

## **Campus France Procedures Officer**

Fixed term contract – to start from  
Monday, 2<sup>nd</sup> of September, 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 the position of “Campus France Procedures Officer” in Delhi. The candidate will be placed under the hierarchical authority of the Director of the Institute, his Deputy and the Campus France national coordinator. The candidate will work within the team based at the French institute in Delhi.

### **Job Profile:**

The candidate will have to verify and compile the files of students, wishing to pursue their Study in France. The candidate will be the point of contact of the students in this regard. He/She will also be in charge of the statistical monitoring of all the students going through the above procedure.

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

- 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.;
- Verify the authenticity of French and Indian documents with the institutions;
- Notify the students of any anomalies and additional files required (remotely, by email, phone or via the platform);
- Authorize appointments for educational interviews; and 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;
- Ensure that the mapping of university cooperation is updated;
- Support the university team from time to time during certain promotional actions (Choose France tour, Pre departure sessions and others.)
- Participate in meetings relating to the work of the "Study in France Procedure" team.

**Skills required:**

- Proficiency in IT skills: office tools, computer knowledge, filing and pooling;
- 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 behaviour; 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 but not mandatory.

Recruitment in fixed-term contracts of one-year renewable, from **Monday 2nd of September 2024**, subject to a trial period of three months possibly renewable once.

An application file (CV + photo, cover letter in English) should only be sent electronically to the following email address before **26<sup>th</sup> of July 2024**: [jobs@ifindia.in](mailto:jobs@ifindia.in)