

Job Description

Alliance Française de Delhi is hiring the **Assistant to the Academic Director** at Lodi Centre (72 Lodi Estate, KK Birla Lane, New Delhi).

Date of joining: **10th June 2024**

About Alliance Française de Delhi

Alliance Française de Delhi is the official French language institute and Indo-French cultural centre in Delhi. As part of the global network of Alliances Françaises, we collaborate closely with the French Ministry of Foreign Affairs, the Fondation Alliance française in Paris, and the French Institute in India. The organisation aims to promote Franco Indian cultural exchanges and develop relations between India and France through:

- Teaching French language to more than 5 000 students per year*
- Conducting official sessions of DELF-DALF and TCF exams*
- Organizing a diverse range of cultural and social events throughout the year, including screenings, concerts, performances, and talks*
- Providing a lively francophone environment for its members with a library and a cafeteria*

As the Assistant to the Academic Director, your role will be to provide comprehensive support across administrative and academic domains. You will play a crucial part in enhancing the Director's efficiency by fulfilling administrative tasks and addressing informational requirements.

This position demands a considerable level of autonomy and proactivity, requiring you to make daily decisions within established standards and guidelines, adapting to changing circumstances and demands.

Duties and responsibilities are as follow:

- Provide day to day general information and administrative support to the Academic Director including word processing, collating and preparing documents.
- Liaising with the Academic Director and actively updating his work plan, projects and responsibilities, including monitoring of commitments and deadlines.
- Draft and revise various Academic reports: Board meetings, Academic committee, Annual reports, etc...
- Calculation and analysis of statistics in coordination with other AFD departments
- DELF-DALF Exams: Handling GAEL software for registrations, results, etc...; coordinate organization of the sessions with IFI; handle queries regarding the results.
- Orientation test: Organizing the online test, and handling the publication of the results
- Students' Admissions: Make significant contribution to supervise the student admission process, including coordinating with the Front Desk team for specific

requests, transfers, and opening or closing batches. Also, handle student questions and complaints.

- Handling registrations and invoicing for AFD partners under MOU agreement/ free tuitions and scholarships
- Meetings: Arrange various academic meetings by booking rooms, organizing catering, making travel plans for external participants, and preparing meeting materials. Also, attend most of these meetings and take notes for preparing minutes.

This job description lists the types of tasks that may be required for this position at the time it was written. These tasks might change occasionally, but the main purpose of the job remains the same.

Requirements:

- Bachelor's degree minimum
- Experience in a similar position of 2 years minimum
- Proficiency in spoken and written Hindi and English
- Fluency in French is an added advantage (Preferably B2 level)
- Proficiency in IT skills (MS Office, LMS)

Salary & Benefits:

35K to 45K Rupees/ month based on qualifications and experience.

Alliance Française de Delhi offers a comprehensive package that includes health and accidental insurance, annual bonuses, and more. Details will be discussed during the interview.

Detailed job description and perks will be provided to short listed candidates

Application process:

Kindly send by email the following documents to career@afdelhi.org

Specify subject of the Message as: Application for "Assistant to Academic Director"

Last date to submit the Application- 21st May 2024

- Resume / CV
- Motivation Letter
- Scanned copy of your latest Degree
- Scanned Copy of your official French level test/exam (DELFI, TCF, TEF)