



The Embassy of Switzerland in Nepal is looking for:

Academic intern at the Embassy of Switzerland in Nepal

100% Kathmandu

The Embassy of Switzerland in Nepal offers a full-time internship that provides an interesting insight into the inner workings of development cooperation in a priority country for SDC and Swiss diplomacy. As an academic intern at an integrated embassy, you will join a dedicated embassy team responsible for bilateral relations with Nepal and various development cooperation projects. In addition to analytical, editorial and organisational tasks, your field of activity also includes maintaining external contacts with important partners of the Embassy.

Your tasks

- Politics/Human rights: Contributing to various embassy reports, supervising political dossiers and writing reports on current issues.
- Collaboration in development cooperation, e.g. annual planning, context analyses and occasional project visits outside Kathmandu
- Economy: collaboration on the economic report, support for Swiss companies
- Maintaining contacts with Swiss citizens and answering enquiries to the embassy (support at the consulate as needed)
- Public relations: contribution to the website and communication of the Embassy
- Other tasks as required

Your profil

- Swiss nationality or permanent residence in Switzerland
- Master degree (No more than 12 months between graduation and start of internship)
- Interest and background knowledge in International Politics, Governance and Federalism
- Very good written and spoken command of two Swiss national language and English
- High intercultural competence, distinct ability to work in a team, flexibility and high motivation
- Strong analytical and editorial skills

Contact

For additional information and your application documents (motivation letter, CV, copy of master's degree & transcripts or latest report, employment certificates as well as two references) please contact:

kathmandu.application@eda.admin.ch

Application deadline: 31.10.2023

Start date: 01.02.2024

End date: 31.01.2025

Conditions for eligibility

Please note the [admission requirements of the FDFA academic internships](#). It is imperative that the conditions noted therein are fulfilled.

The Federal Administration respects the different biographies of its employees and values their diversity. Equal treatment enjoys the highest priority.

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