Internship in the Office of Science, Technology and Higher Education

The Embassy of Switzerland is currently offering a full-time (40 hours per week) internship in the Office of Science, Technology and Higher Education (OSTHE) for 6 months, from either: September 1, 2019 – February 29, 2020 or March 1, 2020 – August 31, 2020. The remuneration for this position is USD 2,400 per month (gross salary).

The mission of OSTHE is to strengthen cooperation in science, technology and higher education between Switzerland and the United States. The Intern will be involved with policy analysis and science diplomacy as a whole, for which reason this position is ideal for students of law, the humanities, social sciences as well as those who studied in the sciences. The OSTHE also provides background information and analysis to support fact-based policy decisions in Switzerland and showcases Switzerland as a hub for excellent higher education and research, and promotes the exchange of ideas with scientists and science policymakers. More information about OSTHE is available at: www.swissemb.org/scitech

As a member of the OSTHE team, the successful candidate will participate in above mentioned activities of the office, and contribute to analytical reporting. The candidate will also participate in, organize and implement various aspects of the “ThinkSwiss” program (http://thinkswiss.tumblr.com/). ThinkSwiss positions Switzerland as a global knowledge-based country full of talent, high tech opportunities and creativity. Among other things, the candidate will be responsible for managing the ThinkSwiss Research Scholarship Program and for moderating the ThinkSwiss Blog.

Candidate should possess:

- an interest in science diplomacy and policy, science, technology, innovation and higher education;
- an interest in international cooperation in the above-mentioned fields;
- a desire to work in a small dynamic team, manage events, research and draft reports;
- communication skills for reaching out to students interested in higher education;
- organizational skills for planning and attending functions and events.

Candidate must:

- be a Swiss citizen, or be a non-Swiss citizen with legal residence in Switzerland;
- 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;
- 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 – including the 6 months of this internship in Washington.

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.

The Embassy of Switzerland offers internships in various departments, but please apply to one announcement only. In order to process your application in a timely manner, please write in the email subject line your “LAST NAME, First Name, Internship in the Office of Science, Technology and Higher Education”. 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. Any interviews will be conducted no later than 2 weeks after the submission deadlines stated above.

Send application package to: was.praktikant@eda.admin.ch

Application Deadlines:
For the period from September 1, 2019 – February 29, 2020: April 30, 2019
For the period from March 1, 2020 – August 31, 2020: October 31, 2019