

Vacancy Note

**The Liaison Office of Freie Universität Berlin in New Delhi
is offering an internship opportunity
35 hrs/week, limited until 30th June 2026**

Position: Intern

Location: German House, Jor Bagh, New Delhi 110003

Engagement: 35 hrs/week (6 months)

Start Date: at the earliest possible

Salary: Rs. 35000 per month

About the Liaison Office

The Liaison Office of the Freie Universität Berlin in New Delhi works to facilitate and develop cooperation between Berlin and our partners in India and South Asia. We seek to inform students, doctoral candidates as well as junior and senior scholars from these regions who are interested in the excellent teaching and research opportunities at Freie Universität Berlin. You may find our office at the German House of Research and Innovation (DWIH) New Delhi, together with other German higher education and research institutions as well as funding organizations. (www.fu-berlin.de/en/sites/delhi/)

Responsibilities

- Office management including compilation of documents for the maintenance of the legal status of the Liaison Office of Freie Universität Berlin
 - Supporting the Head of the Liaison Office with presentations and reports
 - Support in administration of finances & coordination with the Chartered Accountant
 - Social media management and website maintenance
 - Office management support as needed
 - Support in organization of Liaison Office events
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Candidate Profile

The successful candidate must

- hold a Bachelor's degree
- prove good competencies in fields like administration, social media, event management, ideally with professional experience
- have sound knowledge of higher education systems of the region as well as of the Indian administrative institutions and legal/political system
- have good knowledge of German (written and spoken) - minimum requirement Goethe Institute's/Max Mueller Bhawan's level B1 or equivalent
- have very good language skills in English

- have sound IT Skills including MS Excel, website editing and content management systems as well as social media
- have good interpersonal skills
- be organized, flexible, adaptable, reliable, efficient and structured
- having copywriting/text writing skills, experience in creating content for online media will be a plus

We offer

- an exciting and diversified portfolio in an international organization
- an attractive salary
- opportunity to be a part of a highly motivated, dynamic, international team

Application Process

Interested candidates are requested to submit the following documents:

- A motivation letter explaining suitability for the internship
- CV
- One reference letter
- Proof of qualifications

Application Deadline: December 20, 2025

Please send your application (printed and signed copies only) to:

Freie Universität Berlin Liaison Office
Ms. Vibhuti Sukhramani
21, Jor Bagh Colony Road
New Delhi-110003

Further Points:

- Please write to this email address for any queries that may arise (delhi@fu-berlin.de)
- Only complete applications that reach within the given deadline can be accepted
- Interviews are planned for December 2025.
- Only short-listed candidates will be notified.

New Delhi, December 5, 2025