



## Internship at Consulate General of Switzerland in Dubai & Swiss Business Hub Middle East

# Academic Intern

Place of work: Dubai, United Arab Emirates (UAE) / work-time percentage: 100%

Located in booming Dubai at the crossroads of cultures and continents, you will experience the promotion of economic and trade relations between Switzerland and the GCC region at first hand. This position equally offers you the chance to interact with the Swiss federal administration, local public entities and private companies alike and to experience the political and private dimensions of international trade.

### Your tasks

- You monitor, research and compile reports on economic developments and the business landscape in Dubai and the UAE;
- You organise, support and participate in networking events at the residence of the Swiss Consul General
- You assist the organization of trade fairs and represent the Consulate / SBH towards exhibitors from Switzerland;
- You draft meeting reports, follow-up notes, (official) letters and speeches;
- You accompany the Consul General and/or represent Switzerland at official events.
- You take part in client meetings and support the team in their successful execution.
- You develop and produce content for social media
- You provide general support on the operational / back-office side.

### Your profile

- You are a Swiss citizen (or non-Swiss citizen with legal residence in Switzerland) and have completed a university degree\*;
- You are interested in economic relations and international trade promotion. Knowledge / experience in international trade and/or the private sector is a plus.
- You enjoy analyzing trends and writing target-oriented and focused texts
- You are customer-oriented and have an eye for details.
- You have excellent spoken and written command of English and one Swiss official language, and a good (passive) knowledge of a second Swiss official language. Arabic is a plus.
- You are curious, open-minded, people oriented and highly motivated to support the team in different areas.
- You are comfortable using Microsoft Office and other reporting tools

\*Please note the [information and conditions](#) for the FDFA university internships. The conditions set out therein must be met.

All applicants must submit the following documents in electronic format:

- curriculum vitae;
- copy of university degree and transcripts, as well as all previous internship documentation;
- details of two persons who could be contacted as an employment reference;
- motivational letter (in English or a national language).

Application Deadline: 30.04.2024

The next vacant internship will be for a period of 9 months starting from 01.09.2024. Applicants can send their application to: [dubai@eda.admin.ch](mailto:dubai@eda.admin.ch)

### **About the employer**

The Consulate General of Switzerland in Dubai represents Swiss interests and affairs in the Emirate of Dubai. It fosters solid trade and economic relations with Dubai and the wider UAE. The Swiss Business Hub Middle East offers trade advisory to small and medium-sized enterprises (SME) from Switzerland and Liechtenstein with the aim to strengthen and develop their business relations with the United Arab Emirates (UAE), Saudi Arabia, Qatar, Oman, Bahrain and Kuwait.

#### What we offer

- Exposure to all tasks and aspects of the Consulate General, including the Swiss Business Hub Middle East with its regional responsibility for all six GCC states.
- Dubai – a booming place where the world meets and where you will strengthen your multicultural skills.
- A small and motivated team of total six people (including you) with flat hierarchies and open doors.
- A work ambiance where transparent communication is cherished and your ideas and (critical) inputs are welcome.
- Excellent and numerous networking opportunities with the public and private sector to help you secure your entry in the job market.
- Insight into the Swiss Federal Administration, in particular the Federal Ministry of Foreign Affairs, as well as Switzerland's official trade promotion agency, Switzerland Global Enterprise.

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The Federal Administration is an equal opportunity employer that values diversity and welcomes candidates from a wide variety of backgrounds.

Your application will be deleted within 90 days of the deadline.