

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 10th August 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 (30%)
 - 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 (30%)
 - Collect relevant news from Swiss and Indian portals,
 - 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)
- 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 [here](#) before **17 April 2017**. Application without a motivation letter will not be considered.