Internship in the Economic and Financial Affairs Section

The Embassy of Switzerland is currently offering a full-time (40 hours per week) internship in the Economics and Finance Section for 6 months, from either September 1, 2020 – February 28, 2021 or March 1, 2021 – August 31, 2021. The remuneration for this position is USD 2,400 per month (gross salary).

Candidate should possess:

- an ability to quickly grasp new concepts and orientate oneself in unfamiliar areas;
- an ability to work independently;
- an ability to compose short text on broad issues;
- specific interest in economic, trade and financial affairs in a diplomatic context;
- a general interest in international affairs with a strong knowledge of current affairs;
- a desire to communicate with Embassy partners in person and on the phone;
- 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 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 – 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 Economic and Financial Affairs Section”. 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: washington.praktikant@eda.admin.ch

Application Deadlines:
For the period from September 1, 2020– February 28, 2021: April 30, 2020
For the period from March 1, 2021 – August 31, 2021: October 31, 2020