

## « CCI IMMERSION INDIA » Project Manager

Job description
<p>Under the authority of the Director of the French Institute in India (IFI), in collaboration with the teams of the Cultural services of the Embassy of France in India and Business France India, the Project Manager implements the "<a href="#">CCI Immersion India</a>" program, particularly phases 1 (remote immersion in the Indian CCI – Creative and Cultural Industries ecosystem) and 2 (two-week collective in-person immersion in India, including the production of summary documents after the completion of the mission) of the program.</p> <p>Jointly organized by the French Institute in Paris and Business France, "CCI Immersion" is an international immersion program for cultural and creative industries aimed at providing French companies with an in-depth understanding of the ecosystems of the targeted countries – in that case India –, assisting them in defining their strategy in light of the challenges and constraints of local markets, and supporting them in creating a network of partners to promote business opportunities.</p> <p>The Project Manager could be posted within the premises of the French Institute in India (IFI) in Delhi or in the Consulate of France in Mumbai, depending on his/her current situation and location in India. To successfully carry out his/her missions, he/she will benefit from the support of the teams of the French Institute in India (Audiovisual Attaché and Cultural Attaché) and the Art de Vivre / Services Department of Business France (BF) India for the logistical organization of appointments and the networking with relevant prospects in India.</p>

Main activities
<ul style="list-style-type: none"> <li>• Taking part in the weekly steering committee meetings with IFI, BF India, the French Institute in Paris, and Business France teams.</li> <li>• Managing the logistics of the mission: travels, accommodation, receptions, etc.</li> <li>• Developing contractual documents between IFI and various mission partners, in coordination with the Secretary General of IFI.</li> <li>• Coordinating the creation of communication tools needed to promote the program in collaboration with IFI and BF India (brochures, social media).</li> <li>• Assisting selected companies in defining their needs to adapt the program according to profiles and projects (phase 1).</li> <li>• Organizing briefings for selected companies with the Indian CCI ecosystem (phase 1).</li> </ul>

- Assisting IFI and BF India in organizing appointment programs and welcoming companies (phase 2).
- Ensuring the post-mission communication follow-up, facilitating professional discussions with Indian partners who were identified during the mission, and drafting various summary documents to be presented to the French supervisory authorities.

### Skills

#### Knowledge

-Good understanding of the Creative and Cultural Industries (CCI) landscape in India and France. -General knowledge about the challenges of foreign companies establishing themselves in India and accessing local markets (call for tenders, joint ventures, etc.).

#### Know-how

-Sense of organization and autonomy in work  
 -Project coordination  
 -Mastering deadlines and natural efficiency  
 -Ability to report and alert  
 -Analytical skills, anticipation of risks

#### Self-management skills

-Good interpersonal skills and team spirit  
 -Synthetic mind  
 -Proactivity  
 -Adaptability  
 -Public relations skills

#### Tools requirement

Knowledge of basic computer softwares (Word, Excel, PowerPoint, Google Drive etc.)

#### Linguistic skills

Excellent fluency English. Knowledge of French is recommended to successfully carry out the missions described above. The same applies to Hindi.

### Hiring conditions

Local fixed-term contract (CDD) for 6 months on a full-time basis. A certain flexibility in working hours is required.

Dates: from July 22, 2024, to January 22, 2025.

**Applicants must currently reside in India.**

Send your resume and cover letter by email to:

[jobs@ifindia.in](mailto:jobs@ifindia.in)

and mentioning the reference 'ICC Immersion India' in the subject line of the email

Deadline for applications: July 7, 2024