



## Internship in the Political, Legal and Communications Team

The Embassy of Switzerland in London is offering an internship in its Political, Legal and Communications Team. The duration of the internship is one year, from 1 September 2024 to 31 August 2025.

The application deadline is 6 May 2024.

The internship represents an opportunity to gain insight into the work of Swiss foreign policy and diplomacy in general. The work of the Embassy offers exposure to a wide range of topics and partners, reflecting the UK's leading role in international affairs and London's status as a global hub for policymakers, analysts and media. The position is remunerated.

### The main activities of the internship include:

- Assisting in fact finding and drafting reports on various issues (politics, legal issues and more)
- Researching and providing analysis and summaries of British politics and current affairs
- Participating in and helping to organise events and meetings with key actors (government, think tanks, NGOs)
- Supporting the team in a wide range of activities and projects (administration, responding to citizens' inquiries, supporting official visits, drafting emails)

### What we expect:

- Swiss citizen or non-Swiss citizen with legal residence in Switzerland
- Excellent written and spoken communication skills in English
- Fluency (written and spoken) in one of the official languages of Switzerland
- University degree (preferably Master's degree)
- Some work experience
- In principle, graduation after August 2023 and not more than 12 months of cumulative internship experience since graduating

### 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, as well as all previous work or internship documentation
- Details of two persons who could be contacted for a reference

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

If you have specific questions about the job, please contact [london.jobs@eda.admin.ch](mailto:london.jobs@eda.admin.ch).