



Academic Internship – Embassy of Switzerland in Malaysia

100% / Kuala Lumpur, Malaysia

The Embassy of Switzerland in Malaysia performs tasks across a broad spectrum in a dynamic growth region and offers graduates of a Master's degree the opportunity to familiarise themselves with the work of a Swiss representation abroad. Next to diplomatic engagements such as the negotiation of bilateral instruments and political dialogue, it promotes trade and investment, tourism, scientific and cultural exchange, and supports human rights projects.

Your tasks:

- Contribute to political analysis and reporting on Malaysia
- Participate in conferences, seminars and other events
- Assist in the preparation and implementation of bilateral meetings and high-level visits
- Contribute to human rights projects
- Contribute to the creation of communication products (e.g. newsletter, social media)

Requirements:

To qualify for an academic internship, applicants must be Swiss citizens or have a Swiss residence and work permit valid until the end of the internship. Other criteria that need to be met:

[Requirements](#) (in German, French or Italian)

Your competencies:

- Master's degree in law, economics, political or social science
- Marked interest in public policy and politics
- Active command of two official Swiss languages, proficiency in English (written and oral)
- Excellent analytical, editorial and organisational skills
- You are a team player, versatile, flexible and work independently
- Work experience and experience abroad particularly in relation to Southeast Asia is an advantage

Application process:

- Please apply by email only and send all documents in *one* PDF file
- Your application must include the following:
 - Motivation letter
 - Curriculum Vitae
 - Copy of university certificates
 - Copy of final grades and interim reports
 - Letter of recommendation (from work or studies)

The duration of the internship is twelve months, beginning on 1 July 2023 (or per mutual agreement).

Please send your application to kualalumpur@eda.admin.ch by **10 April 2023**.