

Project Coordinator Position Available in January 2008

Profile

- University graduate, Swiss national or having lived in Switzerland, with at least 2-3 years of professional experience
- Preferably with knowledge of Swiss Education, Research and Innovation landscapes
- Dynamic, service-oriented, curious, open-minded personality, willing to learn
- An interactive team player
- Able to multi-task and work well under stress
- Good German and/or French knowledge

The selected candidate will assist Dr. Suzanne Hraba-Renevey, Executive Director of the Swiss House Singapore, in the following activities:

Enquiries

- Answer enquiries about Education, Research and Innovation in Switzerland
- Assist Swiss institutions, researchers and start-ups in search for contacts in Singapore
- Provide information about Swiss grants, assist in the applications, selection and submission procedures
- Provide information about job search opportunities in Singapore
- Follow-up on all enquiries

Visits

- Organise / coordinate visits from Switzerland to Singapore and vice versa
- Provide useful pre-departure information and materials to Singaporean delegations
- Search for relevant partners for visits

Media

- Contribute articles to quarterly e-newsletter and edit e-newsletter with webmaster
- Update dynamic contents on website
- Follow S&T news in Singapore for reporting in the monthly Science-Asia newsletter
- Follow ranking news referring to Science, Education and Innovation in Singapore and Switzerland
- Keep track of the Swiss House presence in media

Events

- Explore areas of collaborations with partners
- Search for relevant sponsors/partners in Singapore and Switzerland
- Assist the director in overseeing the events/projects
- Coordinate the sending of projects demands and reports to headquarters

Supervision

- Prepare internship announcements to be advertised in Switzerland
- Receive internship applications and arrange for phone interviews as indicated by the director
- Provide necessary documents (letter of intent, visa form, business plan, pending list) and other relevant information to interns once they are selected
- Liaise with interns on dates of arrival and other enquiries
- Introduce the interns on their activities at the Swiss House
- Assist the director in supervising the interns in carrying out their activities

Reporting

- Compile necessary information and photos for annual report and corporate presentations
- Prepare yearly performance reporting file

You may access this document at www.swisshouse.org.sg. Please send all application documents including CV with photo and copies of university degrees and references to info@swisshouse.org.sg.