



CONSULAT GENERAL DE FRANCE A PONDICHERY ET CHENNAI

=== CALL FOR APPLICATIONS ===

**Press Officer - Protocol**

**One-year renewable fixed-term contract to be filled as from 1 June 2019**

**Potential candidates are kindly requested to find below the job description.**

**Please send your applications (CV + cover letter) no later than 15 May 2019 only to the following**

**e-mail address: [consulat.pondichery-fslt@diplomatie.gouv.fr](mailto:consulat.pondichery-fslt@diplomatie.gouv.fr)**

**Synthetic definition:**

- Under the authority of the Consul General of France in Pondicherry, in charge of relations with local authorities and the press.

**Detail of main activities :**

- In charge of relations with local authorities: procedures, interviews, accompanying delegations, writing letters and verbal notes, translating documents
- Creation and maintenance of a contact database; writing biographical notes, summary sheets, updating of organizational charts
- Press relations officer: writing a press review; organizing media meetings; writing press releases; translating articles.
- Binomial of the Communication Officer/Webmaster on social networks
- Close collaboration with the Public Relations Officer at the French Office in Chennai
- Processing of administrative and protocol formalities for public officials working for the Consulate General: renewal of MEA cards, customs clearance, etc.
- Advice and assistance to French residents in their relations with Indian administrations and authorities (in particular, security, spoliation, visas, residence permits, OIC); collection and updating of information relating to these situations.

**Required skills**

<b>Training and/or experience</b>	<ul style="list-style-type: none"> <li>■ Higher education degree (preferably in the fields of law, public administration, international relations).</li> <li>■ Professional experience would be welcome, in particular in Indian public services, or in foreign representations in India.</li> <li>■ Mastery of protocol uses would be a plus</li> </ul>
<b>Required languages</b>	<ul style="list-style-type: none"> <li>■ English: read, written, spoken</li> <li>■ Tamil: read, written, spoken</li> <li>■ French: read, written, spoken</li> </ul>
<b>Computer skills</b>	<ul style="list-style-type: none"> <li>■ Mastery of office automation tools and social networks (competence in new technologies).</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>■ good interpersonal and public relations skills</li> <li>■ courtesy and self-control</li> <li>■ reactivity and respect of deadlines</li> <li>■ obligation of reserve and extreme discretion required</li> <li>■ organizational skills and attention to detail</li> <li>■ collaborative spirit</li> </ul>

**Working conditions: high availability required**

- Place of work: Consulate General of France in Pondicherry - Duration: Monday to Friday (37h/week)
- Gross salary/month: 69171 ₹ + housing allowance (7000 ₹) + transport allowance (1500 ₹)

