



## **Job Announcement**

### **Executive Assistant to the Director of the Saxon Science Liaison Office - India**

The Saxon Science Liaison Office – India based 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). The Liaison Office offers a fulltime position (40 hrs. per week) as Executive Assistant.

#### **Work profile:**

- Assist the Regional Officer in liaison with international and external business contacts
- Prepare meetings, travel briefings, presentations, statistics, reports, and minutes
- Coordinate the workflow between the office of the Regional Officer and TU Dresden's International Office
- Support the Regional Office with administrative tasks such as budget controlling, verification of invoices, reporting
- Monitor, research, and report on current developments in research and higher education policy development in India
- Support the public relations and information work of the Regional Office
- Additional tasks as required

#### **Requirements:**

- Minimum qualification: Bachelor's degree
- Good knowledge of Germany's and India's higher education landscapes
- Work experience in the field of higher education or cultural affairs
- Experience in the administration of projects
- Conceptual thinking and ability to conduct research and analysis
- Proficiency in one of the Indian languages is advantageous
- Excellent written and verbal communication skills in English (C1 and above)
- Knowledge of German language is a plus
- MS Office skills (MS Word, MS Excel, and MS PowerPoint)
- Organizational skills, intercultural competence, and resilience

#### **Date of joining:**

1<sup>st</sup> July 2024

#### **Workstation:**

Chennai, India.

#### **Application:**

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

Application Deadline: 11<sup>th</sup> May, 2024

Shortlisted candidates will be contacted for an interview. Interviews are planned 3<sup>rd</sup> week of May, 2024 in Chennai.

#### About the Company:

TUD Dresden University of Technology (TUD) is both one of Germany's largest technical universities and one of Germany's eleven Universities of Excellence. With 17 faculties organized under the roofs of five schools, TUD offers a full range of academic disciplines and research areas with a strong focus on Health Sciences, Biomedicine and Bioengineering, Smart Materials and Structures, Energy, Mobility and Environment, and Culture and Societal Change. An important factor for TU Dresden's outstanding research performance is its close collaboration with local non-university research institutions and researching culture institutions, which are strongly represented throughout Dresden. With the DRESDEN concept research alliance, TU Dresden has created a unique setting to utilize synergies in research, teaching, infrastructure and administration while, at the same time, increasing the visibility of Dresden-based research excellence.

Link: [https://tu-dresden.de/?set\\_language=en#](https://tu-dresden.de/?set_language=en#)

For more information, please reach out to [chaitra.dole@indo-german.com](mailto:chaitra.dole@indo-german.com)