



Internship as a Project manager of the project “Swiss Mapping/ Swiss (economic) footprint in India” Embassy of Switzerland in New Delhi

The Embassy of Switzerland is currently offering a full-time (40 hours per week) internship as a project manager of the project "Swiss Mapping/Swiss (economic) footprint in India" in the Political Division (Economic Section) for 12 months, ideally from May 2019 to April 2020.

The Embassy of Switzerland together with the Swiss Business Hub India and the Consulate Generals in Mumbai and Bangalore is aiming to set up a comprehensive database that shows the Swiss business activities in India. For this project, the Embassy is looking for a project manager, who is attached to the project committee, which is comprised of members from the Embassy in New Delhi and the Consulate Generals in Mumbai and Bangalore. The tasks of the project manager range from conceptual work to administrative tasks. The Embassy is looking for a proactive person with excellent analytical skills and a good understanding of the Swiss economic landscape. Outstanding knowledge of Excel and an affinity for databases is a must.

Candidate should further possess:

- A general interest in economics, trade and international relations with a focus on trade and investment;
- Good knowledge of the Swiss economic landscape and the bilateral (economic and trade) relations between Switzerland and India;
- An ability to quickly grasp new concepts and orientate oneself in unfamiliar areas;
- Integrative personality with intrinsic motivation with the ability to work independently;
- Proactive internal and external communication and collaboration;
- Planning for projects and administration.

Candidate must:

- Be a Swiss citizen;
- Possess excellent written and spoken communication skills in English;
- Speak and write fluently German, French or Italian, with passive knowledge of at least one other official language;
- Preferably a Master's degree in economics, business administration or international relations;
- Not have graduated more than one year before beginning internship;
- Not have completed more than 12 months of cumulative internship experience in the Federal Administration since first graduating from a university or a university of applied sciences.
- Have an immaculate criminal record.

All applicants must submit the following documents in PDF format – preferably as one document:

- Curriculum vitae (in English);
- Motivation Letter addressing the candidate profile explained above (in English);
- Any employment certificates, diplomas or current transcripts.
- Passport copy

Send application package to: ndh.vertretung@eda.admin.ch

By using the following subject: Internship as manager of the project "Swiss Mapping".

Application Deadline: March 15th, 2019

Please understand that due to the number of applicants **you will not be contacted by the Embassy** unless you have been selected for an interview. Selected candidates will be contacted no later than 4 weeks after the submission deadlines stated.