



**DAAD Regional Office in New Delhi
invites applications for an
Internship – Alumni and Higher Education Cooperation Projects (20 hrs. per week)**

About DAAD

Deutscher Akademischer Austauschdienst (DAAD) or the German Academic Exchange Service is a not-for-profit organization and is the largest funding organisation in the world supporting the international exchange of students and scholars.

The [DAAD India](#) promotes academic exchange between Germany and South Asia (India, Sri Lanka, Nepal, Bangladesh, and Bhutan). It provides information about institutions of higher education as well as research institutions in Germany. DAAD provides annual fellowships and short-term research grants, supports guest professorships, and helps to establish university collaborations.

Duties and Responsibilities of the intern:

Support for

- Events (onsite and online) – logistics, coordination, communication
- Maintaining and updating databases
- Creating content for social media
- Desk research
- Documentation, maintaining post-event statistics
- Additional tasks as may be required

Knowledge, Skills, and Abilities:

- Minimum Qualification: Bachelor's degree (Full-time and not older than 2019)
- MS Office skills (Word, Excel, Outlook, and PowerPoint)
- Knowledge of the German language (B1 and above)
- Excellent written and verbal communication skills in English
- Attention to detail, thoroughness, and diligence
- Familiarity with online event tools
- High organisational skills



Duration of the internship:

From 1st March 2022 to 30th November 2022

Part-time position 20 hrs. per week

Workstation:

DAAD Office on 3rd Floor, R K Khanna Stadium, 1 Africa Avenue, New Delhi 110029

Note:

- This is a paid internship without stay and travel allowances
- Currently DAAD New Delhi employees and interns are working part-time from home due to safety concerns during the Covid-19 pandemic. When the DAAD New Delhi commences the work from the office, the intern is expected to be in New Delhi to join the office (4 days per week).

Application:

Apply online on: <https://www.daad.de/surveys/855471?lang=en>

Please upload the following documents on the above link at the end of the application in one pdf file of max. 5 MB:

1. CV (Maximum 2 pages)
2. Latest German language certificate
3. Last Degree Certificate
4. Two other documents as seem suitable

Application Deadline: 15th January 2022

Only shortlisted candidates will be contacted for an interview. Interviews are planned between
2nd to 4th February 2022.