Internship in the Office of the Defense Attaché

The Embassy of Switzerland in Washington D.C. is currently offering full-time (40 hours per week) internships in the Office of the Defense Attaché 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)**.

Preference for this position will be given to an Officer or Non-commissioned Officer of the Swiss Armed Forces, however, military service is not a formal requirement. All eligible candidates are encouraged to apply as this internship offers a unique opportunity to learn more about the U.S. security policy, U.S. politics in general, the U.S. Armed Forces and their capabilities and challenges, and current conflicts in which the U.S. is militarily involved. Finally, this internship also offers, of course, a first-hand experience of diplomacy in one of the most important capitals.

The Office of the DA at the Embassy is the Swiss liaison office to the U.S. Department of Defense and the U.S. Armed Forces. Our mission is three-part:

- We are the point of contact for all business regarding the U.S. Department of Defense and the U.S. Armed Forces, except for the procurement business;
- We are counselors to the Ambassador, the Swiss Department of Defense, the Swiss Armed Forces and the Swiss Government in general for all questions regarding the U.S. defense policy and the U.S. Armed Forces and report accordingly;
- We are enablers. We bring people together and find ways and means to serve Switzerland’s Security Policy in the US best.

The successful candidate will primarily follow all kinds of security policy issues and discussions, regularly write reports, and support the office of the DA in its projects and daily business. The main accent will lie on participation in think tank events, on the attendance of relevant hearings, on reading, and on appropriate reporting. In order to be considered the candidate must fulfill the following requirements:

- be a Swiss citizen;
- have a strong interest in security policy matters and current conflicts around the globe;
- have a desire to do research and draft reports and to work in a small dynamic team;
- have good communication skills for reaching out to partners inside (e.g. Political Section) and outside the Embassy;
- 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;
- have the character to overcome challenges and pressure with humor and diligence.

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

- An application package consisting of: CV, Motivation Letter (in German, French or Italian), language certificates, university diploma(s) and / or most recent university grades (transcripts);
- Employment and internship certificates.

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 the Defense Attaché”. 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