



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

# Academic Intern

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

The Consulate General of Switzerland in Dubai, with the Swiss Business Hub Middle East, offers regularly and on a needs basis internships. The internship is an opportunity to gain insight into the work of the Consulate & the Swiss Business Hub ME, especially related to trade promotion. The work at the Consulate offers wide exposure to a range of public and private stakeholders in Dubai and the Emirates in the economic and trade field. This internship is as well a chance to witness the Expo 2020+1 in Dubai.

### Your tasks

- monitoring, researching and providing analysis on economic and trade developments in Dubai and the UAE;
- drafting reports on various topics;
- organizing and participating in meetings with key actors in the public and private sector as well as civil society;
- support in organizing events;
- drafting meeting reports, follow-up notes, letters and speeches;
- assisting in keeping key data up to date on the Consulate's website and intranet;
- supporting trade advisors in their work;
- general support on the operational / back-office side.

### Your profile

- Swiss citizen, or non-Swiss citizen with legal residence in Switzerland;
- excellent written and spoken communication skills in English;
- fluency (written and spoken) in one of the official languages of Switzerland;
- university degree;
- graduation dates back no longer than one year before planned start of the internship;
- not more than 4 months of cumulative internship experience since first graduating from university.

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;
- motivation letter (in English or a national language).

Application Deadlines:

The next vacant internship will be for a period of 8 months starting from 01.09.2021. Applicants can send their application, by max 31.03.2021 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. The focus of the Consulate is directed towards fostering solid trade and economic relations with Dubai and the wider UAE.

The Swiss Business Hub Middle East is a network partner of Switzerland Global Enterprise. The hub offers to small and medium-sized enterprises (SME) from Switzerland and Liechtenstein specific services for strengthening and developing their business relations with the United Arab Emirates (UAE), Saudi Arabia, Qatar, Oman, Bahrain and Kuwait.

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.