



## **COORDINATOR EDUCATIONAL COOPERATION**

**The Goethe-Institut Kolkata is looking for a dedicated employee (m/f/d) in the field of German Educational Cooperation, starting 01.07.2026, on a six-month fixed-term contract. The position is part-time at 50% (20 hours/week). Remuneration is based on the local salary scheme of the Goethe-Instituts in India.**

*The Goethe-Institut e.V. is an intermediary organisation of the Federal Republic of Germany whose aims are to promote knowledge of the German language abroad, to foster international cultural cooperation and to convey a comprehensive image of Germany by providing information on cultural, social and political life.*

### **Description of Duties:**

- Assistance in the planning and implementation of various aspects and measures of the project "German in 1000 Schools" in coordination with the Project Manager Educational Cooperation in Kolkata, East and Northeast India.
- Organisation of professional training programmes for German language teachers at central government schools.
- Allocation of assignments to third parties (e.g. service providers/contractors & experts).
- Coordination with other project partners and service providers/contractors in the region.
- Assistance in the organisation and execution of conferences, seminars and language camps within the framework of the project.
- Establishing and maintaining contact with school authorities, school principals as well as German language teachers in our school network.
- Providing guidance to central government schools in case of queries regarding German classes in association with the Project Manager Educational Cooperation.
- Supporting and assisting in the execution of cultural programmes and competitions related to the German language and Germany.
- Participation in regional and local professional training programmes, meetings and seminars pertaining to the project, as required.
- Generating regular progress reports on the project.
- Providing support for the maintenance of the wider school network in East and Northeast India and related projects.



**Requirements:**

- Completed university degree
- Good command of English (written and spoken) and knowledge of Indian languages (e.g. Hindi & Bengali) are a must, knowledge of German is desirable
- Proficient in Microsoft 365
- Willingness to familiarise oneself with the Goethe-Institut's internal systems
- Flexibility and ability to work in a team
- Initiative, decisiveness and resilience
- Openness to work on weekends and to travel as per requirements
- Strong communication and interpersonal skills
- Responsible and precise working style

The Goethe-Institut stands for the diversity of all employees. We welcome applications from all interested candidates irrespective of their cultural and social background, age, religion, gender, ideology, disability and sexual identity.

Please send your application documents (CV, cover letter, certificates and references) in German or English via e-mail with the subject line: Coordinator Educational Cooperation to: **[aishwarya.kali@goethe.de](mailto:aishwarya.kali@goethe.de)**

The application deadline for this position is **8 June 2026**.