



## Internship in the Defence Attaché Section within the Swiss Embassy in London

The Embassy of Switzerland in London is offering an internship in its Defence Attaché Office. The duration of the internship is one year, from 1 September 2024 to 31 August 2025. The Defence Attaché Office contributes to safeguarding Switzerland's interests in the United Kingdom, Ireland and the Netherlands. It enhances the bilateral cooperation between the Ministries of Defence and the Armed Forces of the respective countries.

The internship is an opportunity to gain insight into the work of the Defence Attaché Office within the Swiss diplomatic mission and the work of the Department of Defence, Civil Protection and Sport (DDPS). The position offers exposure to a wide range of renowned think tanks, reflecting the UK's leading role in security and defence, international affairs and London's status as a global hub for policymakers, analysts and media.

This is a salaried position. The salary is commensurate with the internship profile.

The application deadline is 31 May 2024.

### The main activities of the internship include:

- Research and analysis in the field of security and defence policy
- Writing and drafting of reports on various security and defence issues (e.g. terrorism, armed forces, cybersecurity)
- Participating in briefings, e.g. by think tanks, government departments and other institutions
- Media monitoring
- Organising and participating in meetings with key actors in the security and defence realm
- Attending events and networking opportunities on behalf of the Defence Attaché
- Assisting in the organisation of visits by Swiss officials
- Assisting in the organisation of public events by the Defence Attaché Office
- Drafting of official correspondence

### What we expect:

- Swiss citizen (or non-Swiss citizen with legal residence in Switzerland)
- Excellent written and spoken communication skills in English
- Excellent written communication in one of the official languages of Switzerland
- Completed Swiss recruit school, preferably with the rank of officer
- University degree (e.g. studies in security or defence policy, war studies, international studies etc.)
- Graduation (master's degree) no more than one year before planned start of the internship, no internship experience since first graduating from university
- Flexible and well-mannered individual with good interpersonal skills

### Working hours (100% employment basis):

5 days / 40 hours per week (Monday – Friday); flexibility regarding occasional additional working hours in the evenings and at weekends. We welcome applications from committed, reliable individuals with a broad interest in security and defence issues as well as international affairs, who would like to gain work experience abroad.

### All applicants must submit the following documents in electronic format:

- Letter of application (in German, French or Italian)
- Curriculum vitae
- Copy of university degree or transcripts
- Details of two persons who could be contacted for a reference

**Applications should be sent to: [london.va@eda.admin.ch](mailto:london.va@eda.admin.ch). No phone calls please; only those selected for an interview will be contacted.**