

Context:

The French Institute in India (IFI) is a service of the French Embassy in India whose mission is to promote cultural, linguistic, educational and academic exchanges and partnerships between France and India.

The French Institute in India is looking for an “Assistant to the Campus France Manager” in Mumbai. The selected candidate will be placed under the hierarchical authority of the Director of the Institute, his Deputy and Campus France national coordinator. The candidate will work with the team based at the Alliance Française in Mumbai.

Job Profile:

The candidate will be responsible for verification and compilation of the files of students wishing to pursue the Study in France procedure. He/She will be assisting the Campus France manager in monitoring the calls and emails of the students and helping to reply to their queries. He/She will be also participating in the organization of the next promotional event “Choose France tour”.

Principle role & responsibilities:

- To carry out administrative management of student files;
- Verify that the files submitted online by the students are consistent and complete under the framework of the Campus France procedure: curriculum, training, study project, etc.;
- Provide support to Campus France network agents in preparing interviews and updating files;
- Ensure daily statistical monitoring of student files and create, professionalize and update student monitoring tools for quality statistical analysis;
- To be involved in the organization and animation of regular online events: webinars, round tables, etc.
- Participate to Pan-India event operations such as Choose France Tour, PhD Tour, coaching sessions, etc.
- Provide assistance, if necessary, to Campus France Managers based in West India: Pune, Ahmedabad and Bhopal.
- Report his/her work to the University and Scientific Cooperation Attaché based in Mumbai and/or to his Deputy and the national coordinator for campus France in India based in Delhi.

Skills required:

Proficiency in IT skills: office tools, computer knowledge, filing and pooling;

Management of project and event organization;

Writing skills in both English and French;

Good knowledge of the Indian & French higher education system;

Know how to identify information that can be communicated to others while respecting professional secrecy;

Respect internal instructions and procedures;

Personal qualities required:

Sense of organization, listening and patience; Curiosity; Autonomy and initiative; sense of responsibility and public service; excellent social behavior; team spirit, involving the sharing of values and the exchange of skills within multicultural teams.

Eligibility:

Some flexibility in working hours is required, depending on the sector’s activity.

Prolonged screen hours, resistance to periods of pressure (the number of cases to be processed daily can be significant);

Knowledge of French language is appreciated.

The candidate will be hired on a temporary contract with a fixed-term of 3 months, from **1st of August 2022 until 31st of October 2022**.

An application file (CV + photo, cover letter in English) should only be sent electronically to the following email address before **25th of July 2022**: jobs@ifindia.in