



Schweizerische Eidgenossenschaft
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The Embassy of Switzerland in Jordan is recruiting an

Academic Intern Diplomatic Affairs Section (100%)

Are you curious about Swiss diplomacy? Would you like to put into practice your skills in a challenging environment at the crossroad of different cultures and religions like the Middle East? Do you enjoy working in a dynamic, multicultural team? If so, please apply with the Embassy of Switzerland in Jordan for a paid internship within its Diplomatic Affairs Section.

Your tasks

- Analytical reporting on the political situation in Jordan and in Iraq
- Supporting the Embassy's activities in the field of culture
- Supporting the preparation and implementation of bilateral visits
- Representing the Embassy in meetings and conferences
- Administrative tasks

Requested profile

- University degree in International Relations, Political Affairs or related field (graduation date 31.12.17 or later, unless still enrolled in university);
- Analytical thinking and interest in diplomacy
- Teamplayer
- Excellent command in at least 3 national languages and English
- Knowledge of the region and command of Arabic language are an asset.

Contact:

Please apply by sending your CV, a letter of motivation and other relevant documents (in English, German, French or Italian) to amm.jobs@eda.admin.ch.

Deadline for applications: 15.10.2019
Start of Internship: 01.01.2020
End of Internship: 30.06.2020

Information about the employer:

The Embassy of Switzerland in Amman represents the interests of Switzerland in Jordan and Iraq. Its Diplomatic Affairs Section consists of four persons and is responsible for political, economic and cultural affairs as well as communication. The tasks of the Academic Intern may encompass analytical reporting on current political, social and economic affairs, supporting colleagues in the organization of visits of official delegations, planning and implementing cultural projects aimed at fostering Switzerland's image abroad, official representation during various events and much more.