



**DAAD Regional Office in New Delhi  
invites applications for an  
Internship – Marketing and Communications (40 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 to

- Create graphic & video content for the website and social media
- Research, write, proofread, and edit newsletter content
- Manage databases and statistics
- Assist with information events
- Coordinate the DAAD Young Ambassador network activities
- Perform any other duty as assigned

**Knowledge, Skills, and Abilities:**

- Minimum Qualification: Bachelor's degree (Full-time and not older than 2019)
- MS Office skills (Outlook, Word, Excel, and PowerPoint), exposure to CMS and productivity tools
- German language skills (B1 or above)
- Excellent written and verbal communication skills in English
- Self-motivated with high organisational skills



**Duration of the internship:**

From 1<sup>st</sup> March 2022 to 15<sup>th</sup> December 2022

Full-time position, 40 hrs. per week

The duration of the internship is subject to availability of funds

**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 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: 15<sup>th</sup> January 2022**

Only shortlisted candidates will be contacted for an interview. Interviews are planned between

2<sup>nd</sup> to 4<sup>th</sup> February 2022.