



Factsheet – Internship at the Embassy of Switzerland in China

Does the Swiss embassy offer internships?

Yes. Vacant internships are advertised through a job advertisement. For administrative reasons, the **minimum duration of an internship is 6 months.**

What is the goal of the internship at the Embassy?

The aim of the internship is to give the interns an insight into the work and function of an embassy. At the end of the internship, they should have an overview of the different aspects and tools used at the Embassy's work in the field of safeguarding Swiss interests, project work and will be equipped with the knowledge of some important administrative procedures. Through the supervised placement, they will have the opportunity to gain practical experience as well as contribute to the completion of the day-to-day business.

What are the conditions for admission?

<https://www.eda.admin.ch/eda/en/fdfa/fdfa/working-at-fdfa/studierende.html>

Is an internship possible regardless of the subject studied?

Yes. Candidates from all fields of study and specializations are admitted. The Embassy has numerous placement opportunities in different sections (e.g. politics, economy, science and technology, culture and communication or trade and investment) and plans the placement based on the interns' professional profile, **among other things.**

What are the working modalities?

- The employment is governed by Swiss law. The internship salary is paid in local currency (Chinese Yuan Renminbi CNY/RMB).
- **Part-time employment** (e.g. employment for parallel studies in China) is **not possible.**

Does the embassy cover any costs incurred in connection with the intership?

No. All costs (travel, accommodation and meals, insurance etc.) are borne by the trainees.

I am interested! What happens now?

As soon as internships are available, the embassy will publish a job advertisement on the website of the Embassy of Switzerland in China or on the Swiss Confederation job portal.

If you have further questions about the internship, you may contact us at the following e-mail address: beijing.praktika@eda.admin.ch:

Recruitment process

- Candidates in the first section (shortlist) are usually contacted by the Embassy for one (or more) online interview(s) before the start of the internship.
- In addition to the interview, a written task must be completed in a certain amount of time.
- The definitive confirmation or rejection will follow shortly afterwards.
- Candidates who are not shortlisted **will not be contacted**.

We are looking forward to receiving your application!