



Academic Internship

Embassy of Switzerland in Japan, Political and Economy/Finance Sections

The **Embassy of Switzerland in Japan** is offering an academic internship for **6 months, starting September 1st, 2024**. This position provides an opportunity to gain valuable experience in the world of diplomacy and international relations.

General requirements:

- **University graduate**, preferably with a degree in international relations, political science, law and/or economics
- **Languages:** Native speaker in German, French or Italian with very good knowledge of a second national language and excellent command of English. Japanese-language ability would be a strong plus
- **IT-skills** for MS Office (Excel, Word, PowerPoint). Experience in working with social media and video-conferencing tools would be of additional advantage
- **Personality:** Proactive, open-minded, flexible and diligent, with strong writing and oral communication skills

Conditions for eligibility:

- **Graduation** (BA or MA) from university after September 1st, 2023
- **Total duration of past internships** since graduation (bachelor or master degree) within the Swiss federal administration does not exceed six months
- Candidates **who currently reside outside Japan** are welcome to apply (the Embassy does not reimburse travel cost)
- **Employment is contingent on obtaining a visa** from the Japanese authorities

We offer:

- Active **contribution to diplomatic tasks** of the Embassy incl. political and economic reporting
- Participation in the preparation and implementation of a diverse set of **events and projects**
- Attractive international **working environment** in central Tokyo
- **Monthly pay**

If you are interested in this internship at the Embassy of Switzerland, hold a **Swiss passport or valid residency in Switzerland** and qualify for the above profile, please submit your CV with a motivation letter to:

tokyo@eda.admin.ch

Please note that interviews will be conducted via Skype in the week of May 27th, 2024.

Application deadline: May 13th, 2024