The Indo-German Chamber of Commerce (IGCC) is currently looking to recruit a

Liaison Officer – Senior Regional Manager (India), full-time,

for the Liaison Office of the Technical University of Munich (TUM) in Mumbai, India.

About the Technical University of Munich

The Technical University of Munich (TUM) is one of Europe’s top universities. It is committed to excellence in research and teaching, interdisciplinary education and the active promotion of promising young scientists. The university also forges strong links with companies and scientific institutions across the world.

This position will work closely with the TUM Global & Alumni Office, the central point of contact for any matters concerning TUM’s global partnerships and networks and international exchange opportunities. As part of its internationalization strategy, TUM has expanded its activities worldwide in recent years and operates six liaison offices on five continents.

Requirements

- At least Master’s degree with above-average results; first-hand experience with German higher education highly desirable
- Excellent written and spoken German and English language skills; proficiency in Hindi desirable
- Strategic competencies, result-oriented working methods, high efficiency and attention to detail, sense of responsibility
- Flexibility, proactivity, ability to work on your own as well as within a team (also in a virtual team)
- Confident and professional appearance
- Strong networking skills, sound regional competence, and solid know-how in the field of entrepreneurship and innovation
- Experience in international project management and very good problem-solving skills
- Expert knowledge of TUM, the German as well as the Indian higher education systems and their characteristics
- Willingness to work outside normal working hours and undertake business trips
- Ideally, experience with content management system Typo3, social media management (esp. LinkedIn)
- Advanced proficiency in Microsoft Office suite

Tasks

- Participation in and organization of topic-specific events to initiate and deepen transatlantic projects
- Development and establishment of cooperation with Indian universities and non-university scientific institutions
- Intensifying exchange relationships with partner universities on all levels, e.g. through TUM information events, participation in study abroad fairs, conferences, partner visits, etc.
- Recruitment of highly qualified post-docs or German scientists interested in returning to Germany
- Supporting the TUM alumni work and delegation visits
- Acting as key contact for cooperation projects with industry, institutions, foundations and funding organizations in the region (e.g. DAAD; consulate; DFG)
- Coordinating, conducting and/or participating in activities to raise the visibility of TUM in India
- Regular editorial content creation for website and social media channels
- Reporting / evaluation of individual measures
We offer

A versatile and challenging job opportunity in the innovative environment of Mumbai will allow the candidate to develop professional strengths as part of a multicultural and dynamic team.

The position will be contractually affiliated with the Indo German Chamber of Commerce (IGCC) in Mumbai.

Applications, including annual gross salary expectations in INR, must be submitted in one PDF file via jobs@indo-german.com by March 31, 2020.

“We would like to inform you that once you send us your application we will store your personal data (Name, contact) in order to process your application. (For all individual within the EU the legal basis for holding your data is the new GDPR data protection legislation Art. 6 I 1 lit. b EU GDPR, that came into effect on 25th of May 2018).

After completion of the application procedure/ contract as well as expiry of duties of documentation your data will be deleted from our database. You can ask us for further information or deleting your data at any time on condition that there are no contradictory provisions. For further information regarding the security of your data, visit our Website: http://indien.ahk.de/datenschutzerklaerung/.”