



**AMBASSADE
DE FRANCE
EN INDE**

*Liberté
Égalité
Fraternité*



Campus France Procedures Officer in Delhi

Fixed term contract – to start from
1st October 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 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 studies 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 *Etudes en France* procedure: curriculum, training, study project, language certificates, etc.;
- Verify the authenticity of French and Indian documents with the institutions;
- Notify the students of any anomalies and additional documents or information required (remotely, by email, phone or via the platform);
- Authorize appointments for educational interviews; and provide support to other 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;
- Help in crafting documents, articles and brochures to present the *Etudes en France* procedure;
- Help with updating of the content of the Campus France India website;
- Conduct presentation of the *Etudes en France* procedure during promotional events (Choose France tour and others) and organize webinars;

- Support the university team for the organization of promotional actions (Choose France tour, Pre departure sessions and others.).

Required skills

- Proficiency in IT skills: office tools, computer knowledge (advanced Excel), filing and pooling;
- Writing and communication 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 behavior; 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 a plus.

Type of contract

The candidate will be hired on a fixed term contract basis, from 1st October 2025, for a duration of one year, renewable.

Application Process

An application file (CV + photo, cover letter in English) should only be sent electronically through the following form before **26th September 2025**, 6 pm:

<https://forms.gle/Lj9PeWQ4yR6X8eix7>

*Note: **Only shortlisted candidates will be contacted for an interview.***