



Graduate Internship – Embassy of Switzerland in Malaysia

100% / Kuala Lumpur, Malaysia

This internship provides an initial work experience for highly motivated qualified candidates and gives an insight into the world of diplomacy and the work of a Swiss Embassy in a very dynamic region. Alongside diplomatic engagements such as the negotiation of bilateral agreements and high-level visits, the Embassy of Switzerland in Malaysia promotes investment and trade, sustainability, cultural and scientific exchanges, tourism and supports human rights projects. As Malaysia is chairing ASEAN in 2025, the Embassy also contributes to strengthening Swiss-ASEAN relations. The position is remunerated.

Your tasks:

- Contribute to political analysis and reporting on various issues (e.g. economic affairs, human rights, ASEAN)
- Participate in conferences, exchanges, seminars and other events
- Assist in the preparation and implementation of bilateral meetings and high-level visits
- Support the implementation of human rights projects
- Contribute to the creation of communication products (e.g. newsletter, social media)

Requirements:

To qualify for a graduate internship at the Embassy of Switzerland in Malaysia, applicants must be **Swiss citizens**.

For general requirements for a graduate internship at a Swiss representation abroad see the website of the [Federal Department of Foreign Affairs](#) (in German, French or Italian).

Your competencies:

- University degree (preferably Master's)
- Strong interest in international affairs
- excellent written and spoken command of two official Swiss languages and English
- Excellent analytical, editorial and organisational skills
- Good communication and social media skills
- Team player, versatile, flexible and capacity to work independently

Application process:

- Please apply by email only and send all documents in *one* PDF file
- Your application must include the following:
 - Motivation letter
 - Curriculum Vitae
 - Copy of university certificates
 - Copy of final grades and interim reports
 - Letter of recommendation (from work or studies)

The duration of the internship is twelve months, beginning on 1 August 2025 (or per mutual agreement).

Please send your application to kualalumpur@eda.admin.ch by **4 May 2025**.