

Budget and Management (5C) Internship at the Permanent Mission of Switzerland to the UN

The Permanent Mission of Switzerland to the UN in NY is currently offering a full-time internship for a duration of 9 months starting on 1 May 2024. The remuneration for this position is USD 3,400 per month (gross salary).

As an intern, you will gather firsthand working experience at the Permanent Mission of Switzerland to the United Nations. You will work closely with our diplomatic staff and gain invaluable insights into the workings and dynamics of the organization and member states at one of the largest Swiss representations abroad. You will be in regular exchange with UN diplomats, academia and civil society organizations. Covering management and budget aspects of the work of the General Assembly as well as selected topics discussed in the Security Council, you will participate actively in meetings and negotiations and, following a trial period, work independently on attributed tasks.

Qualifications

We are looking for a **highly motivated** individual who is **flexible, resilient, can work under pressure, and is capable of interconnected thinking**.

The candidate should possess the following general qualifications:

- University studies in law, economics, business administration, finance, politics or international relations
- Ability to quickly grasp new concepts and get familiar with new topics
- Strong analytical skills
- High trustworthiness and reliability
- Strong interest and knowledge of current political and geopolitical affairs
- High social competences, networking skills, enjoyment of intercultural exchanges
- Excellent communication skills
- Familiarity with the work of the UN is an advantage

The intern's tasks will include:

- Gathering information, preparing analyses and drafting reports on various issues related the governance, organization as well as the budget of the UN.
- Support for selected topics (e.g. sanctions, counterterrorism), in view of Switzerland's non-permanent seat in the Security Council for 2023-2024
- Representing the Permanent Mission of Switzerland at formal and informal meetings of the UN, other Missions and NGOs
- Contributing to the drafting of formal Swiss interventions or communication elements (including for social media)
- Supporting the organization of events and meetings by the Permanent Mission of Switzerland
- Performing administrative support tasks as required

Requirements

In order to qualify for an internship, candidates must:

- Applicants must be Swiss citizens or have a valid Swiss Permit C before applying. *Those with a Permit B or other status are not eligible*
- Possess excellent written and spoken communication skills in English
- Speak and write fluently French, German or Italian, with passive knowledge of at least one other official language
- Have graduated (bachelor or master) not more than one year before beginning of the internship

More details on the requirements are available [here](#).

Please Note: applications that do not fit all of these requirements cannot be considered.

Application process

Please apply by e-mail only and send all documents in one single PDF document. In order to process your application in a timely manner, please write in the email subject line "LAST NAME First Name - 5C Internship" – example: MUSTERMANN Erika - 5C Internship.

We will not engage in any correspondence during the selection process.

Applications (in English) must include:

- **Cover page** of your application package with the following information:
 - Name
 - Language knowledge in English, German, French and any other language (using the codes "Native" / "Fluent" / "Intermediate" / "Basic")
 - Degrees including graduation date or expected graduation date
- **Letter of motivation (max. 1 page)**
- **Curriculum vitae**
- Copy of **university diplomas or reports**
- Copy of **final grades** and intermediate reports
- **Work certificate(s)**
- **Letter(s) of recommendation**

Only complete application packages will be considered. Please send your application package to: newyork.uninterns@eda.admin.ch.

Application deadline is: **Sunday, 21 January 2024**