



## **JOB OPPORTUNITY: Coordinator Cochin Annexe From 1st April 2023**

### **ABOUT THE ORGANISATION:**

Alliance Française de Trivandrum is a 43-year-old Indian association belonging to a worldwide network of 832 language and cultural centers in 131 countries, whose main missions are to teach French and support the creation and dissemination of cultural programs.

With 15 Alliance Française, the Indian network is the largest in the world. We are a dynamic network, working closely with the Embassy of France to bring the best of French culture to the public and quality French classes to achieve professional or educational goals of the students.

### **MAIN RESPONSIBILITIES:**

Under the supervision of the Director and in close contact with the Indian network of Alliances françaises, the Coordinator for Cochin Annexe works to develop the strategy for French courses in Kochi and is in charge of the day-to-day management of the branch. In collaboration with the Head of pedagogy in Trivandrum, she/he participates actively in the course offering and its promotion.

She/he leads the teaching team and the reception staff for all French courses related matters, organizes the pedagogical follow-up of the department and implements the marketing approach for the promotion of the courses and certifications designed by the Director. She/he works for the smooth running and development of the Conchin Annexe in collaboration with the network of AFs in India and in accordance with the Référentiel Démarche Qualité. In connection with the Director and the course departments of the other AFs, she/he makes proposals on the course offering and the marketing strategy. She/he is responsible for the organization of the DELF exams in Kochi.

### **TASKS:**

- Follow up on face-to-face, online and hybrid blended mix courses
- Participation in the development and implementation of the curriculum
- Elaboration of teachers' timetables and distribution of courses according to each teachers' qualifications and abilities of the Kochi Branch
- Pedagogical coordination: help and advice to teachers, coaching of new teachers, providing information on new educational resources available, regular class observations
- Support professional development of the pedagogical team
- Hold regular meetings with the teachers to maintain consistency and quality of the courses
- Be a proactive player in implementing the promotion of courses and certifications
- Develop accurate course statistics and take corrective measures to increase sales based on results and in accordance with the course development strategy
- Active search for external contracts to generate more income (compagnies, schools, universities, governmental institutions, NGO, etc.)
- Organization and supervision of certifications and tests sessions
- Planning and management of training activities under the responsibility of the Director
- Participation in the recruitment of teachers under the responsibility of the Director

- Advise, guide and convince potential students/students to register
- Work with the team in order to deal with customers' comments and handle any difficult customer's situations
- Inventory of manuals
- help in the registration of the students on the language center management software
- Maintain a record of the expenses incurred at the Annex and send a monthly report to the Administrative Officer in Trivandrum
- Participate in the organisation of cultural programs with the help of the Director and the Cultural Officer in Trivandrum

**PROFILE AND SKILLS:**

- Master's degree in Didactics of French as a Foreign Language and/or MA French
- Perfect knowledge of French, English and Malayalam
- Excellent knowledge of CEFRL, DELF DALF, TEF, TCF, etc.
- Knowledge of educational offers and materials, methods and online resources
- Basic knowledge of strategic and operational marketing
- Excellent IT skills and e-learning knowledge: strong appetite for IT tools and digital learning, experience in setting up blended and online learning projects
- Very good knowledge of classic and digital communication strategies and tools
- Excellent command of office automation tools (Microsoft Suite) and Cloud Service (Google Drive), Zoom and social networks
- Strong organizational and analytical skills
- Ability to listen
- Excellent negotiation skills
- Good communication and public speaking skills
- Open-mindedness and ability to manage complexities
- Excellent team player

**CONDITIONS:**

The position is available from the 1st of April 2023. Working days from Monday to Friday. Possibility to teach in addition.

**OTHER BENEFITS:**

- Regular training organized by the Embassy of France in India

**To apply, send a CV and cover letter to:**

Eva Martin

Director of Alliance Française de Trivandrum and Cochin Annex  
 director.trivandrum@afindia.org

Deadline to apply: 20th of March 2023