

Vacataire for Campus France India Network
Temporary Contract – to start from
Tuesday 2nd of January 2024

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 a candidate for **2 months** for the position of a “Vacataire – Campus France network” in Delhi. The Campus France manager is placed under the authority of the IFI Director and IFI deputy Director as well as the Attaché for Science and Academic Cooperation based in Delhi and works closely with the campus France coordinator based in Delhi. The Campus France manager is based at IFI Delhi. He/She strictly follows the rules and regulations of this entity.

Job Profile:

The candidate will have to assist the Delhi team with day to day office tasks. He/She will be the point of contact of the students, reporting to the Campus France Managers in Delhi.

Missions:

The Vacataire Campus France Manager works in close connection with the existing Campus France managers in Delhi, the campus France manager network and the team of “EEF procedure agents” based in Delhi.

He/She has two main tasks:

1/ Promotion of studies in France

- Do the promotion of French higher education and mobility mechanisms towards France in the schools and universities in the state of Rajasthan and Uttar Pradesh, as well as in other North-East Indian states in close connection with Campus France managers based in Chandigarh, Kolkata and Delhi, the Attaché for Science and Academic Cooperation and the Campus France national coordinator based in Delhi.
- Advise, guide and help Indian students interested in pursuing studies in France.
- Maintain privileged relations with the educational sectors of the states within his/her competence and promote their relationship with the French institutions.
- Organise events, assure information conferences and represent Campus France at educational fairs in his/her regions.
- Ensure the good visibility of Espace Campus France and its activities in the media.
- 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.
- Participate to the organization of events for the Alumni community “Meet the Alumni of North-East India”.

2/ Evaluation of students

- Conduct academic interviews as part of the “Etudes en France” program and assess the academic and linguistic level of the candidates as well as their motivation.
- Provide assistance, if necessary, to Campus France Managers located in other cities of India for the interview process.
- Organize pre-departure session to prepare students about to leave for France.

Skills & competencies:

- Excellent communication skills, ability to talk to large audiences and to be articulated.
- Good knowledge of the French Higher Education organization.
- Excellent knowledge of the Indian Higher Education organization.
- Excellent writing and oral skills in English.
- Excellent ability to work in a network (France campus, French language sector, education...).
- Knowledge of analyse and prospection methods.
- Organization skills and ability to work under pressure.
- Reporting skills, oral and written.
- Proficiency in IT skills: office tools, computer knowledge, filing and pooling.
- An experience in event organizing is a plus.
- Teamwork spirit, involving sharing of values and exchange of skills within multicultural teams.
- Ability to travel very regularly within Rajasthan and Uttar Pradesh but also within Delhi NCR and other states of India for specific duties (numerous trips to be planned).

Personal qualities required:

- Good listening skills and patience; curiosity; autonomy and initiative; sense of responsibility and public service; excellent social skills; proactivity.

Job requirements:

Minimum bachelor's level, Master's degree level preferred.

Flexibility in the working time is required, depending on the sector's activity.

Recruitment in fixed-term contracts of 2 months from **Tuesday 2nd of January 2024**

Knowledge of French language is a plus but is not required initially

An application file (CV + photo, cover letter in English) should only be sent electronically to the following email address before **Tuesday 21st of December 2023**: jobs@ifindia.in

Note : Only selected candidates will be contacted.