

ICAS:MP advertises the position of Programme Assistant

The M.S. Merian-R. Tagore International Centre for Advanced Studies “Metamorphoses of the Political” (ICAS:MP), a project of the Max Weber Stiftung India Branch Office, is looking for a

Programme Assistant

The position is initially for two years with the possibility of extension. The successful candidate will report to the ICAS:MP Directors and the Head of Administration (HoA), and will assist the two Programme Officers (Event/PR & Finance). She / he shall assist in administering the office of ICAS:MP. Her/His tasks shall include but not be limited to:

- Helping set up and run the extra work space for the ICAS:MP project of the Max Weber Stiftung, India Branch Office in New Delhi
- Provide secretarial and administrative support for the ICAS:MP directors, the HoA, and the two Programme Officers
- Arranging meetings, managing calendars and maintenance of records/ documentation
- Assist with the administration and logistics of events and workshops under supervision of the HoA and the programme officers. Assist with the administrative and logistical arrangements for guest researchers (ICAS:MP fellows and invited guests for conferences and workshops) for visas, logistics etc.
- Ensure that project files and documents are logically and effectively maintained
- Undertake other tasks as necessary and agreed with the Directors, the HoA and the programme officers to provide all necessary practical and administrative support (research, room bookings, confirmations, printing PR material)
- Liaising with staff and guests involved in the project
- Assisting with project communications e.g. website maintenance, newsletter production, press releases, gallery updates, etc.
- Maintaining a contact and a literature database
- Helping the Programme Officer Finance to maintain complete and accurate financial records, for example by organising receipts and invoices;
- Supporting the timely dissemination of reports and other project documentation

Qualifications and Skills

- At least a Bachelor's degree
- Strong communication and computer skills
- Experience in programme coordination, event management etc.
- Highly organised and able to handle multiple tasks
- Excellent command of English and Hindi.

The successful candidate will be expected to work closely with the project management in New Delhi and the administrative partners in Germany and India. Knowledge of German and/or experience with Indian and German academic landscape are of advantage. Given the international nature of ICAS:MP (international scholars and conferences) experience in dealing with people from a diverse, international background and assisting with logistical problems in India would be an asset.

Salary in range of Rs 40,000 – 45,000 (full time) depending on qualifications and experience. Medical benefits, Annual Bonus and Employee Provident Fund would also apply.

The successful candidate will be employed by the Max Weber Foundation, which is a family-friendly, equal opportunity employer dedicated to fostering workplace equality for men and women. We particularly invite applications from women for this post. As far as possible, the Centre allows for flexible working hours. Preference will be given to candidates with disabilities. Please send your application with the usual documents (CV, certificates, names and email addresses of 2 referees) by email in PDF format to Mr. Himanshu Chawla chawla@mwsindia.org by 20 June 2018. Kindly mention the position i.e. “Programme Assistant” in the subject of your email. Postal applications will not be accepted.

Interviews will most likely be conducted on 10 and/or 11 July in New Delhi. Should you not be available at the time, please indicate this in your cover letter. Only those candidates that are shortlisted for an interview will be contacted. The position shall start at the earliest convenience of the successful candidate, ideally in August 2018.

This advertisement is subject to the definite approval of the project by the German Federal Ministry for Education and Research (BMBF).

For further information on the Max Weber Stiftung and the ICAS:MP project please see the following websites:

<http://www.maxweberstiftung.de/en/startseite.html>

<https://micasmp.hypotheses.org/partners>