

Legal Affairs 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 legal internship for a duration of 6 months with the possibility to extend for another 6 months (total of 12 months), starting on 1 February 2025. 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 all legal aspects of the work of the main UN bodies (General Assembly, Security Council) you will participate actively in meetings and negotiations, and events 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:

- Master's degree in law with a specialization in international law
- Ability to quickly grasp new concepts and get familiar with new topics
- Work experience in a legal field
- Strong interest and knowledge of current political and geopolitical affairs, especially from a legal perspective
- Strong writing and analytical skills
- Organizational skills for planning and attending functions and events
- High trustworthiness and reliability
- High social competences, networking skills, enjoyment of intercultural exchanges with UN colleagues
- Excellent communication skills
- Familiarity with the work of the UN is an advantage

The legal intern's tasks will include:

- Gathering information, preparing legal analyses and drafting meeting reports in all of the following areas: Public International Law, International Criminal Justice, International Criminal Court, International Humanitarian Law, Law of the Sea
- Advising on UN organs' practices, procedures and working methods
- 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, background notes 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:

- Be of Swiss nationality, or be a non-Swiss citizen with a valid work permit for Switzerland for the period of the internship;
- 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 not more than one year before the beginning of the internship

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

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 – Legal Affairs Internship" – example: MUSTERMANN Erika - Legal 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**

Please send your application PDF to: newyork.uninterns@eda.admin.ch.

Application deadline: **Sunday, 10 November 2024**