



## **Job description**

### **Regional Officer of the Saxon Science Liaison Office in Chennai**

The Saxon Science Liaison Office in Chennai is a joint organization of Saxony's universities for the promotion of international scientific cooperation, academic exchange and career opportunities. The office represents major institutions of higher education in Saxony and is coordinated by TUD | Dresden University of Technology (TUD) [https://tu-dresden.de/?set\\_language=en](https://tu-dresden.de/?set_language=en). The Liaison Office offers a fulltime position (40 hrs. per week) as Regional Officer.

### **Work profile:**

- Inform about and promotion of higher education, research, work training programs, work and career opportunities and funding programs through individual appointments, information sessions, web sessions, academic outreach, fairs, expos, seminars etc. after consultation with and approval from TUD
- Support recruitment of students for a variety of degree programs
- Represent Saxony's universities at recruitment events, education fairs, and meetings with other Indo-German organizations
- Work closely with universities, companies and organizations both in India and Germany to create synergies
- Analyze and report on developments of higher education and research market in the region
- Support Saxony's alumni activities in the region
- Contribute to publications, marketing materials and the online communication of the regional office
- Report regularly on the office's activities
- Carry out administrative tasks for running the office

### **Requirements:**

- Completed university degree (at least a Master's)
- Knowledge of the German higher education system, academic programmes, admission policies
- Proficiency in one of the Indian languages is advantageous.
- Excellent command of English (C1 and above)
- Knowledge of German is a plus
- MS Office skills (MS Word, MS Excel, and MS PowerPoint)
- Excellent organizational skills, intercultural competence, commitment and resilience
- Excellent written and oral communication skills
- Work experience in the cultural or educational sector

**Preferred date of joining:** July 1st, 2024

**Location:** Chennai

**Application deadline:** 11<sup>th</sup> May 2024

Please submit cover letter, resumé, copies of university degrees, proof of language competencies and three reference letters

Shortlisted candidates will be contacted for an interview. Interviews are planned third week of May.

For more information, please connect with [chaitra.dole@indo-german.com](mailto:chaitra.dole@indo-german.com)