

Vacataire – Campus France, Mumbai

Fixed-term contract, starting Monday, 3 August 2026

Context

The French Institute in India (IFI) is a service of the French Embassy in India dedicated to fostering cultural, linguistic, educational, and academic exchanges and partnerships between France and India.

The French Institute in India is inviting applications for the position of "Vacataire – Campus France" in Mumbai. The selected candidate will work under the supervision of the Campus France Managers in Mumbai and the Campus France National Coordinator, supporting the Mumbai team in its day-to-day activities and in the organisation of the Choose France Tour 2026.

Job Profile

The candidate will assist the Mumbai team with day-to-day office tasks. He/she will serve as the point of contact for students and educational institutions, reporting to the Campus France Managers in Mumbai. He/she will be primarily involved in the preparation of the promotional event Choose France Tour 2026.

Key Responsibilities

- Assist students with the Study in France application procedure.
- Serve as a point of contact for students and educational institutions.
- Support the Mumbai team during promotional visits and outreach activities (travel within Mumbai may be required).
- Perform day-to-day administrative and office tasks.
- Assist with logistical and promotional activities for the Choose France Tour 2026.
- Maintain and update the database of educational institutions.
- Establish and maintain contact with educational institutions through phone calls and emails to schedule presentations and promotional meetings.
- Manage calendars and coordinate appointments for presentations and promotional visits.

Required Skills

- Proficiency in Microsoft Office and Google Workspace (Excel, Google Sheets, Google Calendar, Forms, etc.).
- Good computer skills, including filing, data management, and document organisation.
- Working knowledge of Canva and basic editing and design tools.
- Excellent written and verbal communication skills in English.
- Ability to draft professional emails and conduct cold calls confidently.
- Strong organisational and event coordination skills.

- Problem-solving ability and attention to detail.
- Ability to handle confidential information with professionalism.
- Willingness to follow internal procedures and organisational guidelines.

Education & Experience

- Strong organisational and time-management skills.
- Effective communication and interpersonal abilities.
- Curiosity and eagerness to learn.
- Initiative and the ability to work independently.
- Sense of responsibility and commitment to public service.
- Professionalism and excellent social conduct.
- Team spirit and the ability to work effectively in a multicultural environment.

Eligibility

- Fresh graduates and entry-level candidates are encouraged to apply.
- Availability for the full 2.5-month contract period.
- Flexibility in working hours (maximum 37.5 working hours per week), based on departmental requirements.
- Ability to work under pressure and spend extended periods on computer-based tasks.
- Knowledge of the French language is not mandatory but will be considered an advantage.
- This is a full-time, fixed-term contract.

How to Apply

Interested candidates should submit the following documents:

- Updated CV (with photograph)
- Cover letter (in English)

Applications must be submitted electronically through the Google Form link

<https://forms.gle/kjyb3RjRHMEft2pW6> on or before 20 July 2026.

Only shortlisted candidates will be contacted for the next stage of the selection process.