



In Charge of Public Relations and Partnerships

1. Mission / In charge:

- The Public relations and partnership in charge (PRPC) ensures the Institute's external communication, the development and facilitation of the network of institutional and private partners. PRPC will also ensure the internal communication by administering the website and other web tools.

2. Main Activities:

- Organize the institutional events (exhibitions, presentations, press conferences...)
- Ensure ongoing relationships with journalists
- Maintain and develop networks of external relations (partnerships, associative sector, professional networks, associations, museums ...)
- Canvass large foundations and corporations to develop philanthropy.
- Draft and follow up agreements with institutional partners.
- Coordinate communication with supervisory authorities particularly within the framework of the Activity Report.
- Participate in the administration of the website and manage the Institute's Facebook and Twitter pages.

3. Related Activities:

- Manage the budget allocated to one's activity, track the quality and timelines of sub-contracted work.
- Plan and coordinate the various stages of implementation of communication actions
- Managing communication during crisis.

4. Key Skills:

General, theoretical or disciplinary knowledge

- General knowledge of information and communication sciences

Knowledge of the working environment:

- The research and education environment in India and France
- The organization and functioning of public institutions in India and France
- The missions and priorities of IFP
- The ethical and legal rules of the profession (copyright)

Operational know-how:

- Synthesize and write messages in accessible language
- Represent and promote the Institute to external partners
- Enforce graphic and typographic charters

- Look for financial and institutional partners
- Monitor the evolution of communication technologies (ICT)
- Manage one's own documentation
- Respect deadlines and manage emergencies
- Rank the priorities

Language skills:

- English: Speaking and writing : C1 Level / Written and Oral understanding: C1
- Tamil
- French: B1 Level.

5. Associated Skills

Operational know-how:

- Adapting to stakeholders
- Proficient in oral and written presentation techniques
- Use appropriate publishing tools and software in word processing, and image processing (Powerpoint)
- Analyze the expectations of both internal and external stakeholders
- Work as a team with the requesting services
- Establish contacts with representatives of professional networks
- Establish external partnership relationships
- Respond quickly to urgent communications demands

Work Place:

- French Institute of Pondicherry

Obligations and working conditions:

- Availability
- Flexibility in deferred working hours required

6. Diploma required:

- Bac+ 3, Bachelor

7. Desirable Training and Work Experience

- Fields of training: Communication information, or journalism school / Experience in press service communication, public relations, newspapers.

Contact: Send your CV and a motivation letter to the following addresses secretarygeneral@ifpindia.org and to ifpcom@ifpindia.org