



## Academic Internship

The Embassy of Switzerland in Canberra is offering a full-time 12-month academic internship.

### Your employer

The Embassy of Switzerland in Australia represents the Swiss Government in relation to Australia, Kiribati, Nauru, Papua New Guinea, Solomon Islands and Vanuatu. Swiss interests encompass political, economic and financial affairs; science & technology; security policy; education; and the environment. This is an exciting opportunity to work for a diplomatic mission in a dynamic and supportive team environment.

### Your responsibilities

- Assisting the diplomatic section of the Embassy and working on political, economic and scientific affairs in relation to Australia and the Pacific countries
- Researching, drafting and editing analytical reports and presentations (e.g. Human Rights, Economic and Political Reports)
- Conceptualising, organising and delivering events (e.g. renowned "Swiss Prize")
- Prepare content for the Social Media presence of the Embassy
- Representing the Embassy at conferences, briefings and diplomatic gatherings
- Supporting the general operations of the Embassy

### Your profile

- Swiss citizen, or non-Swiss citizen with legal residence in Switzerland. The legal residence in Switzerland is a must, also for Swiss citizens.
- Holder of a university degree (preferably at Masters level in economics, political sciences, international relations or law), which must not be older than 12 months at the beginning of the internship
- Strong interest in Swiss foreign policy issues
- Experience in online communication or social media is desirable
- Mother tongue or fluent in at least one official language of Switzerland
- Passive knowledge of a second official language of Switzerland
- Excellent oral and written communication skills in English
- Strong computer skills
- Proactive and able to work autonomously, precisely and efficiently
- Works effectively in a small team and willing to help out
- Available from 01 March 2026

### Your application

Please send your application including motivation letter (in English), CV (in English), copy of university diploma and/or latest reports, letter(s) of recommendation (if available), work certificates and references to our Deputy Head of Mission, Natasha Fröjd **by 17th October 2025**.

[natasha.froejd@eda.admin.ch](mailto:natasha.froejd@eda.admin.ch)

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