

## **Campus France Manager in Delhi covering Delhi NCR and Uttar Pradesh**

Fixed term contract – to start from Monday 8<sup>th</sup> September 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 candidate for the position of “Campus France Manager” in Delhi. The candidate will be placed under the hierarchical authority of the Director of the Institute, his Deputy as well as the Attaché for Science and Academic Cooperation based in Delhi and his Deputy and works closely with the Campus France national coordinator. The candidate will work alternatively at Alliance française of Delhi and the French Institute in India (Delhi). He/she strictly follows the rules and regulations of these entities.

### **Role and responsibilities:**

The Campus France Manager works in close connection with the existing Campus France Managers in Delhi, the Campus France network and the team of “Etudes en France” procedure agents based in Delhi. He/she reports to the Attaché for Science and Academic Cooperation based in Delhi, his deputy and the National Coordinator of Campus France in India.

#### **1/ Promotion of studies in France**

- Promote the French higher education system and mobility mechanisms towards France in the schools and universities in Delhi NCR, the state of Uttar Pradesh and in other North Indian States in close connection with the Campus France managers based in Delhi, Chandigarh and Kolkata, the Attaché for Science and Academic Cooperation based in Delhi and his Deputy as well as the Campus France national coordinator based in Delhi.
- Advise, guide and help Indian students interested in pursuing studies in France.
- Maintain privileged relations with the educational sectors of the region within his/her competence and promote their relationship with the French institutions.
- Organize on and offline events, information conferences, webinars, round tables, etc.
- Represent Campus France at educational fairs in his/her region.
- Ensure the good visibility of Campus France and its activities in the media.
- Participate to Pan-India Campus France events such as the Choose France Tour or thematic tours.
- Participate to the organization of events for the Alumni community.
- Organize pre-departure session to prepare students about to leave for France.

#### **2/ Evaluation of students**

- Conduct academic interviews as part of the “Etudes en France” procedure and assess the study project of students (academic and linguistic level, motivation).
- Provide assistance to Campus France Managers located in other cities of India when necessary.

The Campus France Manager will also actively participate to brain storming sessions, work seminars, trainings and other Institut français or Embassy of France in India events.

### **Skills & competencies:**

- Sound knowledge of the French and Indian Higher Education organization.
- Excellent communication skills, ability to talk to large audience and to be articulated.
- Excellent writing and oral skills in English.
- Excellent ability to work in a network (Campus France, French language sector, education sector...).
- Knowledge of analysis and prospection methods.
- Organization skills and ability to work under pressure or under tight deadlines.

- Oral and written reporting skills.
- Proficiency in IT skills: office tools, computer knowledge, filing and pooling.
- Ability to travel mainly within his/her zone but also to other states of India for specific duties (numerous trips to be planned).
- An experience in event organizing is a plus.

Personal qualities required:

- Autonomy, initiative and proactivity.
- Teamwork spirit, involving sharing of values and exchange of skills within multicultural teams.
- Good listening skills and patience.
- Curiosity.
- Sense of responsibility and public service.
- Excellent social skills.

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.

The candidate will be hired on a fixed-term basis, from 8<sup>th</sup> of September 2025, for a duration of 1 year, renewable.

An application file (CV including a photo, cover letter in English) should be sent electronically through the following form before 28th August 2025, 6pm: <https://forms.gle/6TNyHvM91UF6dQnL7>

***Note: Only pre-selected candidates will be contacted.***