



Job Description: Campus France Assistant (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, three managers based at the Alliance Française Lahore, Alliance Française Islamabad and Alliance Française Karachi, 1 project manager in Islamabad, 2 CFP officers in Islamabad and Lahore and 2 CF Assistants in Islamabad and Lahore.

The Campus France Assistant Lahore will be based within the premises of the Alliance Française Lahore. The Campus France Assistant Lahore will report for administrative matters to the Director of the Alliance Française Lahore, and for work-related matters to the Manager Campus France Pakistan (Lahore) and the National Coordinator, under the supervision of the French Embassy (Scientific and Higher Education Attaché and Counselor of Cooperation and Cultural Affairs).

The main tasks of the Campus France Assistant Lahore at Alliance Française Lahore are:

1- Assist the Campus France Pakistan network

- Mailbox management, answer to the queries of the students concerning Study in France (email, social networks)
- Support for the management of the Campus France Pakistan website and social networks, on-line promotion and local communication (conference, webinars, promotion campaign)
- Assist Campus France Pakistan for the organization of Study in France promotion events
- Perform any other tasks as may be assigned by Campus France Pakistan to adapt to the situation.

2- Support to the management of “Etudes en France” platform and student guidance - help with orientation and student registration

- Assist the students with their registration on Etudes en France platform in Pakistan for the application phase and pre-consular phase
- Assist students with their application and preparation for their departures.
- Verify the student academic files on a daily basis
- Follow-up the registration on “Etudes en France”
- Perform the academic interview; write the report on the “Etudes en France” platform

3- Monitoring/follow-up of alumni

- Update the France Alumni Pakistan website: assist with the management of the content of the website
- Assist to the organization of Alumni events

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 lahore@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: Bachelor level
- Language: English, Urdu
- Good knowledge of education system in Pakistan & France
- Proven capacity to work independently and report daily, good organizational skills, ability to establish priorities
- 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
- Good knowledge of MS office and social networks