



**AMBASSADE
DE FRANCE
EN INDE**

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Job offer: Officer for academic and scientific cooperation
French Institute in India – Consulate General of France in Pondicherry and Chennai

Location	Bureau de France in Chennai 6th Floor, Bannari Amman Towers, 29, Dr. Radhakrishnan Salai, Mylapore, Chennai – 600004, Tamil Nadu, India
Type	Contractual
Start Time	As early as possible

General context

The French Institute in India (IFI) is a service of the French Embassy in India, headed by the Counsellor for Education, Science and Culture based in Delhi, whose mission is to promote cultural, linguistic, educational, academic and scientific exchanges and partnerships between France and India (www.ifindia.in).

Within IFI, the section for Academic, Scientific and Technological Cooperation (which stands for CUST: "Coopération Universitaire, Scientifique et Technologique") facilitates the cooperation between Indian and French institutions by strengthening existing collaborations and supporting new ones.

The Officer for academic and scientific cooperation based in Chennai, reports directly to the Attaché for Academic and Scientific Cooperation of the Southern territories of India (States of Tamil Nadu, Kerala and Union Territory of Pondicherry), coordinates and develops under his/her supervision the Indo-French Scientific collaborations in this area.

He/She will assist the Attaché for academic and scientific cooperation and overview various projects. He/She will have to travel sporadically for work trips, mostly within Tamil Nadu, Kerala and Union Territory of Pondicherry.

Though the main reporting line is with the local Attaché, with the Attaché coordinating CUST, with the Counsellor or her/his Deputy, any operation from the CUST sector in that zone must be designed, as much as possible, having in mind the operations and strategy of the Consulate general in Pondicherry, as the Officer for academic and scientific cooperation is part of the same team, which is the French Embassy in India.

Job role:

The Officer for academic and scientific cooperation based in Chennai contributes and assists the Attaché for the development and strengthening of academic partnerships between France and Indian States of Tamil Nadu, Kerala and Union Territory of Pondicherry.

Tasks/Missions

- Acquire a regional vision of academic partnerships with France; update the India mapping of these collaborations; maintain an inventory of all scientific activities carried out in cooperation between partners in the above-mentioned geographical areas.
- Contribute to the on-going development of the collaborative network between French partners and the Indian research actors mainly located in the above mentioned area.
- Help identifying and organising events and activities that will lead to a greater awareness of the Indian community about the French scientific context and the potential opportunities of cooperation.
- Support the Attaché for Academic and Scientific Cooperation and represent her/him and more widely CUST when needed.
- Help the Attaché for Academic and Scientific Cooperation to organize regional level events such as weekly team meetings, local ceremonies, and events.
- Contribute to organize high level contacts and visits in academic institutions for ACSU or visiting delegations (making contacts, setting up visiting programs, preparing notes).
- Provide effective communication with internal and external contacts including service providers and venues for logistics and timely execution of the event.
- Contribute to reports, notes and analyses on the science and innovation landscape in India and France, as well as minutes of meetings and workshop reports.
- Tend to create, professionalize, and update tools for monitoring academic partnerships.
- Work on external communication of the section for CUST: contribution to the management of the websites, curation of newsletters, update of social media, etc.
- Maintain the local CUST databases of main contacts within academic institutions.
- Liaise with prominent Indian academic institutions and interact with them.
- Anticipate and suggest new developments to streamline Academic cooperation and the bilateral relationships.
- Ensure a follow-up of academic partnerships in collaboration with the representatives of Campus France and interact regularly with the Campus France National Coordinator in Delhi, in relation with the Attaché for Academic and Scientific Cooperation in Chennai.
- Ability to draft autonomously professional emails in English and in French.
- Coordinate with the visa services, under the authority of the Consul general, to answer visa related queries of Indian researchers.

Candidate profile & skills

- Master's degree in any field; PhD is an advantage.
- Excellent knowledge of the Indian university system / Very good knowledge of the French university system is a plus but can be acquired through immediate and quick learning.
- Excellent writing skills in English / Very good writing skills in French.
- Fluency in French is preferable. Work experience in France is considered an advantage.
- Proficiency in IT skills: office tools, computer knowledge, filing and pooling;
- Proficiency of communication skills (mailing, social networking, CRM).
- Teamwork spirit within multicultural team with 3 years of proven work experience.

Personal qualities required

- Good listening skills and patience
- Excellent communication skills with partners
- Curiosity and will to learn
- Autonomy and initiative
- Sense of responsibility and public service and adaptability
- Confidentiality
- Interpersonal skills
- Ability to propose and create

Type of contract and salary: Weekly working time is 37h30. Flexibility in working hours.
Recruitment will be at Grade 6 of internal IFI scale.