

Job Announcement:

Regional Officer at the DAAD Information Point in Dhaka

The German Academic Exchange Service (DAAD) is a joint organization of German universities for the promotion of international scientific cooperation and academic exchange and the largest of this kind worldwide. A worldwide network of 17 DAAD Regional Offices and more than 56 Information Centres and Information Points support the work of the DAAD head office in Bonn. The Information Point Dhaka is subordinated to the DAAD Regional Office in New Delhi.

The DAAD offers a fulltime position (40 hrs per week) at its Information Point Dhaka. The Information Point Dhaka is a single handed office responsible for Bangladesh.

Work profile:

- To inform about and promotion of higher education and research in Germany as well as the DAAD funding programs through different formats like individual appointments, information sessions, web sessions, academic outreach, fairs, expos, seminars etc. after consultation with and approval from the Regional Office in New Delhi
- To work closely with other German representations in Bangladesh to ensure visibility of the DAAD and create synergies (e.g. German Consulate, Goethe-Institut)
- To analyze and report the developments of higher education and research market in Bangladesh
- To support the DAAD alumni activities in the region
- To contribute to publications, marketing material and the online communication of the regional office
- To report regular on activities undertaken
- To carry out day to day administrative activities for running and maintenance of office
- To coordinate finances with the DAAD Regional Office in New Delhi admin including year planning, payments, monthly expense statement etc.
- To undertake any other relevant duties as may be requested from time to time

Requirements:

- completed University degree (at least a Bachelor's);
- Knowledge of the German higher education system, academic programmes, admission policies
- Knowledge of German language (Minimum B1 level)
- Excellent command of English (C1)
- Good skills in working with Microsoft Office including Microsoft Power Point
- Organizational skills, intercultural competence, commitment and resilience
- Excellent written and oral communication skills,
- Work experience in the cultural and / or education sector is an advantage

Date of joining:

latest by 15th February 2021

Workstation:

c/o Goethe-Institut Bangladesh,

Application:

Please refer for details and apply online on: <https://www.daad.de/surveys/492246?lang=en>

Application Deadline: 5th January 2021. Only shortlisted candidates will be contacted for an interview. Interviews are planned between 17th to 22nd of January 2021.