



Graduate Internship – Embassy of Switzerland in Malaysia

100% / Kuala Lumpur, Malaysia

The Embassy of Switzerland in Malaysia performs a variety of diplomatic tasks in dynamic region and offers graduates of a Master's degree the opportunity to experience the work of a Swiss representation abroad. Alongside diplomatic engagements such as the negotiation of bilateral instruments and political dialogue, the representation promotes investment and trade, sustainability, cultural and scientific exchanges, tourism as well as supporting human rights projects. As Malaysia will chair ASEAN in 2025, the Embassy will also work on strengthening Swiss-ASEAN relations.

Your tasks:

- Contribute to political analysis and reporting on Malaysia and ASEAN
- Participate in conferences, exchanges, seminars and other events
- Assist in the preparation and implementation of bilateral meetings and high-level visits
- Support the implementation of human rights projects
- Contribute to the creation of communication products (e.g. newsletter, social media)

Your competencies:

- Master's degree in economics, law, political or social science
- Pronounced interest in politics and public policy
- Active command of two official Swiss languages, proficiency in English (written and oral)
- Excellent analytical, editorial and organisational skills
- You are a team player, versatile, flexible and work independently
- Work experience and experience abroad particularly in relation to Southeast Asia is an advantage

Requirements:

To qualify for an academic internship, applicants must be Swiss citizens or have a Swiss residence and work permit valid until the end of the internship. Other criteria that need to be met:

[Requirements](#) (in German, French or Italian)

Application process:

- Please apply by email only and send all documents in *one* PDF file
- Your application must include the following:
 - Motivation letter
 - Curriculum Vitae
 - Copy of university certificates
 - Copy of final grades and interim reports
 - Letter of recommendation (from work or studies)

The duration of the internship is twelve months, beginning on 1 July 2024 (or per mutual agreement).

Please send your application to kualalumpur@eda.admin.ch by **17 March 2024**.