



Deutscher Akademischer Austauschdienst  
German Academic Exchange Service

## Vacancy

### Programme Officer - Communications

#### Unit “German Centre for Research and Innovation” (DWIH) New Delhi

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

The [DWIH New Delhi](#) is a unit of the DAAD. It is a platform for exchange and networking between the Indian and German scientific communities and other stakeholders in research and innovation. It creates thematic dialogues between international stakeholders in research, politics and industry. The DWIH provides information on the research systems of India and Germany and expertise in international cooperation for science administrators and policy makers. It is a network of German research organisations, universities, funding bodies, and research-based companies.

We're looking for a motivated and qualified person to join our team as **Programme Officer – Communications**. This is a full-time position.

#### **Work profile:**

- Develop and execute communication plans for events and projects in consultation with the Head of Programmes
- Create content for the DWIH New Delhi website, social media, info letter, and print media (posts, texts, blogs, graphics, videos, etc.).
- Track and analyse social media and website performance; prepare reports.
- Support planning, promotion, organization, and documentation of events (onsite and online)
- Coordinate with external agencies as well as vendors for communication and marketing tasks
- Perform additional duties as required



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### **Requirements:**

- Minimum Qualification: Bachelor's degree (Full-time)
- Knowledge of German language (B1 and above)
- Excellent written and verbal communication skills in English (C1 and above)
- Work experience in communications (content writing for website, social media, and video editing)
- Experience in tracking and analysis of social media and website
- Experience in working with content management systems (e.g. Wordpress), design tools (e.g. Adobe Illustrator, Canva), social media tools and analysis tools (Google Analytics)
- Good understanding of the Indian research and innovation system
- Strong MS Office skills (Word, Excel and PowerPoint)
- Strong organizational skills with a proven ability to collaborate effectively in team settings

**Date of joining:** 15. February 2025

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

### **Employment Conditions:**

- Position: Full-time (40 hours/week) with mandatory four days presence in office
- Contract: Two-year fixed term with a six-month probation period. Permanent contract possible based on performance.
- Benefits:
  - 24 days of vacation leave per year.
  - Employer contributions to the Employees' Provident Fund (EPF).
  - Collaborative workspace with the team of the DAAD Regional Office New Delhi
  - Access to institutions of the Indian and German research and innovation ecosystem
  - Further training opportunities

### **Application:**

Submit your online application here.

[Application Form: Programme Officer- Communications](#)



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

- CV (maximum 2 pages)
- Letter of motivation (maximum 2 pages)
- Latest German language certificate
- Last degree certificate
- Experience certificates (maximum 3)
- Samples of work (maximum 2, not mandatory)

**Application Deadline:** 09.01.2025

Only shortlisted candidates will be contacted for an interview. Interviews are planned onsite in New Delhi between 22.-24. January 2025.

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