

Vacancy Advertisement

Position of Programme Coordinator and Social Media Operator in the Embassy of India, Berlin

The Embassy of India in Berlin is inviting applications for hiring of Programme Coordinator & Social Media Operator.

Job Position - Programme Coordinator & Social Media Operator

Job Description -

- Managing the office of Director, the Tagore Centre, particularly cultural engagements and administrative work required for the functioning of the centre
- Daily diary management and scheduling meetings with key cultural stakeholders
- Liaising with Indian and German cultural organisations/institutions and stakeholders and planning, organising and executing events
- Monitoring developments of a cultural nature in India and Germany and researching, sourcing and collating information
- Preparing talking points, reports, briefs and summaries
- Social Media Strategy, content creation and management of social media handles and email newsletter
- Photo & video editing as required
- Preparation of reports and record-keeping
- Maintenance of stationery and stock registers
- Any other work as directed from time to time

Essential Qualifications:

- **Educational:** Bachelor's degree in any stream.
- **Language proficiency:** B2 level proficiency in German. Excellent English language skills- both written and spoken.
- **Residence status:** German / EU / Indian citizen (with valid work and residence permit). Student Visa holders may not apply.
- **Computer skills:** Proficient in MS Office& IT skills including creating presentations and preparing excel sheets
- **Social Media Skills:** Able to create social media strategy based on key objectives & deliverables, draft and post on social media, and monitor social media. Awareness of social media trends across multiple platforms.
- **Experience:** At least 2 years' experience in a field relevant to the job description would be desirable. Knowledge of the cultural landscape in Germany & India is essential.
- **Age:** Between 21-40 Years

Soft Skills:

- Dedication and flexibility, Technical understanding and Service oriented
- Analytical and structured way of working with high level of reliability and proactive approach
- Communicative and friendly personality. Team spirit and intercultural competence
- Ability to multitask, work under pressure and handle increased workload

Location - Berlin

Number of Vacancy- 1

Starting Salary (EUR) - Starting monthly pay of EUR 3494. The remuneration package also includes mandatory social security contributions and statutory leaves.

To Apply - One Covering Letter, Curriculum Vitae (CV), valid work and residence permit can be e-mailed to: hoc.berlin@mea.gov.in, and CC to: ga.berlin@mea.gov.in, with Subject - 'Application for Programme Coordinator & Social Media Operator in The Tagore Centre of the Embassy of India, Berlin.'

Note: Shortlisted candidates will have to submit a health certificate from a physician certifying that he/she is in a good physical and mental health, and not having any communicable illness.

Application Deadline: 13 December, 2024
