

Peace and Security Internship at the Permanent Mission of Switzerland to the UN

The Permanent Mission of Switzerland to the UN in NY is currently offering a full-time internship for a duration of 6 months with the possibility to extend for another 6 months (total of 12 months), starting on 1 November 2023. The remuneration is USD 3,400 per month (gross salary).

As an intern, you will gather firsthand working experience at the Permanent Mission of Switzerland to the United Nations during Switzerland's first ever two-year term on the Security Council. You will work closely with our diplomatic staff and gain invaluable insights into the workings and dynamics of the organization and member states at one of the largest Swiss representations abroad. You will be in regular exchange with UN diplomats, academia and civil society organizations and provide support to the Mission staff on specific thematic files.

Qualifications

We are looking for a **highly motivated** individual who is **flexible, resilient, can work under pressure, and is capable of interconnected thinking**.

The candidate should possess the following general qualifications:

- University degree, preferably in the field of international relations or development studies, ideally with a focus on the role of women in conflict prevention, mediation and peacebuilding, women's rights or gender in international affairs
- Ability to quickly grasp new concepts and topics
- Strong analytical skills
- High trustworthiness and reliability
- Strong interest and knowledge of current political and geopolitical affairs
- Strong interest in gender equality and women's rights
- High social competences, networking skills, enjoyment of intercultural exchanges
- Excellent communication skills
- Ideally: Familiarity with the work of the UN as well as the Women, Peace and Security and the Children and Armed Conflict Agendas of the Security Council

The intern's tasks will include:

- Gathering information, drafting reports and supporting expert diplomats in negotiations on several thematic items on the Security Council's agenda (in particular, but not limited to "Women Peace and Security" and "Children in Armed Conflict")
- Representing the Permanent Mission of Switzerland at formal and informal meetings of the UN, other Missions and NGOs
- Contributing to the drafting of formal Swiss interventions or communication elements (including for social media)
- Supporting the organization of events and meetings by the Permanent Mission of Switzerland
- Performing administrative support tasks as required

Requirements

In order to qualify for an internship, candidates must:

- Be a Swiss citizen, or be a non-Swiss citizen with a valid work permit for Switzerland for the period of the internship
- Possess excellent written and spoken communication skills in English
- Speak and write fluently French, German or Italian, with passive knowledge of at least one other official language
- Have graduated (bachelor or master) not more than one year before beginning of the internship

More details on the requirements are available [here](#).

Application process

Please apply by e-mail only and send all documents in PDF format only. In order to process your application in a timely manner, please write in the email subject line "LAST NAME First Name – Peace and Security Internship" – example: MUSTERMANN Erika – Peace and Security Internship.

The selection process includes a short set of tests.

Applications must include:

- **Cover page** of your application package with the following information:
 - Name
 - Language knowledge in English, German, French and any other language (using the codes "Native" / "Fluent" / "Intermediate" / "Basic")
 - Degrees including graduation date or expected graduation date
- **Letter of motivation (max. 1 page)**
- **Curriculum vitae**
- Copy of **university diplomas or reports**
- Copy of **final grades** and intermediate reports
- **Work certificate(s)**
- **Letter(s) of recommendation**

We will not engage in any correspondence during the selection process.

Please send your application package to: newyork.uninterns@eda.admin.ch.

Application deadline is: **Sunday, 17 September 2023**