

Job Vacancy: Executive Officer, Communication & Events
May 1st, 2011

Company: swissnex India
Switzerland's Outpost for Science, Technology, Innovation, and
Culture in India at the Consulate General of Switzerland

Location: Bangalore 560051

About us: swissnex India promotes Switzerland as one of the leading countries for science, technology, and innovation. swissnex India serves as a platform to connect the Swiss and Indian science communities. Its main partners are universities, professors and researchers.
www.swissnexindia.org

Condition of Employment: local employment

Terms: Swiss or Indian passport holder only.

Requirements: You have a Bachelor or Master degree and experience in communication and event management. You have lived or you currently live in India and you are familiar with its people, culture and customs. Knowledge of the local scientific and event organization landscape in Bangalore would be an advantage.

Your Tasks:

- *strategic communication with institutions in Switzerland and India to promote swissnex' main activities*
- *create and keep updated efficient communication tools to promote swissnex India/Switzerland/Indo Swiss cooperation*
- *provide information on both countries through website and news letter, annual communication (annual and activity report, activity and testimonial list); articles in partner's publications*
- *event conception, planning and management within the annual planning of swissnex' activities*
- *networking with Swiss and Indian partners*

Your Skills:

- *strong ability to communicate in an international environment*
- *knowledge and experience in marketing communication*
- *experience in event management*
- *fluent in German and/or French, proven excellent oral and written knowledge of English*
- *ideally you already have an extensive personal network in Bangalore.*
- *flexibility and willingness to execute various tasks.*

swissnex India offers you an attractive job opportunity as well as valuable experience for an international career. Our team includes Swiss and Indian staff and is working in a modern, innovative and dynamic environment.

If you are a team player, with a sense for creativity and communication, interested in science, technology and innovation, then we are looking forward to receiving your complete electronic application (motivation letter, curriculum vitae, and certificates of employment including indication of references)

Contact:

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Executive Director

swissnex India

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