

## Job Announcement

**Role:** Officer- Public Relations and Communications for German Centre for Research and Innovation

**Position:** Full time

**Place of work:** New Delhi

**Starting date:** 1st November 2018

The German Centre for Research and Innovation New Delhi (DWIH New Delhi) is a strategic initiative of Germany's Federal Foreign Office to internationalise science and research. It is a network of German- funding bodies, research organisations and universities. It provides a platform for joint activities to promote German contributions to research and innovation and to strengthen ties between Indian and German scientific communities and stakeholders from politics and industry. A special focus is given to the interface between academia and industry and showcasing young talent in innovation and entrepreneurship from India and Germany.

DWIH New Delhi is led by the German Academic Exchange Service (DAAD), world's largest funding organisation for the promotion of international scientific cooperation and academic exchange.

The DAAD Regional Office New Delhi is looking for a creative & self-motivated person to join the DWIH New Delhi team as 'Officer- Public Relations and Communications'.

### Work profile:

- Write press releases, event coverage, articles etc for various media channels
- Content development and management of
  - DWIH New Delhi website
  - Social media channels
  - English Language newsletter
- Design and production of marketing material according to corporate guidelines
- Research on scientific topics for website and marketing material
- Generate and coordinate content for English language newsletter
- Analyse media coverage
- Coordinate with academic and industry partners from India and Germany
- Assist in planning and organising events

### Requirements:

- Minimum Bachelor's Degree and 2+ years of related work experience
- Excellent oral and written communication skills in English
- Good knowledge of German language (Minimum B1)
- Experience in event management
- Experience in website content management. Knowledge of WordPress is an advantage
- Experience in social media marketing
- Good knowledge of Microsoft Office Suite
- Strong organization and intercultural skills
- Willingness to travel and to work outside office hours
- Study or work experience in Germany is an advantage

### Application:

Please send a complete application with detailed CV, a recent photograph, Motivation letter, Degree Certificates and References if any to [jobs@daadindia.org](mailto:jobs@daadindia.org)

### Deadline:

23<sup>rd</sup> September 2018

Only shortlisted candidates will be contacted by DAAD.