



## Job Announcement

### Regional Officer

#### DAAD Information Point in Chennai

##### About the 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. A worldwide network of 20 DAAD Regional Offices and more than 56 Information Centres and Information Points support the work of the DAAD head office in Bonn.

The [DAAD Regional Office New Delhi](#) is responsible for India, Bangladesh, Bhutan, Nepal and Sri Lanka and has five Information Points in the region. The Information Point Chennai is **responsible for Tamil Nadu, Telangana, Andhra Pradesh, Puducherry**. Information Points promote Germany as a destination for study & research and provide guidance about DAAD scholarship programmes. They also support cooperation between higher education institutions and academic partners.

The DAAD offers a **full-time position (40 hrs./week)** at its Information Point Chennai.

##### Work profile

- Promote higher education and research in Germany as well as the DAAD funding programmes through individual appointments, information sessions, web sessions, academic outreach, fairs, seminars etc.
- Planning and organisation of DAAD events in consultation and coordination with DAAD Regional Office New Delhi
- Support the DAAD alumni activities in the region.
- Contribute to publications, marketing material and the communication on Social Media Channels, website of the regional office.
- Work closely with other German representations in Chennai to ensure visibility of the DAAD and create synergies (e.g. German Consulate, Goethe-Institut)
- Reporting and statistics including data of the higher education market in consultation with the DAAD Regional Office in New Delhi,
- Coordinate finances with the DAAD Regional Office in New Delhi admin including year planning, payments, monthly expense statement etc.
- Carry out day to day administrative activities for running and maintenance of office.
- To undertake any other relevant duties as may be requested from time to time



## Requirements

- Minimum Qualification: Bachelor's degree
- Very good knowledge of the German higher education system, academic programmes, admission policies
- Excellent written and verbal communication skills in English (C1 or above)
- German language skills (B1 or above)
- Organisational skills, intercultural competence, commitment, and resilience
- Proficient in the use MS Office Suite and other common office applications
- Experience in administration of projects
- Work experience in the cultural or educational sector

## Date of joining

01.07.2024

## Work location

DAAD Information Point Chennai, c/o Indo-German Chamber of Commerce, 3rd Floor, 32, G.N.Chetty Road, T Nagar, Chennai 600017

## Employment Conditions

Two years fixed term contract with 3 months-probation period. After two years a permanent contract is possible based on the performance. The remuneration will be as per the salary scheme of DAAD Regional Office New Delhi for local employees.

## Application link

<https://www.daad.de/surveys/771828?lang=en>

Please upload the following documents as one pdf file of max. 5 MB:

1. Motivation letter
2. CV (Maximum 2 pages)
3. Academic & professional certificates
4. German language proficiency certificate
5. Reference letters /experience certificates

## Application Deadline: 21 April 2024

Only shortlisted candidates will be contacted. Interviews will take place in May 2024

For further information please contact: [jobs.newdelhi@daad.de](mailto:jobs.newdelhi@daad.de)