

# Funded traineeship for young graduates at the EU Delegation to S

Are you a **young graduate** interested in international relations? Are you curious to learn more about work of a diplomatic mission and how the EU Delegation represents EU interests and values in Switzerland and the Principality of Liechtenstein?

## **What we offer?**

**Two traineeships of 6 months each** within the Trade and Economic Section of the EU Delegation to Switzerland and the Principality of Liechtenstein, starting in November 30 2020, **subject to respect to the local legislation as well as the national legislation of the candidate(s) if non-resident.**

## **Main tasks:**

- Assist in the preparation of and follow-up to meetings with Member States and representatives from the host country or the EU
- Contribute to notes for Headquarters
- Monitor political developments in Switzerland and Liechtenstein (e.g. parliamentary sessions, popular initiatives, elections);
- Participate in meetings and conferences;
- Assess and follow implementation of bilateral EU-Swiss agreements by the Swiss authorities;
- Provide support to the organization of public diplomacy events and visits of EU officials in Switzerland and Liechtenstein;
- Contribute to the press and social media monitoring

## **Qualifications or special requirements:**

- **In assessing the applications received, account will need to be taken of the COVID-19 situation and its possible effects on access possibilities to Country and thus candidates currently residing in Country might be preferred (to be modified by HQ)**
- Solid academic background in economics and/or business administration;
- Excellent knowledge of English, French and German (working languages of the Delegation);
- Good knowledge of the Swiss political and economic system, as well as of European institutions;
- A master's degree.

## **How to apply?**

Please send the following documents to the e-mail address [DELEGATION-BERN-APPLICATIONS@eeas.europa.eu](mailto:DELEGATION-BERN-APPLICATIONS@eeas.europa.eu):

- A detailed Europass curriculum vitae ([CV](#))
- a cover letter describing why you want to participate in a EU

traineeship

- and **an [application form](#)**

**Please mention in the subject of your e-mail: Funded Traineeship – Trade and Economic Section**

### **Important information**

**Before applying** you are requested to examine the [dedicated website](#) as well as the [general eligibility criteria](#) for a paid traineeship (Article 8 of the Decision ADMIN(2017)28 – Paid traineeship)

Each selected trainee will receive a monthly grant to cover living expenses. All costs related to travel inside the country of residence, visa, insurance, accommodation must be borne by the trainee.

Applications from non-eligible candidates will not be considered. After the evaluation of all applications, shortlisted candidates will be contacted and invited for an interview. Unsuccessful candidates will be notified by email. In case the selected candidate is not able to present the required documents, his/her candidacy will be rejected.

**Non-resident candidates must provide proof that they will be covered against the risk of a pandemic and the costs of repatriation.**

**The Delegation informs that even if our Headquarters confirm the eligibility of the selected application, traineeships could be postponed, suspended or even cancelled considering the very evolving context of the COVID-19 outbreak in the host country as well as in the country of origin.**