

Job Announcement

Information Officer

DAAD Information Centre Bangalore

The German Academic Exchange Service (DAAD) is a joint organisation of German universities for the promotion of international scientific cooperation and academic exchange, and the largest of this kind worldwide. A network of 15 DAAD Regional Offices and 56 information centres support the work of the DAAD head office in Bonn.

Position: **Full-time**

Place of Work: **Bengaluru**

Date of Joining: **1 October 2018**

Work profile

- To represent the DAAD in the states of Karnataka and Kerala
- To provide feedback about developments in the academic & scientific landscape of the region
- To develop and maintain contact with faculty and university administrators in the region
- To cooperate with other German organisations in Bengaluru to ensure visibility of the DAAD
- To counsel students about study & research opportunities and scholarships in Germany
- To organize information sessions and workshops to promote study & research in Germany
- To Maintain close contact with former scholarship holders and support alumni activities
- To take part in meetings, seminars, workshops and information events for DAAD
- To provide regular reports on engagement and activities undertaken
- To undertake any other relevant duties as may be requested from time to time

Requirements

- University degree (preferably Master's); study or work experience in Germany is an advantage
- Excellent communication skills in English
- Good knowledge of German (minimum B2 level)
- Ability to respond effectively to the needs of a diverse student and parent population
- Ability to work independently, but also collaboratively, sharing knowledge within the team
- Effective presentation and communication skills
- Strong organizational skills and proven administrative abilities
- Proficiency in MS Office applications (mainly Outlook, Word, Excel, and PowerPoint)

Application

Your Application should include a full CV, a recent photograph, a motivation letter, academic degree certificates and experience certificate if applicable.

Please send your application to: jobs@daadindia.org

Application Deadline: 27 August 2018