025 or by agreement
Contract duration:	Fixed-term 12 months (or 6 months on request)
Application must include:	Motivation letter, CV, copy of university diplomas and transcripts or latest report, letters of recommendation, employment certificates (if available).
Send application to:	astana@eda.admin.ch
For further information:	Mr. Tobias Werder Deputy Head of Mission +7 7172 97 98 92 / 93

Information about the employer

The Embassy of Switzerland in Astana is responsible for Kazakhstan and Tajikistan. As the official representation of Switzerland, the Embassy covers all matters concerning diplomatic relations between Switzerland and the two countries. It represents Swiss interests in the areas of political, economic, financial and legal affairs, as well as science, education and culture. It further provides consular services to Swiss citizens abroad and visa services to foreign travelers.

Conditions for admission

Please note the [admission requirements for FDFA academic internships](#).
The conditions specified therein must be met.

The Federal Administration respects the different backgrounds of its employees and values their diversity. Equal treatment is a top priority.

Your application will be deleted no later than 90 days after the application deadline.