DAAD India

Deutscher Akademischer Austauschdienst
German Academic Exchange Service

Job Posting

Programme Officer - Alumni Affairs and German Studies

Full-time position

Estimated start date: 1.1.2027

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 seeking a motivated and highly organized full-**time Programme Officer – Alumni Affairs and German Studies** to coordinate a diverse range of administrative, coordination, and communication tasks, with a particular focus on alumni engagement and German Studies. 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:

- Oversee the Alumni Affairs portfolio, including conceptualisation, planning, and implementation of alumni initiatives, events, and follow-up meetings, with budget planning for the respective projects
- Coordinate the local DAAD Lecturer and Teaching Assistant Programmes and contact person for the funded persons
- Coordinate the German Studies portfolio, including conceptualisation, planning, and organisation of events, liaison with government ministries and university leadership, and budget planning for the respective projects
- Maintain and develop relations with German Studies departments at universities, higher education institutions offering German as part of their curricula, the German Studies Association, schools offering German as a foreign language, and German language learners, in cooperation with the Central Agency for Schools Abroad (ZfA) and the Goethe-Institut
- Coordinate the administration of scholarship programmes for research stays and re-invitations, provide information to applicants, and prepare and coordinate selection procedures
- Provision of information and guidance on studying in Germany and DAAD scholarship programmes

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

Requirements:

- University degree (minimum: Masters Degree: PhD desirable)
- 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 administration and event organization desirable
- Excellent written and verbal communication skills in German and English (C1 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. January 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 December 31, 2028; 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

DAAD India

Deutscher Akademischer Austauschdienst
German Academic Exchange Service

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/527181?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 (C1)
- 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