

Junior Project Manager (Internship) in Academic Relations: swissnex India, Bangalore

Employer: swissnex India, Consulate General of Switzerland

Job start By arrangement | **Duration** 6 months | **From** 15th September 2017 | **Workplace** Bangalore | **Workload** 100%

About us

swissnex India connects Switzerland and India in the fields of science, education, art and innovation. An initiative of the Swiss State Secretariat for Education, Research and Innovation (SERI), in association with the Swiss Federal Department of Foreign Affairs, swissnex India is a part of the Consulate General of Switzerland in Bangalore. Our three key areas of work are a) Building academic relations between Swiss and Indian universities and research institutes, b) Bringing Swiss entrepreneurship and innovation to India and 3) Showcasing projects at an interface of science and arts.

Founded in 2010, swissnex India is located in the vibrant city of Bangalore (known as 'Silicon Valley of India') with a pan-India mission. swissnex India offers attractive internships on a rotating basis throughout the year to open-minded, qualified, self-motivated university graduates and master students.

About the Internship

The intern will be part of the academic relations and project team of swissnex India. He/she will be working with the team on exciting projects (eg. India Industry Internships) in the 2nd half of 2017 as well as research & plan Indo-Swiss collaborative projects for the coming year.

Tasks

- Project management and administration (70%)
 - Assist in the implementation of public programs related to academic relations
 - Research & prepare short reports for project topics that can facilitate Indo-Swiss collaborations
 - Write funding applications and reports for sponsors
 - Assist in identifying and contacting potential speakers
 - Assist in organizing visits and/or events for Swiss delegations
 - In charge of event logistics, including audio-visual management at swissnex event place
 - Assist swissnex India CEO in administrative tasks as per requirement

- Outreach & communications (30%)
 - Manage communication between partners, sponsors, and swissnex team
 - Write content for academic relations related website pages, write blogs/articles for newsletter
 - Represent & promote swissnex during internal and external events etc.

Opportunities

- Gaining work experience in an international and highly dynamic environment (English as official working language)
- Developing networking and project management skills and extending your personal network
- Exposure to people and networks in the areas of science, higher education, art, and innovation
- Connecting with scientific, business and cultural institutions in India and Switzerland
- Interaction and learning from a dynamic team with varied experiences and backgrounds

Application criteria and requirements

swissnex India is part of the Consulate General of Switzerland in Bangalore. Therefore, the following conditions and requirements of the Swiss Department of Foreign Affairs apply for our internship positions:

- **Swiss citizen or legal resident of Switzerland**
- Bachelor/ master degree (graduated within the last 12 months) or be a current university student studying for a master degree preferably from engineering background due to some projects in technical fields
- Superior written and oral English language skills
- Strong interest in event management, public programming, and thematic research
- Able to take directions and work in a team environment, but also self-motivating
- Flexible for occasional evening or weekend assignments

Application deadline 21 June 2017

Application process Please submit your application with CV and letter of motivation. Application without a motivation letter will not be considered. Forward it electronically to jobs@swissnexindia.org. Shortlisted candidates will be contacted after closing of the application deadline.

Person to contact for more information Ms. Palek Sharma palek.sharma@swissnexindia.org +41 584 850440