Partenaire	Institut Français d'Inde
Adresse	2, Doctor APJ Abdul Kalam Road, Aurangzeb Road, New Delhi
Code postal	110011
Ville	Delhi
Référence	Proficiency in IT skills: office tools, computer k
Titre	Campus France Procedure and Alumni project officer in Delhi
Description du poste	The candidate will manage his time between two profiles, according to the priorities and the agenda:
	Main task: The candidate will have to verify and compile the files of students, wishing to pursue their
	Study in France. The candidate will be the point of contact for 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.
	Second task: The candidate will be in charge of the animation of the Alumni network. She/he will have
	to work on a monthly newsletter, weekly posting on social media and websites and organization of
	events for this network.
Type de contrat	Emploi
Description de la société	The French Institute / IFI (Institut français India) is a section of the Embassy of France responsible for connecting and implementing Indo-French human exchanges.
	IFI performs numerous functions: from promoting academic and scientific exchanges between higher institutes of learning and research to enabling student mobility and promoting the French language. We also foster links between artists, scientists, NGOs, professors, enterprises, film professionals, publishers and more. We support partnerships in research and innovation, capacity-building and interactions with civil society, vocational studies, as well as artistic and cultural partnerships in performance, books, film, fashion, design and more. We support and organise forums and debates that bring together innovators and thinkers from both countries.
Localisation	Delhi
Pays	Inde
Profil recherché	Proficiency in IT skills: office tools, computer knowledge, filing and pooling;
	Writing skills in both English and French;
	Good knowledge of the Indian & French higher education systems;
	Know how to identify information that can be communicated to others while respecting professional
	secrecy;
	Respect internal instructions and procedures
	More information in the folded file