

## Junior Project Manager (Internship) in Entrepreneurship and innovation: swissnex India, Bangalore

**Employer:** swissnex India, Consulate General of Switzerland

**Duration** 6 months | **From** 15<sup>th</sup> February 2018 | **Workplace** Bangalore | **Workload** 100%

### About us

swissnex India, Consulate General of Switzerland connects Switzerland and India in the fields of science, education and innovation. It is an initiative of the Swiss State Secretariat for Education, Research and Innovation (SERI), in association with the Swiss Federal Department of Foreign Affairs. Our three key areas of work are a) Building connections and enabling partnerships between Swiss and Indian academia & between academia -industry, b) Coaching Swiss entrepreneurs engaging with India and c) Corporate innovation. Founded in 2010, swissnex India is located in the vibrant city of Bangalore (known as 'Startup capital of India') and ranked no. 3<sup>rd</sup> as the hottest global startup hub, with a pan-India mission. swissnex India offers attractive internships on a rotating basis throughout the year to open-minded, qualified, self-motivated university graduates and master students.

### About the Internship

The intern will be part of the entrepreneurship and innovation team of swissnex India. She/he will be working with the team on managing startup camps, bringing Swiss startups to India as well as do background research & manage public programs of thematic topics (eg. Cyber security, healthtech, blockchain, renewable energy, sustainable living etc.).

### Tasks

- Project Management and administration (40%)
  - Project management and related event planning such as conference, pitch evening, focus group discussions, external meetings, etc for Swiss startups' market validation or entry, as needed
  - Organise in-house and external startup and entrepreneurship platforms, set-up exhibits, accompany delegations
  - Execution and leadership of specific duties related to innovation mandates and support of overall operations of the team
  - Assist head of department in administrative tasks as per requirement
- Networking, outreach and support (40%)
  - Attend startup related events, conferences, meetings in Bangalore
  - Proactive outreach for identifying, and recruiting Swiss startups and potential speakers from Switzerland
  - Manage communication between partners, sponsors, and other project partners
  - Conduct research on specific themes of relevance to Swiss start-ups and/or corporate innovation mandates
- Communications (20%)
  - Prepare content for swissnex India's startup support activities such as reports blogs and pictures
  - Collaborate with communications team for emerging requirements

### Opportunities

- Exposure to innovation institutions in India and Switzerland; additional exposure to academic and arts institutions
- Exposure to people and networks in the areas of innovation; additional exposure to people and networks in the areas of science and higher education
- Work in a multi-cultural environment (English as official working language)
- Continue to act as an Ambassador to swissnex India when back in Switzerland by engaging with Swiss Universities, Tech Transfer offices and Startup Promotion bodies in Switzerland for 'India as a startup destination for Swiss startups'
- Interaction and learning from a dynamic team with varied experiences and backgrounds
- Development of networking and project management skills

### Requirements and profile

swissnex India is part of the Consulate General of Switzerland in Bangalore. Therefore, the following conditions and requirements of the Swiss Department of Foreign Affairs apply for our internship positions:

- **Swiss citizen or legal resident of Switzerland**
- Bachelor/ master degree (graduated within the last 12 months) or be a current university student studying for a master degree
- Superior written and oral English language skills
- Strong interest in startup ecosystem and event management
- Able to take directions and work in a team environment, as well as ability to work unsupervised
- Interest in hospitality & willingness to manage all admin related to events
- Flexible for occasional evening or weekend assignments

**Application deadline** 15<sup>th</sup> October 2018

**Application process** Please submit your application with CV and letter of motivation. Application without a motivation letter will not be considered. Forward it electronically to [jobs@swissnexindia.org](mailto:jobs@swissnexindia.org) . Shortlisted candidates will be contacted after closing of the application deadline.