



Deutscher Akademischer Austauschdienst
German Academic Exchange Service

Job Posting

Programme Officer

DAAD Regional Office in New Delhi

About DAAD

The [Deutscher Akademischer Austauschdienst](#) (DAAD) (German Academic Exchange Service) is a not-for-profit organization of German higher education institutions and their student bodies. It awards grants and scholarships, supports the internationalisation of German universities, promotes German studies abroad and advises decision-makers on matters of education and development policy. The [DAAD Regional Office New Delhi](#) is responsible for Bangladesh, Bhutan, India, Nepal and Sri Lanka.

The DAAD offers a fulltime position (**40 hrs. per week**) as Programme Officer.

Work profile:

1. Advice and information for students and researchers on DAAD scholarship programs, as well as on study and research in Germany
2. Processing of applications and preparation of selection sessions for DAAD scholarship programs
3. Liaison person for German scholarship holders of the DAAD in Bangladesh, Bhutan, India, Nepal and Sri Lanka
4. Coordinating with partner institutions of the DAAD and host institutions of DAAD scholarship holders
5. Research and reporting on current developments in Indian research and higher education policy development
6. Statistics, data base management and documentation
7. Additional tasks as required

Requirements:

1. Minimum Qualification: Master's degree (Full-time)
2. Very good Knowledge of the German higher education landscape
3. Work experience (minimum 2 years) in the field of higher education or cultural affairs
4. Experience in management and implementation of projects
5. Experience in the administration of scholarship programs desirable
6. Excellent written and verbal communication skills in English (C1 and above)



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7. Knowledge of German language (B2 and above)
8. MS Office skills (MS Word, MS Excel and MS PowerPoint)
9. Organizational skills, intercultural competence and resilience

Date of joining:

01. January 2023

Employment Conditions:

Workstation:

DAAD Regional Office New Delhi (R K Khanna Stadium, 1 Africa Avenue, New Delhi 110029) and
DWIH New Delhi (21, Jor Bagh, Delhi 110003)

Two years fixed term contract with 3 months-probation period. After two years a permanent contract is possible based on the performance

Salary level will be based on experience and based on the salary regulations of the German Embassy in New Delhi. For detailed information regarding the CTC please contact the DAAD Regional Office

Application:

Apply online on: <https://www.daad.de/surveys/339126?lang=en>

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

1. CV (Maximum 2 pages)
2. Motivation letter (Maximum 2 page)
3. Latest German language certificate (minimum B2)
4. Last Degree Certificate
5. Reference letters /experience certificates (max 3)

Application deadline: 15.11.2022

Only shortlisted candidates will be contacted for an interview. Interviews are planned
between 28.11.2022-03.12.2022.

For further information please contact: Neha Jain (jobs.newdelhi@daad.de)