

swissnex India offers attractive internships on a rotating basis throughout the year to open-minded, qualified, self-motivated university graduates and master students. The internships last 6 months and are located in the vibrant city of Bangalore, South India. swissnex India is currently recruiting a

Junior Project Manager “Academic Relations & Projects” (Internship)

Duration 6 months (start in November 2014)

Tasks

- Work on event planning, management and follow-up
- Make arrangements for in house and external events, research topics and identify key partners, set up exhibits, accompany delegations
- Secondary research work for projects, preparing concept notes on science and technology topics
- Assist in collecting relevant news from Switzerland for swissnex communication work
- Networking during swissnex and external events, student fairs etc
- Support overall daily operations and administrative tasks of swissnex India

Opportunities

- Gaining work experience in an international and highly dynamic environment (English as official working language)
- Connecting with scientific, economic and cultural institutions in India and Switzerland
- Developing networking and project management skills and extending your personal network
- Interaction and learning from a dynamic team with varied experiences and backgrounds
- Office located in the heart of the vibrant city of Bangalore, South India

Requirements and profile

swissnex India is an annex of the local Consulate General of Switzerland. 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
- University degree (graduated within the last 12 months) or be a current university student studying for a master degree
- Analytical and communication skills
- Open-minded, outgoing personality
- Superior written and oral English language skills
- Interest for international scientific collaboration
- Interest for interdisciplinary projects
- Able to take directions and work in a team environment, but also self-motivating
- Flexible for occasional evening or weekend assignments

Application

Please email your application with CV and motivation letter to Mrs. Sarita Prakash, Head of Operations, (jobs@swissnexindia.org) until the **5th of October 2014**.