

Vacancy: Internship - Vocational Education & Training

The Indo-German Chamber of Commerce

The Indo-German Chamber of Commerce (IGCC) was incorporated in 1956. With over 6000 members, it is the largest German chamber abroad (AHK) and the largest bilateral chamber in India. We have a strong presence in India with our head-office in Mumbai, branch offices in Delhi, Bangalore, Kolkata, Chennai and Pune and a liaison office in Düsseldorf, Germany. As the primary contact for Indian and German companies who want to start doing business with the respective other country, we enhance the bilateral economic relations between India and Germany. In addition, the IGCC also works on implementing projects in India for German Ministries in several fields.

Job Description

Intern – Vocational Education and Training

DUALpro is the Service Brand of the IGCC in the field of Vocational Education and Training. More info here: <http://indien.ahk.de/training/vocational-education-training/>. The candidate will be based in the Pune office of the Indo-German Chamber of Commerce, as part of the DUALpro Team. The internship will be multi-faceted. The candidate will specifically support running projects of DUALpro and help in the implementation of the same. However, they would also get to know other chamber activities.

Primary responsibilities include (but not limited to):

- Support of running projects: The candidate will support the organisational implementation and coordination with the institute and participating companies of projects in Pune and if necessary also projects outside of Pune
- Support during examinations
- Coordination of the VET Council and Council meetings
- Support to conduct trainings for examiners and trainers
- Coordination with German stakeholders and partners
- Liaise and network with a range of stakeholders, colleagues and partner organizations
- Protect organization's value by keeping information confidential.

Candidate profile

- Candidate pursuing an academic degree ideally in the field of business administration, economics or pedagogic. Vocational degree desired
- Native Indian with very good English language skills
- Knowledge of German language would be an advantage
- Knowledge of German Vocational Education and Training system desired
- Effective presentation and communication skills
- Ability to work independently and multi-task efficiently
- Strong working knowledge of Microsoft Office and social media

Candidate must conduct oneself in a polite, ethical & professional manner. Kindly send your complete CV, letter of motivation, copies of all relevant certificates to dualpro@indo-german.com

Please note: *Only shortlisted candidates will be contacted for an interview by IGCC*