



Graduate Intern – Embassy of Switzerland to the UAE and Bahrain

100% / Abu Dhabi, United Arab Emirates

The Embassy of Switzerland in the United Arab Emirates and Bahrain covers all matters concerning diplomatic relations between Switzerland and these two countries. This internship will allow you to gain experience in a Swiss Embassy and will give you an insight into bilateral relations in the fields of economics and politics. You will be involved in the Embassy's wide range of activities and support the diplomatic team in representing Swiss interests in the United Arab Emirates and Bahrain.

Your tasks

- Support the diplomatic affairs team in economic and politico-economic analyses as well as in periodic reporting on relevant events.
- Follow and report on relevant developments in the fields of science and education.
- Support the Embassy in the organization of high-level visits from Switzerland.
- Represent the Embassy at conferences and in working groups.
- Support the organization of events and administrative tasks.

Your profile

- Meet the [basic requirements](#) for admission to a graduate internship.
- Have a university degree (Bachelor/Master) or are about to graduate in international relations, economics, political science or a related field.
- Active command of at least one official language of Switzerland and at least a passive command of another; fluency in English; knowledge of Arabic is an asset.
- Proven interest in Swiss diplomacy and knowledge of regional events.
- Strong analytical skills, editorial aptitude, committed, flexible and proactive.

Additional information

Application deadline: 19.06.2022
Start of position: 01.09.2022
Duration: 6 months (extendable once)

Please send your complete application materials to abudhabi@eda.admin.ch. The documents should include a cover letter, a CV as well as academic and work certificates. Application materials must be written in an official federal language or English. Please take note of the [admission requirements](#) of the EDA graduate internships. It is mandatory that the conditions noted therein are fulfilled. Only shortlisted applicants will be notified in writing no later than two weeks after the application deadline.

The Federal Administration respects the different needs and life experiences of its employees and promotes their diversity. Equal treatment enjoys the highest priority.
