



Institut Français en Inde, New Delhi

Call for Applications

2 months' Internship Opportunity at the University Cooperation Sector

Job Description:

- Assist Scholarships function to **download files, maintain database, analyse data**
- Assist Alumni function to **update content on web pages, maintain database, contact alumni**
- **Translations from French to English and vice versa**
- **Market research** on education sector

Skills and abilities:

- Excellent knowledge of French both spoken and written (B1 level recommended)
- Excellent English (spoken and written)
- Proficiency in MS Excel
- Good knowledge in MS Word and Power point
- Interest in conducting research
- Very task oriented
- Strong attention to detail

➤ Working hours: Monday to Friday (09:30 am – 05:00 pm)

Apply before 13th of October, 2017

Send CV and covering letter/recommendations/references to:

sra@ifindia.in

This internship provides excellent opportunity to work and learn about the Indo French cooperations.

A certificate and a letter for recommendation will be provided at the end of the internship.