



Job Announcement

Regional Officer at the DAAD Information Centre in Pune (20 hrs/week)

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 India, Sri Lanka, Nepal, Bangladesh, and Bhutan.

The DAAD offers a part-time position (20 hrs./week) at its Information Centre Pune. The Information Centre Pune is subordinated to the DAAD Regional Office in New Delhi and responsible for Maharashtra, Goa, Gujarat, and Madhya Pradesh.

Work profile:

- Promote higher education and research in Germany as well as the DAAD funding programs through individual appointments, information sessions, web sessions, academic outreach, fairs, seminars etc.
- Develop, implement and manage social media content and strategy
- Plan, organise, create and publish website content
- Research, write, proofread and edit newsletter content, subscriber management
- Report regularly on activities undertaken
- Perform any other duty as assigned

Requirements:

- Minimum Qualification: Bachelor`s degree
- Proficient in the use of computers including Microsoft Office; exposure to CMS and productivity tools
- Experience of social media/ website management is an advantage
- German language skills (B1 or above)
- Excellent written and verbal communication skills in English
- Organisational skills and intercultural competence,
- Work experience in the cultural and / or education sector is an advantage



Date of joining:

02.01.2025

Workstation:

C/o Indo German Chamber of Commerce,
710 Nucleus Mall, 1 Church Road,
Pune 411001

Application:

Please refer for details and apply online on:

<https://www.daad.de/surveys/771828?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. Motivation letter
2. CV (Maximum 2 pages)
3. Latest German language certificate
4. Last Degree Certificate
5. Two other documents as seem suitable

Application Deadline: 15.11.2024

Only shortlisted candidates will be contacted for an interview.

Interviews are planned online in the last week of November 2024.