



## **Alliance Française de Madras (AFM) seeks a Course Coordinator**

### **Environment**

The Alliance Française de Madras (AFM) promotes cultural relations between India and France in Tamil Nadu. Founded in 1953, it is an affiliate of the Paris-based Fondation Alliance Française. The Alliance Française network is present in over 135 countries on five continents. The AFM, supported by the French Embassy and the French Institute in India, aims to spread the French language in the city of Chennai and in the other regions of Tamil Nadu, and to bring together all those who wish to contribute to developing knowledge and appreciation of the French language and culture. The Alliance is also an imminent player in local cultural life.

### **Functions:**

The course coordinator reports to the AFM Course Director. He/she will be responsible for:

1. Assisting the Course Director in pedagogical matters (courses and certifications)
2. Liaising with teachers and students.
3. Supervising the enrolment customer service.

Responsibilities:

### **Courses and students' administrative tasks**

- Day-to-day management of course activity (tests, upgrading of teaching materials, allocation of classrooms, teachers' timetables ...);
- Supervision of teaching teams (general or pedagogical information, planning, activities and facilitation of pedagogical meetings, use of platforms);
- Payroll verification and editing
- Talking to students about their motivations, guiding and encouraging them to take higher-level courses
- Occasional participation in activities set up within the structure (running workshops, taking part in training courses and pedagogical meetings);
- Coordination of Francophonie activities in collaboration with AFM management and cultural coordinator

### **Exam sessions management**

- Preparation, organization, supervision and participation in the organization of DELF/DALF and e-TEF exam sessions.

- Verification and processing on GAEL: list of candidates/entry of marks/list of passes/attestation of success, minutes/session report
- Monitoring DELF/DALF statistics at national level

### **Registrations and course opening**

- Daily monitoring of registrations and customers and supervising registration customer service
- Weekly statistic reporting
- Course management and class opening (Preparing monthly opening class session with marketing officer)
- Identifying emerging needs for the development of new products and proposals in collaboration with marketing officer

### **Description of required profile:**

- Diploma in FLE (Master FLE, DAEFLE or PRO FLE) and/or Experience in FLE for all audiences, all levels;
- DELF / DALF examiner-corrector accreditation up to and including C2 would be a plus;
- Desired skills: Organization / Rigor / Teamwork / People skills / Autonomy / Adaptability / Dynamism.

### **Description of conditions**

- Location: Chennai (Madras) - INDIA
- Type of Contract: full time
- Start date: April 2024
- Languages Required: English - French
- Working hours: Tuesday to Saturday

To apply: Please send your application (covering letter + CV) to the following address:  
[coursedirector@af-madras.org](mailto:coursedirector@af-madras.org)