



Deutscher Akademischer Austauschdienst
German Academic Exchange Service

Job Posting

Regional Officer

DAAD Information Point in Colombo

About DAAD

The [Deutscher Akademischer Austauschdienst](#) (DAAD) (German Academic Exchange Service) is a not-for-profit organization of German higher education institutions and their student bodies. It awards grants and scholarships, supports the internationalisation of German universities, promotes German studies abroad and advises decision-makers on matters of education and development policy. A worldwide network of 20 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 Colombo](#) is subordinated to the [DAAD Regional Office New Delhi](#).

The DAAD offers a full-time position (**40 hrs. per week**) at its Information Point Colombo. The Information Point Colombo is a single-handed office responsible for Sri Lanka.

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 DAAD Regional Office in New Delhi
- To work closely with other German representations in Sri Lanka to ensure visibility of the DAAD and create synergies (e.g., German Consulate, Goethe-Institut, German Partner Organisations/ Universities)
- To analyse and report the developments of higher education and research market in Sri Lanka
- 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



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- To coordinate finances with the DAAD Regional Office in New Delhi admin including annual budget planning, payments, monthly expense statement, reporting etc.
- To undertake any other relevant duties as may be requested from time to time

Requirements:

- Minimum Qualification: Bachelor's degree (Full-time)
- Very good Knowledge of the German and Sri Lanka higher education system, academic programmes, admission policies
- Work experience in the field of higher education or cultural affairs
- Knowledge of German language (Minimum B1)
- Excellent written and verbal communication skills in English (C1 and above)
- Experience in administration of projects
- Conceptual thinking and ability to conduct research and analysis
- Good skills in working with MS Office (MS Word, MS Excel and MS PowerPoint)
- Organizational skills, intercultural competence, commitment, and resilience

Date of joining:

01.05.2023

Employment Conditions:

Workstation: Colombo, Sri Lanka

An eight-month fixed-term contract with a three-month probationary period will be issued initially. Upon satisfactory performance and depending on the availability of funds, an annual fixed-term contract will be issued.



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Application:

Apply online on: <https://www.daad.de/surveys/924184?lang=en>

Please upload the following documents on the link at the end of the application in one pdf file of max. 5 MB.

1. CV (maximum 2 pages)
2. Letter of motivation (maximum 2 pages)
3. German language certificate (minimum B1)
4. Academic degree certificates
5. Reference letters /experience certificates (maximum 3)

Application deadline: 07 March 2023

Only shortlisted candidates will be contacted for an interview.

Interviews will take place in person in Colombo on 15 March 2023

For further information please contact: Neha Jain (jobs.newdelhi@daad.de)