

Secteur pour la Science et la Technologie

Institut Français en Inde

AMBASSADE DE FRANCE EN INDE

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JOB OFFER

The section for Science and Technology of the Embassy of France in India and Institut Français India is seeking for a « Scientific Coordinator ».

Place:	Consulat Général de France à Bangalore 21 Palace Road, Vasanth Nagar, 560052 Bangalore
Type:	Full time – Contractual
Starting date:	15th March 2018
Salary :	Level 7
General context:	<p>The section for Science and Technology of the Embassy of France in India and Institut Français India, headed by the Deputy Counselor Head for Academic and Scientific cooperation, based in Delhi, liaises between Indian and French Research institutions by strengthening existing collaborations and developing new links (www.frenchscienceindia.org). The Scientific officer in Bangalore should know the Indian landscape of science and technology and innovation, particularly in south India, and be able to develop a strong network of researchers, administrators and R&D companies.</p> <p>She/he will assist the Attaché for academic, scientific and technological cooperation and oversee various projects of the section for Science and Technology. The scientific coordinator will have to travel sporadically for work trips, mostly in south India.</p> <p>The candidate should hold a Masters or a Ph.D. in Science or Engineering and have at least two years professional experience.</p> <p>We are looking for a candidate who brings energy, high motivation and a can-do attitude to this position.</p> <p>The project manager will work under the supervision of the Attaché for academic, scientific and technological cooperation in Bangalore.</p>
Specific tasks/missions	<p>The scientific officer will be required to:</p> <ul style="list-style-type: none">• Contribute to the on-going development of the collaborative network between French partners and the Indian research actors mainly located in the states of Karnataka, Telangana, Andhra Pradesh, Tamil Nadu and Kerala;• Ensure a follow-up of any partnerships undertaken, also in collaboration with the representatives of Campus France;• Maintain an inventory of all scientific activities carried out in cooperation between Indian and French partners in the above-mentioned geographical areas.

- 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;
- Contribute to reports, notes and analyses on the science and innovation landscape in India and France; and to prepare the minutes of meetings and workshops;
- Help organising visits/conferences/workshops/lectures of French scientists in India; provide effective communication with internal and external contacts including service providers and venues for logistics and timely execution of the event;
- Maintain the different data bases of the section for Science and Technology;
- Work on external communication of the section for Science and Technology: contribution to the management of the websites, elaboration of newsletters, updating of social media, etc;
- Coordinate the Indo-French Water Network;
- Represent the Attaché for academic, scientific and technological cooperation and more widely the Science and Technology, when needed;
- Coordinate with the visa services to answer visa related queries of Indian researchers.

Candidate profile & skills:

- Hold a Masters or a Ph.D. in Science or Engineering;
- Knowledge and professional experience with the Indian scientific context and community;
- Fluent in English (oral & written) and a knowledge of French at least equivalent to DELF B1;
- Master computer tools (Word, Excel, PPT, website tools, etc.);
- Interest in Indo-French scientific networking and cooperation;
- High level of organizational and project management skills and ability to plan;
- Good communication skills, also for public speaking, and management of external relationships;
- Accurate, conscientious and result-oriented;
- Dynamic, flexible in his/her approach, able to multi-task and to work under time pressure;
- Take initiatives & be a team-player.

Non mandatory skills/experience, which would add to the application :

- Has studied in France;
- Degree in Science Policy or Communication;
- Knowledge of the landscape of Research & Innovation in France and Europe.

To apply, please send by email to jerome.bove@diplomatie.gouv.fr before 25th February 2018:

- A CV in EU standard format;
- A cover letter (max 1 page) stating out candidate motivation and suitability for the position;
- The name and contact details of two referees.

Please note:

- Applicants who do not have the required qualifications and competences should kindly abstain from applying, as their applications will not be considered.
- Only shortlisted candidates will be contacted for an interview.