

Context

Campus France, the French Agency for Higher Education and International Mobility, has several objectives:

- Improve the attractiveness and international influence of the French institutions of higher education
- Attract the students with high potential, who will capture the highest position of high-level responsibility
- Develop supervised mobility to guarantee to students a path to success
- Diversify the geographical and social origins of students moving to France, notably by accompanying the mobility programs of foreign governments.

In this respect, the Campus France Agency relies on a network of 260 offices (Espaces Campus France and Antennas) located in 126 countries.

Campus France Pakistan is currently represented by a Campus France Pakistan network coordinator based at the French embassy in Islamabad and by one officer based at the Campus France Pakistan Lahore office at Alliance Française Lahore.

The officer in charge of Campus France Karachi is based within the premises of the Alliance Française de Karachi (Clifton). For administrative matters, he/she is placed under the supervision of the Director of Alliance Française Karachi. For job-related matters, he/she is placed under the supervision of the Counselor of Cooperation and Cultural Affairs, the Scientific and Higher Education Attaché and the Campus France Pakistan network coordinator at the Embassy of France in Islamabad.

The main tasks of the Campus France Officer at Alliance Française Karachi are:

1- Promotion of French higher education in Sindh

Participation to the preparation and implementation of an annual action plan of promotion, in collaboration with the French Embassy in Islamabad, Campus France Pakistan Islamabad and Campus France in Paris:

- Promote French higher education and existing scholarships programs in the Pakistani universities and towards Pakistani students in Sindh
- Answer to all the queries of the students from Sindh concerning Study in France (email, social networks, phone)
- Support for the management of the Campus France Pakistan website and social networks, on-line promotion and communication (conference, webinars, promotion campaign)
- Contribute to the creation and management of promotional resources
- Participate to the organization of events, seminars, conferences, promotional activities, exhibitions with the participation of French institutions, participation in educational events (national or international).

For this activity, he/she will be required to travel in different cities in Sindh mainly to promote the French higher education.

2- Management of “Etudes en France” platform, information - help with orientation, student registration, academic interview for application and preparation for departure to France

- Assist the students with their registration of Etudes en France platform in Pakistan for the application phase and pre-consular phase
- Perform the academic interview for the application phase and fill the “Etudes en France” platform after
- Follow-up of the registration on “Etudes en France”, manage the database for Sindh
- Assist students with their application and preparation for their departures.

3- Management of Campus France Karachi office and Campus France Pakistan budget

- Coordinate the Campus France expenses for Pakistan with Alliance Française Karachi, under the supervision of the Campus France Pakistan coordinator
- Plan the annual budget, follow-up and report of the Espace Campus France Karachi to the French embassy in Islamabad
- Ensure the relations between Espace Campus France Karachi and all the concerned services /department of the Embassy
- Assist Cooperation and Cultural Affairs of the French Embassy in the implementation of its university cooperation
- Perform any other tasks as may be assigned by the French embassy in Pakistan to adapt to the situation.

4- Monitoring/follow-up of alumni

- Update the France Alumni Pakistan website for Sindh: management of the content of the website
- Promote the network (social networks, posters etc...), propose and participate to the organization of events for alumni in Sindh
- Manage of the database for Sindh: make sure that it is regularly updated, thanks to the activities/ tasks encouraging alumni to complete their profiles.

Type of contract: Fixed Term One year – Full Time

Start of the contract: as soon as possible

Application Deadline: February 19th 2024

Send CV (1 page) + Motivation by video (1 minute) to pakistan@campusfrance.org

Only candidates who are eligible to work in Pakistan can apply to this position. Only selected applicants will be contacted. Female applications are encouraged.

Required Qualifications/Skills

- Education: at least Bachelor level
- Language: basic knowledge of French (good reading skills), English, Urdu
- Good knowledge of education system in Pakistan & France
- Ability to manage social networks (publishing, editing) and manage communication campaigns
- Public speaking skills, positive attitude and strong interpersonal & communication skills
- Proven capacity to maintain effective working relationships with colleagues and people of different nationalities & cultural backgrounds.
- Proven capacity to work independently and report frequently, good organizational & coordination skills, ability to take initiatives, establish priorities and monitor own work plans
- Ability to provide efficient, quality and timely support and capacity to work efficiently under pressure
- Sense of integrity & confidentiality
- Ability to monitor budgets
- Good knowledge of MS office (Word, Excel, Outlook, PowerPoint...)

Desired Qualifications/Skills

- Education: Master degree from France
- Language: B2 in French
- Graphic design and video editing skills
- Proven capacity in Project Management