

Intern for Campus France Bangladesh

Campus France Bangladesh is the higher education service of the French Embassy in Bangladesh whose mission is to promote cultural, linguistic, educational and academic exchanges and partnerships between France and Bangladesh.

We are looking for a candidate for **3 months** for the position of an “**Intern – Campus France Bangladesh.**” The candidate will be placed under the hierarchical authority of the Campus France Manager, Bangladesh.

Job Nature: Full Time

Contract type: Temporary (to start from 10th July 2024)

Educational Qualification: Graduate from any reputed institution.

Principle role& responsibilities:

- Organize and conduct Campus France Sessions/Seminars to promote its contents.
- Follow upon files of Students wishing to pursue the Study in France procedure;
- Schedule interviews for students pursuing the Study in France procedure;
- Notify Students for Interviews/Appointments/Updates related to their applications;
- Assist with basic administrative tasks;
- Assist for logistic and promotional tasks regarding the “Choose France Tour”.

Skills required:

- Proficiency in IT skills: office and multimedia tools, computer knowledge
- Excellent writing and communication skills in English; knowledge of French will be an added advantage.

Additional Job Requirements:

- Must be proactive, smart & self-motivated
- Demonstrate professional discretion and reserve
- Some flexibility in working hours is required, depending on the activities.
- Should be able to work inside and outside of Dhaka.

Interested candidates meeting the above requirements are invited to send **an application file** (CV + photo, cover letter in English) electronically only) **by the 7th of July 2024** to the following email address: higherstudies@afdhaka.org C/O Syeda Naasiba Hossain (Manager, Campus France Bangladesh)