



## Internship in the Defence Attaché Section

The Embassy of Switzerland offers an internship in the Defence Attaché Office for six months, starting from the 1 November 2018 or thereafter (subject to agreement). The Defence Attaché Office contributes to safeguarding Switzerland's interests in the United Kingdom, Ireland and the Netherlands in the field of security policy and defence. It enhances the bilateral co-operation between the Ministries of Defence and the Armed Forces of the respective countries.

The internship is an opportunity to gain insight into the work of the Defence Attaché Office within the Swiss diplomatic mission and the work of the Department of Defence, Civil Protection and Sport (DDPS). The position offers exposure to a wide range of renowned think tanks, reflecting the UK's leading role in security and defence, international affairs and London's status as a global hub for policymakers, analysts and media.

This is a salaried position. The salary is commensurate with the internship profile.

### The main activities of the internship include:

- Research and analysis in the field of security and defence policy;
- writing and drafting of reports on various security and defence issues (i.e. terrorism, armed forces, cybersecurity);
- participating in briefings, i.e. by think tanks, government departments, and other institutions;
- media monitoring;
- organising and participating in meetings with key actors in the security and defence realm;
- attending events and networking opportunities on behalf of the Defence Attaché;
- assisting in the organisation of visits by Swiss officials;
- assisting in the organisation of public events by the Defence Attaché Office;
- drafting of official correspondence.

### What we expect:

- Swiss citizen, or non-Swiss citizen with legal residence in Switzerland;
- excellent written and spoken communication skills in English;
- fluency (written and spoken) in one of the official languages of Switzerland;
- university degree in i.e. studies in security and/or defence policy, war studies, international studies, etc.
- graduation (preferably masters degree) no more than two years before planned start of the internship, no more than 12 months of cumulative internship experience since first graduating from university (including the five months of this internship in London);
- flexible and well-mannered individual with good interpersonal skills;
- serving in the Swiss Armed Forces would be a plus.

### Working hours (100% employment basis):

5 days / 40 hours per week (Monday – Friday); flexibility regarding occasional additional working hours in the evenings and on weekends. We welcome applications from committed, reliable individuals with a broad interest in security and defence issues as well as international affairs, who would like to gain work experience abroad.

### All applicants must submit the following documents in electronic format:

- Curriculum vitae;
- motivation letter (in German, French or Italian);
- copy of university degree or transcripts, as well as all previous internship documentation;
- contact details of two reference persons.

**Only shortlisted applicants will be contacted. No phone calls, please. All application documents should be sent to: [lon.jobs@eda.admin.ch](mailto:lon.jobs@eda.admin.ch)**