

## **Vacataire at French Institute in India - Delhi**

Fixed-term contract – to start from

**01 June 2024 until 31 December 2025**

### **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 “Vacataire” (temporary worker) in Delhi. The selected candidate will be placed under the hierarchical authority of the Attaché for Cooperation in Education based in Delhi and in turn the Director of the French Institute in India.

The Vacataire will be focusing on a project started in 2022 “French for All, French for a Better Future”. This project introduced the teaching of French in government schools in Delhi, today benefiting more than 4,000 students.

### **Job Profile**

The candidate will be responsible for assisting the Attaché for Cooperation in Education and the team of Cooperation in Language & Education (CLE) on this project and to ensure its smooth running.

### **Principle role & responsibilities:**

- She/he participates in the implementation of educational cooperation initiatives.
- She/he contributes to the organisation and follow-up of several activities for the project with the CLE team of the IFI in Delhi.
- She/he ensures specific logistic and administrative follow-up. This will entail in:
  - follow-up of the funds received by Embassy - IFI: collection of bills/receipts of payments which are required for account computation of project; account maintenance of expenditure made in this project.
  - follow-up of each project: data compilation from teachers, partners, and institutions; preparation of reports.

### **ACTIVITIES AND TASKS**

Implementation and logistical coordination of the files mentioned above in collaboration with the partner establishments;

- coordination with service providers and partners
- coordination with teachers who are involved in the programme
- follow-up of agreements
- follow-up of payment of participation

## REQUIREMENTS

### TECHNICAL SKILLS

- Excellent command of basic office tools (databases, WORD, EXCEL, Google Sheets, etc.) and social networks (FB, Instagram).

### TRANSVERSAL SKILLS

- Time management skills and capacity to meet deadlines
- Compliance with confidentiality rules of IFI
- Good interpersonal and writing skills
- The ability to work in a team
- Coordination skills between multiple partners

### SPECIFIC SKILLS

- Past experience of working in accounts management

### LANGUAGES

- Good writing skills in English and French
- Good knowledge of Hindi

An application file (CV + Portfolio) should be sent only by **e-mail before 15/05/2024** at the following address: [jobs@ifindia.in](mailto:jobs@ifindia.in)

**Please write the following in the subject line: NAME First name - French for all Delhi 2024**

**Note:** Only selected candidates will be contacted

**Provisional joining date: 01 June 2024**