



## Academic Internship

The Consulate General of Switzerland in São Paulo is offering a full-time internship for a period of 6 months with a possible extension by another 6 months. This position offers recent Bachelor graduates the opportunity to experience the daily work of a Swiss representation abroad and to gain experience in the areas of economic and cultural affairs, as well as politics and communication.

### Candidates should have

- Strong skills and interest in economic affairs and Swiss foreign policy
- Ability to grasp new concepts quickly and navigate new areas
- Ability to write reports and summarize notes on a range of topics
- Flexibility and motivation to work on different projects simultaneously
- Open personality and good interpersonal skills to interact with partners of different ranks and backgrounds
- Good management skills to fulfill tasks autonomously
- Ease of use with Windows, other major IT applications and social media

### Candidates must

- Be Swiss citizen or be legally resident in Switzerland
- For legal reasons, candidates (including dual citizens) must NOT have a Brazilian citizenship
- Possess good written and oral communication skills in English and Portuguese
- Be fluent in at least one official Swiss language
- Have graduated no more than one year prior to the start of the internship
- Not have completed more than 6 months of internship in the Federal Administration or at a Swiss representation abroad

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| Start date    | <b>1<sup>st</sup> April 2026</b>  |
| Place of work | <b>Consulate General of Switzerland in São Paulo, Av. Paulista 1754</b> |
| Working hours | <b>40 hours per week with flexible schedule</b>                         |

The Consulate General pays a monthly allowance compatible with the local market. The academic intern is responsible to cover all costs, such as travel, accommodation and insurance. He or she is also responsible to apply for the necessary work visa for Brazil and ensure its timely delivery.

### Interested candidates should submit the following documents

to [saopaulo.candidatura@eda.admin.ch](mailto:saopaulo.candidatura@eda.admin.ch), with the subject line: **Internship 2026**

- Curriculum vitae CV
- Motivation letter in English or Portuguese
- Employment certificates, diplomas, current transcripts
- List of three reference persons (including mail and telephone number)

**Deadline for applications: 4 January 2026**