

The French Institute in India is recruiting a

Project Manager for Books, Debates & Ideas
Fixed-term contract (CDD) from 1st September 2022

Context:

The French Institute in India is recruiting a **Project Manager for the Books, Debates & Ideas sector**. Under the authority of the Director of the French Institute, his Deputy and the Attaché for Books, Debates & Ideas, the Project Manager will join the Books, Debates & Ideas department within the French Institute in India.

The French Institute in India is a service of the Embassy of France whose objective is to develop cooperation between France and India in the fields of culture, higher education, French language and education.

Within the French Institute, the Books, Debates & Ideas department works to promote literary and intellectual exchanges in India and to develop publishing cooperation projects between the 2 countries.

Missions:

The Project Manager will assist the Attaché for Books in the implementation of cooperation activities (literary festivals, invitation of authors and publishers, translator training programme, residencies, professional publishing meetings, etc...). He/She will be in charge of several files, in particular the operational follow-up of events, from their elaboration with partners to their implementation and the closing of financial operations.

More specifically:

1/ Monitoring of debates in India and its actors in order to identify new areas of collaboration; support in drafting of reports and inventories.

2/ Coordination the Night of Ideas with different sectors of the French Institute and the network of the Alliances Françaises.

3/ More specifically, monitoring of literary festivals in India, coordination of logistics for the Itinerant Chair of Collège de France in India, translation trainings and residencies,

4/ Translation of work documents into English

5/ Management and coordination of literary and cultural projects throughout the India in collaboration with Indian cultural partners and the network of the Alliances Françaises:

- Planning and following up administrative and budgetary aspects
- logistic and technical coordination
- follow-up of relations with partners
- preparation of communication material (in French and English) in coordination with the Communication department of the French Institute.

The Project Manager will ensure that projects are developed in coordination with other departments of the French Institute, the Centre de Sciences Humaines (Centre for Social Sciences and Humanities) & the French Institute in Pondicherry, as well as the other departments of the Embassy.

Profile:

- University degree
- Professional experience required
- Knowledge of the Indian publishing, literary and intellectual sphere required

Qualities Required:

- Team spirit, interpersonal skills and dynamism
- Autonomy and organisational skills
- Sense of responsibility and public service
- Fluency in written and spoken English
- Fluency in written and spoken French
- Negotiation/Communication

Conditions:

Some flexibility in work schedule is required depending on the activity of the sector. Travel is to be expected.

Recruitment on a fixed-term contract (CDD) starting on 01/09/2022 subject to a three-month trial period with the possibility of renewal once.

Salary: Level 6. Approximately INR 75 000 gross per month. 13th month. Leaves + Insurance

An application file (CV + photo, cover letter) should be sent only by e-mail before 30/06/2022 at the following address:
jobs@ifindia.in

Note: Only selected candidates will be contacted.