

Institut Français en Inde is recruiting
Campus France Manager – Mumbai
in charge of Mumbai Metropolitan Area and North Maharashtra

Fixed term contract

Overview:

Institut Français en Inde (IFI) intends to promote exchanges between India and France in the field of culture, languages, education, academia and sciences.

The Campus France Manager (CFM) 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 Mumbai and works closely with the campus France coordinator based in Delhi. The Campus France manager is based at Alliance Française in Mumbai. He/She strictly follows the rules and regulations of this entity.

Missions:

The CFM works in close coordination with the other Campus France manager based in Mumbai, the Attaché for Science and Academic Cooperation, his Deputy and the Campus France national coordinator based in Delhi.

He/she is also closely connected with the other CFM of the West Zone (Ahmedabad and Pune) as well as the Campus France network in India, including the process agents in Delhi.

His/Her main tasks are as follow:

1. Promotion of studies in France:

- Do the promotion of French higher education and mobility mechanisms towards France by making regular presentations in the schools and universities in the **Mumbai metropolitan area** as well as the **North Maharashtra (the southern limit being Pune, not included)**, main cities being (but not limited to) Nagpur, Nashik and Aurangabad.
- 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.
- Active involvement in the organization of events for the Alumni community “Meet the Alumni of West India”.
- Report his/her work to the University and Scientific Cooperation Attaché based in Mumbai and/or to his Deputy and the national coordinator for campus France in India based in Delhi.

2. Interview 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.

The Campus France Manager will also actively participate to Pan India “Journées Campus France”, Institut français group events and regular Campus France Managers meetings.

Skills & Competencies:

- Excellent communication skills, ability to talk to large audience 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 outside of Mumbai in Maharashtra on a regular basis**

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 would be a plus.
- Flexibility in the working time is required, depending on the sector's activity.
- Knowledge of French language is a plus but is not required initially (French class will be provided).

Work Conditions:

Location: Mumbai

Contract Type: Recruitment in fixed-term contracts of one-year renewable, subject to a trial period of three months possibly renewable once.

Applicants are required to submit their application file (CV with photo and a cover letter in English) exclusively via the following online form by **14 July 2025, 6:00 PM (IST)**:
<https://forms.gle/yu2dYSrtGqNGBw4cA>"

Only shortlisted candidates will be contacted for an interview