

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, India. swissnex India is currently recruiting a

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

**Duration** 6 months (starts in July 2015) **Location** Bangalore, India

### Tasks

- Work on event planning and management (40%)
  - Assist in the implementation of public programs
  - Research & brainstorm for event topics
  - Writing funding applications and reports
  - Assist in identifying and contacting potential speakers
  - Manage communication between partners, sponsors, and other project partners
- 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 & Support (20%)
  - Occasionally assist in organizing visits and/or events for Swiss delegations
  - Collect relevant news from Swiss 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

Submit your CV and motivation letter by **10<sup>th</sup> of April 2015**. **Apply here** <https://swissnexindia.recruiterbox.com/jobs/fk0hhwd>  
For questions, please write to Sarita Prakash ([sarita.prakash@swissnexindia.org](mailto:sarita.prakash@swissnexindia.org))