

Internships at the Permanent Mission of Switzerland to the UN

The Permanent Mission of Switzerland to the UN in NY is currently offering several full-time internships for a duration of 6 months with an extension option, starting on 1 August 2024. The remuneration for this position 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 the membership 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 and foreign diplomats, academia and civil society organizations and provide support to the Mission Staff on specific thematic files.

We are looking for a **highly motivated** individual who is **flexible, resilient, can work under pressure, and is capable of interconnected thinking**. Interns at the Permanent Mission of Switzerland will undertake the following tasks and are expected to possess the following general qualifications:

General Qualifications

- University degree, preferably in the field of international relations, development studies or law
- Ability to quickly grasp new concepts and topics
- Strong analytical and reporting skills
- High trustworthiness and reliability
- Strong interest and knowledge of current political and geopolitical affairs
- High social competences, networking skills, enjoyment of intercultural exchanges
- Excellent communication skills
- Familiarity with the work of the UN is an advantage

Tasks

- Gathering information, drafting reports and supporting expert diplomats in negotiations on various thematic items
- 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

The following table gives an overview of the available internships and additional experience and interests we are seeking:

Work areas	Number of internships	Additional qualifications/interests	Duration
Peace and Security	3	<ul style="list-style-type: none">▪ Strong interest in foreign and security policy with a solid knowledge of current affairs▪ Knowledge or experience in specific geographic areas such as Africa, Asia, Eastern Europe or the Middle East is an advantage▪ Knowledge of the UN, particularly of the Security Council is an advantage	<ul style="list-style-type: none">▪ 6 months with possible option for extension for another 6 months
Disarmament and Peacekeeping (support to the Military Advisor)	1	<ul style="list-style-type: none">▪ Strong interest for security policy, peacekeeping and/or disarmament▪ Prior experience in multilateral negotiations is an advantage▪ Prior experience in UN peacekeeping operations and/or disarmament activities are an advantage▪ Experience as Officer / NCO in the Swiss Armed Forces is an advantage	<ul style="list-style-type: none">▪ 6 months with possible option for extension for another 6 months

Sustainable Development and Humanitarian Affairs	1	<ul style="list-style-type: none"> ▪ Strong interest for development and humanitarian affairs ▪ Familiarity with Agenda 2030/SDGs and development politics ▪ Knowledge of the UN and the work of UN development and humanitarian agencies is an advantage ▪ Experiences in developing countries, prior work for UN agencies or NGOs is an advantage 	<ul style="list-style-type: none"> ▪ 6 months with possible option for extension for another 6 months
Human Rights	1	<ul style="list-style-type: none"> ▪ Strong interest, good understanding and knowledge of international politics and Swiss foreign policy, particularly in areas related to human rights ▪ Knowledge of international human rights law and the UN, in particular the human rights architecture/instruments is an advantage ▪ Strong interest for multilateral negotiations ▪ Prior experience in the field of human rights is an advantage 	<ul style="list-style-type: none"> ▪ 6 months with possible option for extension for another 6 months

Requirements

In order to qualify for an internship, candidates must:

- Be of Swiss nationality or foreign nationals with residence and work permit in Switzerland for the entire period of employment
- 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 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 your "LAST NAME First Name – [1st choice of work area] Internship" – example: MUSTERMANN Erika – Human Rights Internship. Any interviews will be conducted no later than 6 weeks after the application deadline. The selection process includes a short set of tests.

Applications (in English) must include:

- **Cover page** of your application package with the following information:
 - Name
 - Language knowledge in English, German, French, Italian and any other language (using the codes "Native" / "Fluent" / "Intermediate" / "Basic")
 - Degrees
 - Position you are applying for, as well as a second-choice position
- **Letter of motivation** (*tailored to your first choice*)
- **Curriculum vitae** (*including military service for the position in the military adviser team*)
- Copy of **university diplomas or reports**
- Copy of **final grades** and intermediate reports
- **Letter(s) of recommendation**

We will not engage in any correspondence during the selection process. Send application package to: newyork.uninterns@eda.admin.ch. Application deadline is: **Monday, 25 March 2024**.