



09.11.2025

Embassy of Switzerland in Jordan: Job Vacancy

The Embassy of Switzerland in Amman represents the interests of Switzerland in Jordan. Its Diplomatic Affairs Section consists of five persons and is responsible for political, economic and cultural affairs as well as communication.

Would you like to contribute to Swiss diplomacy? Would you like to put your skills into practice in a challenging environment at the crossroads of different cultures and regions, such as the Middle East? Do you enjoy working in a dynamic and multicultural team? Then apply for an internship in the Diplomatic Affairs Section at the Embassy of Switzerland in Jordan.

Academic Intern – 12 months, 100%

Duties and Responsibilities:

- Supporting the Embassy's activities in the fields of communication, economy, and culture
- Analytical reporting on the political situation in Jordan
- Drafting of the annual economic or human rights report for Jordan
- Assisting the Embassy in organising bilateral visits, meetings and conferences
- Assisting the Embassy in organising public cultural events (receptions, screenings, Swiss National Day, etc.)
- Administrative tasks

Experience, Skills and Education

- Master's degree in International Relations, Political Affairs, Law or related field (graduation date less than 1 year before the start of the internship)
- Analytical thinking and interest in diplomacy and the MENA region
- Team player
- Excellent command in at least two national languages (C1) and English
- Knowledge of the region and command of Arabic language are an asset
- Swiss citizenship or Swiss work permit for the requested internship period, domiciled in Switzerland.

Location Embassy of Switzerland in Jordan

Deadline for applications November 26, 2025

Beginning / Duration April 1st, 2026, for 12 months

If you are interested in this position and fulfil the above criteria then please send your CV and motivation letter in English as well as other relevant documents to amman.jobs@eda.admin.ch.