

The French institute in India recruits a
**Deputy of the Attaché for Academic and Scientific Cooperation
(National Coordinator)**

Position in fixed-term contract (full-time) effective from November 1st, 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 recruits a "Deputy of the Attaché for Academic and Scientific Cooperation (National Coordinator)", in New Delhi. Placed under the hierarchical authority of the Attaché for Academic and Scientific Cooperation (National Coordinator), the Deputy Counselor and the Counsellor for Educational and Cultural Cooperation, the person recruited carries out her/his mission within the Higher Education and Research team of the IFI in Delhi, covering the Northern & Eastern territories of India (19 States from Jammu & Kashmir to the Seven Sisters).

The "Deputy of the Attaché for Academic and Scientific Cooperation (National Coordinator)" is comfortable handling her/his duties in both English and French languages, being able to communicate in both languages, whether orally or in written, and always represent the authority of the Attaché for Academic and Scientific Cooperation (National Coordinator) within the CUST North and East team. The person recruited must have a proven record of working at middle management level or more. Having worked in higher education is considered a serious added value, as well as having worked in France.

Job role:

The Deputy of the Attaché for Academic and Scientific Cooperation (National Coordinator) contributes to the development and strengthening of academic partnerships between France and India, covering the Northern and Eastern parts of India. She/he also assists the Attaché for Academic and Scientific Cooperation (National Coordinator) with specific tasks associated to the role of National Coordinator.

Main responsibilities:

- Acquire a national vision of academic partnerships with France; Update the India mapping of these collaborations.
- Support the Attaché for Academic and Scientific Cooperation (National Coordinator) and represent her/him whenever required, and talk/propose in his stead as far as the Northern and Eastern zones of India are concerned, and in the frame of Academic cooperation and student mobility only.
- Helps the Attaché for Academic and Scientific Cooperation (National Coordinator) to organize national level events such as weekly national and regional team meetings, national and local ceremonies, and events.
- Organize high level contacts and visits in academic institutions for ACSU or visiting delegations (making contacts, setting up visiting programs, preparing notes).
- Create, professionalize, and update tools for monitoring academic partnerships.
- Maintain an updated database of main contacts within Indian as well as French academic institutions.
- Liaise with prominent Indian academic institutions and always ready to interact with them.
- Anticipate and suggest new developments to streamline Academic cooperation and the bilateral relationships.
- Manage a pool of Campus France staff, with direct line of hierarchy.
- Discuss every day the Campus France strategy with the Campus France Coordinator, in relation with the Attaché for Academic and Scientific Cooperation (National Coordinator).
- Ability to draft autonomously professional emails in English and in French.

Skills required:

- Proficiency in IT skills: office tools, computer knowledge, filing and pooling;
- Proficiency of communication skills (mailing, social networking, CRM).
- Excellent writing skills in English.
- Very good writing skills in French.
- Excellent knowledge of the Indian university system.
- Very good knowledge of the French university system is a plus and can be acquired through immediate and quick learning.
- Teamwork spirit, involving sharing of values and exchange of skills within multicultural teams.

Personal qualities required:

Good listening skills and patience; Excellent communication skills with partners; Curiosity and will to learn; Autonomy and initiative; sense of responsibility and public service and adaptability to flexible working hours; Openness to frequent travels for missions across the North & East of India; Excellent social skills; Ability to propose and create; Ethical approach of the job to be done.

Job requirements:

- Minimum bachelor's level in any field; master's degree is an advantage.
- Flexibility in the working time is required, depending on the sector's activity.
- Recruitment in fixed-term contracts of one-year renewable, from 1 September 2024, subject to a trial period of three months possibly renewable once.
- Fluency in French is mandatory (C1 minimum is expected). Work experience in France is considered an advantage.
- 5 years of proven work experience.

Applications should only be sent through the following address (online form) **before September 27th, 2024:**

Application form: <https://forms.gle/d8Y211AruxfkMhBW6>

The French Institute in India is an equal opportunity employer. We welcome applications from individuals of all backgrounds and abilities and are committed to providing an accessible experience for candidates. Preference may be given to women and individuals from economically and socially disadvantaged backgrounds, provided they meet the job description requirements. At the French Institute in India, we do not tolerate harassment, coercion, sexual exploitation, or abuse in any form.