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.