



Graduate Intern –

Embassy of Switzerland to Lebanon and Syria

100% / Beirut, Lebanon

The Embassy of Switzerland to Lebanon and Syria is in charge of the diplomatic relations between Switzerland and these two countries. As a graduate intern you will be involved in the Embassy's wide range of activities in the diplomatic and international cooperation fields.

Your tasks

- Support the daily business of the diplomatic division of the Embassy, including reporting and analysis of political, economic, social and environmental developments in Lebanon and Syria as well as keeping its external communication tools up to date.
- Support the Swiss cooperation office in the development of a project.
- Support the organization of cultural events of the Embassy.
- Represent the Embassy at conferences and meetings.

Your profile

- Meet the [basic requirements](#) for admission to a graduate internship.
- Have a Master degree in international relations, economics, political science or related field.
- Active command of at least one official language of Switzerland and at least a passive command of another; fluency in English; knowledge of Arabic is an asset.
- Proven interest in Swiss diplomacy and Swiss international cooperation.
- Proven interest in the developments in the Middle East.
- Strong analytical skills, editorial aptitude, team player, committed and flexible.

Additional information:

Start of position: 01.09.2023
Duration: 6 months (extendable once)

Please send your complete application materials to beirut@eda.admin.ch. The documents should include a cover letter, a CV as well as academic and work certificates. Application materials must be written in an official federal language or English. Please take note of the [basic requirements](#) for admission of the FDFA graduate internships. It is mandatory that the conditions noted therein are fulfilled. Only shortlisted applicants will be notified in writing no later than two weeks after the application deadline.

The Federal Administration respects the different needs and life experiences of its employees and promotes their diversity. Equal treatment enjoys the highest priority.
