Internship in the Political & Economic Section

The Embassy of Switzerland in the United Arab Emirates (UAE) is currently offering a full-time internship in the Political & Economic Section for **9-12 months duration** to a highly motivated and qualified Master’s candidate, whose degree was obtained less than a year before the beginning of the internship. The internship vacancy is **available as of August 16, 2015**. The candidate must be a **Swiss citizen or a non-Swiss citizen with legal residence in Switzerland**. Remuneration for this position is AED 8'500/month.

**Internship Description**

The intern will work in close collaboration with Swiss officers and members of the Embassy on a broad range of political and economic issues, research and analysis. The intern will also provide reporting and administrative support to the Section including the organization of representational functions and events.

The internship offers a wealth of experience in a Swiss diplomatic representation and a valuable opportunity for networking in view of a future employment in the fields of diplomacy, international affairs, socioeconomics, media, human rights or a private company.

**Political & Economic Section**

The Political & Economic Section of the Embassy works closely with the other sections representing additional interests such as security and bilateral development cooperation to foster bilateral understanding of a political & economic nature for and within both countries. The Political & Economic Section is responsible for meeting with key contacts and providing up-to-date reports on the current and developing political & economic situation in both the UAE and Switzerland.

**Summary of Duties and Responsibilities**

- Monitor, research and provide analysis on foreign and regional policy trends in relation with the UAE such as the GCC and Iran as well as areas of finance, especially sovereign wealth funds, economy, energy and environment in the UAE
- Track news development from traditional sources, web blogs and think-tanks in-line with political, economic and other domestic issues of relevance to Switzerland’s interests and the UAE
- Report accurate, timely and high substantive quality information to the Political & Economic Section
- Assist in drafting yearly reports and short texts on broad or complex priority issues
- Draft meeting reports, follow-up notes and assist in outlining key issues for discussion in upcoming meetings
- Maintain close relationships with members of think-tanks, universities, civil society and private sector
- Attend representational meetings with key political contacts as requested
- Organize meetings with Swiss companies and Emirati authorities in the context of the promotion of the Swiss economic interests
- Assist in maintaining the filing system and the section’s contact database up-to-date in order to develop the optimal political information network and promote Swiss interests
- Other support as required
Required qualifications

- Master’s degree not older than 12 months before the beginning of the internship in Middle Eastern Politics, Political Sciences, Socioeconomics, International Relations or related fields with strong analytical, research, writing and high level of computer literacy – Arabic is a further asset
- Full knowledge of the Gulf geopolitics, economic development and current international affairs
- Excellent English skills with the ability to communicate effectively verbally and in written
- Fluency in at least one of the official languages of Switzerland both written and spoken
- Interest to further deepen understanding of the Swiss and the UAE’s governments, societies, educational systems and cultures
- Ability to quickly grasp new concepts and orientate oneself in unfamiliar areas
- Eagerness to learn new skills in a fast paced environment
- Strong communication, interpersonal and social skills to work in a diplomatic, multicultural and varied background context
- Proven organizational, administrative, multitask, time management, prioritization and customer service skills
- Capacity to work on assigned projects both independently and in a collaborative team

In addition to that, the candidate must be a Swiss citizen or a non-Swiss citizen with legal residence in Switzerland.

Submission of Applications

- Curriculum vitae in English
- Copy of university degree or transcripts
- Two letters of recommendation
- Statement of interest in English to include objectives, motivation and experience relating to the internship offer
- Closing date: July 15, 2015

Applications should be sent by email to: adh.vertretung@eda.admin.ch. All complete applications will be considered. Only the shortlisted candidates will be contacted by telephone or e-mail after the closing date.

Please note that the candidate must shoulder all personal costs and expenses, such as travel and accommodation costs.