



## Internship in the Office of the Defense Attaché

The Embassy of Switzerland is currently offering a full-time (40 hours per week) internship in the Office of the Defense Attaché for 6 months, from either: **September 1, 2015 – February 28, 2016** or **March 1, 2016 – August 31, 2016**. The remuneration for this position is **USD 1,500 (gross) per month**. **Preference for this position will be given to an Officer or non-commissioned Officer of the Swiss Armed Forces, although all eligible applicants are encouraged to apply.**

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

- We are the **point of contact** for all business regarding the US Department of Defense and the US 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 US Defense Policy and the US Armed Forces;
- We are **enablers**. We bring people together and find ways and means to serve Switzerland's Security Policy in the US best.

### Tasks:

The successful candidate will primarily follow all kinds of security policy issues and discussions, 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.

### Candidate must:

- have a strong interest in security policy matters;
- have a desire to research and draft reports and to work in a small dynamic team;
- have communication skills for reaching out to partners and knowledge carriers;
- have good knowledge of MS office;
- possess excellent written and spoken communication skills in one of the official languages of Switzerland;
- possess very good written and spoken communication skills in English;
- have completed a bachelor's or master's degree in a relevant field (for example: International Relations, Security Policy, Political Science, Military Science);
- not have completed the last degree more than one year before beginning internship (Example: Graduation in September 2011, internship can begin no later than August 2012. Up to 12 months of additional time can be allowed for non-work related stays abroad, military service and maternity leave);
- not have completed more than 12 months of cumulative internship experience since first graduating from university – including the 6 months of this internship in Washington;
- not have gained employment experience in either Major or Minor subject;
- have the character to overcome challenges and pressure with humor and diligence.

**All applicants must submit the following documents in electronic format (further documentation may be requested during or after the selection process):**

- Curriculum vitae (in English);
- Motivation Letter addressing the candidate profile explained above (in English).

**Application Deadlines:**

**For the period from September 1, 2015 – February 28, 2016:**

**May 1, 2015**

**For the period from March 1, 2016 – August 31, 2016:**

**December 1, 2015**

Applicants who have been selected will be contacted no later than 4 weeks after the application deadline. Send application package to: **was.praktikant@eda.admin.ch**