



Job Description: Campus France Officer (Lahore)

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

The Campus France Lahore officer will be based within the premises of the Alliance Française Lahore, and will work in close cooperation with the CFP Lahore Manager. For administrative matters, he/she is placed under the supervision of the Director of Alliance Française Lahore. 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 Pakistan Officer at Alliance Française Lahore are:

1- Promotion of French higher education in Punjab

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

- Participate to the promotion of French higher education and existing scholarships programs in the local universities and towards Pakistani students in Punjab
- Answer to all the queries of the students from Punjab 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 local communication (conference, webinars, promotion campaign)
- Support the CFP Lahore Manager to organize regular promotion session in Punjab
- Participate for Campus France Pakistan to the local events, webinars, promotional activities, education fairs
- 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.

For this activity, he/she may be required to travel in different cities in Punjab 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
- Verify the student files on a daily basis
- Perform the academic interview, write the report on the “Etudes en France” platform

- Follow-up the registration on “Etudes en France”, manage the database for Punjab.
- Assist students with their application and preparation for their departures.

3- Monitoring/follow-up of alumni

- Update the France Alumni Pakistan website for Punjab: management of the content of the website
- Promote the alumni network (social networks, posters etc...), propose and participate to the organization of events for alumni in Punjab.
- Manage the database for Punjab: 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: Open call

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
- Proven capacity to work independently and report daily, good organizational & coordination skills, ability to take initiatives, establish priorities and monitor own work plans
- 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.
- 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 and social networks

Desired Qualifications/Skills

- Education: Master degree from France
- Language: B1 in French
- Proven capacity in Project Management