

NORDIC CENTRE IN INDIA

Internship opportunity

The Nordic Centre in India (NCI) is a consortium of leading universities and research institutions in Denmark, Finland, Iceland, Norway and Sweden. It was established in 2001 with the objective to facilitate cooperation in research and higher education between the Nordic countries and India. NCI's main objectives are to promote collaboration in research and higher education between its Nordic members and India, and one of the ways which we do so is through specially designed summer programmes for our member university students in premier Indian universities. For more information please visit www.nordiccentreindia.com

Intern Job Title: NCI Visibility and Communication Manager

Primary purpose of the internship:

The internship opportunity is primarily to support NCI in its communication and visibility strategy, and provide assistance in the working of the Delhi office in terms of smaller academic events.

Key Responsibilities:

The description of key responsibilities is described as below:

- Improve the efficiency of the NCI website including creating up-to-date and attractive material for study, research, funding opportunities, and Study in the Nordic countries pages
- Assist the Acting Director in the creation of content for NCI FB pages including managing NCI media resources and improving reach of NCI posts
- Assist in the running of NCI lecture series and other such academic events
- Assist in creating marketing material for NCI
- Assist in more efficiently reaching out to member universities by identifying stakeholders beyond NCI's present network
- Assist in any other work task as determined by the supervisor in connection to NCI activities

The intern will work in close cooperation and under the supervision of the Acting Director of NCI and will be stationed at NCI's Delhi office during the entire period of the internship.

Time period: 15th January to 15th March, 2018

Requirements for applying:

- Must be registered as a student with an NCI member university
- Minimum 3 years of university education
- Experience in terms of travelling abroad (preferably developing country) for a study abroad programme, internship and/or fieldwork
- English speaking proficiency (Proficiency in two Nordic languages in addition will be an advantage)
- Motivation letter
- Letter of recommendation
- Experience in working with Wordpress along with experience in media and communication will be an advantage

What NCI will provide:

NCI will provide for the intern's travel to and from India and local official travel. The intern will be provided housing in either the NCI residence at Delhi or at a university partner guest house. The intern will be provided with a work station at the NCI Delhi residence. The intern will be assisted in applying for the visa to India in terms of providing the necessary paperwork. The intern is expected to be insured for the duration of her stay.

NCI will not be providing any monetary support for the internship.

On successful completion of the internship NCI will provide a certificate for the same and a recommendation letter.

Interested applicants are encouraged to direct all queries and send in their application to:

Christabel Royan

Acting Director

Nordic Centre in India

programmanager@nordiccentreindia.com

Phone number: +919985146729

The deadline for receiving applications is October 31st 2017. The shortlisting and Skype interviews will be held by the 10th of November, 2017 and the successful candidate will be intimated by the 12th of November, 2017

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