DAAD India

Deutscher Akademischer Austauschdienst
German Academic Exchange Service

Job Posting

Executive Assistant to the Director

Full-time position

Estimated start date: 1.2.2027

Location: DAAD Regional Office in New Delhi

About DAAD

The German Academic Exchange Service (DAAD) is a not-for-profit organization of German higher education institutions and their student bodies, financed by the German government. 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 fostering academic exchange and cooperation with individuals and institutions of Higher Education in Bangladesh, Bhutan, India, Nepal, and Sri Lanka.

The DAAD Regional Office New Delhi is looking for a motivated and highly organized full-time **Executive Assistant to the Director** to undertake a diverse range of administrative, coordination, and communication duties. The position supports the Director in managing internal and external relations, contributing to the DAAD's public relations and information work and in coordinating activities across the South Asia region, including countries with subordinate offices as well as countries where activities are implemented through institutional partnerships and external stakeholders. The responsibilities of this position cover the regional jurisdiction of the DAAD Regional Office in New Delhi, including India, Bangladesh, Bhutan, Nepal, and Sri Lanka.

Work profile:

- Assistance to the Director in stakeholder liaison, meeting preparation, and travel briefings
- Coordination of workflows between the Regional Office and the DAAD Information Centres across the region, including administrative, financial, and operational matters
- Administration of the Information Centres in Dhaka and Colombo, including budget monitoring, invoice verification, and reporting
- Monitoring and research on developments in higher education and research policy in India, Bangladesh, Bhutan, Nepal, and Sri Lanka; preparation of presentations, reports, statistics, and meeting minutes
- Coordination of the Regional Office’s activities in Nepal and Bhutan including communication with the relevant institutions
- Support for the Regional Office's communications, public relations, and information activities
- Support for organisation and coordination work of events and official engagements
- Performance of additional duties as assigned

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Please note that the above work profile is indicative and not exhaustive. DAAD reserves the right to amend, modify, or reassign duties and responsibilities as required to meet organizational needs.

Requirements:

- University degree (minimum: Masters Degree)
- In-depth knowledge of the German and Indian higher education and research landscape
- Professional experience in the field of higher education or cultural affairs (at least 5 years) in international academic sector
- Experience in office administration and event organization desirable
- Excellent written and verbal communication skills in English (C1 and above)
- At least good written and verbal communication skills in German language (B2 and above)
- Proficiency in leveraging AI tools to enhance research, workflow management, and documentation processes
- Proficiency in common Microsoft applications (Teams, Word, Powerpoint and Excel)
- Conceptual thinking and ability to conduct research and analysis
- Excellent communication skills and ability to work independently
- Strong organizational skills, intercultural competence, commitment, and high resilience
- Very high level of initiative, flexibility, self-motivation, and ability to work in a team
- Willingness to travel within India and the region
- Residence and work permit in India/ Indian Nationals

Date of joining: 1. February 2027

Workplace: DAAD Regional Office New Delhi (R K Khanna Stadium, 1 Africa Avenue, New Delhi 110029).

Working Conditions:

- Position: Full-time (40 hours/week) with 6 months-probation period
- Contract: The contract will initially be limited until January 31, 2029; an option for extension exists and is subject to the availability of funds as well as performance

Benefits:

- 24 days of vacation leave per year
- 12% Employer contribution to the Employees' Provident Fund (EPF)
- Collaborative international work environment
- Opportunities for further training and skill development
- Payment is according to the local staff table of the DAAD Regional Office New Delhi

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As an equal opportunity employer, DAAD values diversity as a reflection of the many nations and cultures in which we operate. We encourage qualified applicants from all backgrounds to apply for roles within our organization, regardless of gender, age, disability, religion, or socioeconomic background. Employment decisions are based on merit, qualifications, and suitability for the role, without discrimination.

Application:

Apply online on: **https://www.daad.de/surveys/378274?lang=en**

Please upload the following documents in English via the link at the end of the application in one PDF file (max. 5 MB):

- CV (maximum 2 pages)
- Letter of motivation (maximum 1 page)
- Last degree certificate
- Experience certificates
- Latest German language certificate (B2)
- Any other documents

Application deadline: 6 November 2026

Only applications with complete documents can be considered; only shortlisted candidates will be contacted for an interview, which is planned to take place between 30 November – 2 December 2026. For further information please contact: jobs.newdelhi@daad.de