

swissnex India/Consulate General of Switzerland in Bangalore 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 on 1st April 2017)

Location: Bangalore, South India

Tasks:

- Work on project planning and management (40%)
 - Assist in the implementation of public programs related to academic relations
 - Research & brainstorm for project topics that can facilitate Indo-Swiss collaborations
 - Writing funding applications and reports for sponsors
 - Assist in identifying and contacting potential speakers
 - Manage communication between partners, sponsors, and swissnex team
 - Assist in organizing visits and/or events for Swiss delegations
- Event logistics and administration (40%)
 - Logistical organization, including setting up event room, welcoming and registering guests
 - Audio-visual management during events & generally support the ‘back-end’ of events
 - Setting up exhibitions at swissnex or at an exhibition space
 - Assist swissnex India CEO in administrative tasks as per requirement
- Outreach & communications (20%)
 - Collect relevant news from Swiss and Indian portals, write blogs for swissnex newsletter and website
 - Represent & promote swissnex during internal and external events, student fairs etc.

Opportunities:

- Gaining work experience in an international and highly dynamic environment (English as official working language)
- Gain experience with event management and public oration
- Exposure to people and networks in the areas of science, higher education, art, and innovation
- 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

Requirements and profile:

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
- 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
- Interest in hospitality & willingness to manage all admin related to events
- Flexible for occasional evening or weekend assignments

Application:

Please apply at <https://swissnexindia.recruiterbox.com/jobs/fk0mfk7> before the **29th of January 2017**. Application without a Motivation Letter will not be accepted.