



Job Description

Position: General Secretary

Institution: Lycée Français International de Delhi

Location: 2, Dr. APJ Abdul Kalam Road, New Delhi, 110011, India

Contract Type: Local contract – Full-time (39 hours/week)

Start Date: August 25, 2025

Salary: Based on qualifications and experience

Main Responsibilities

Under the authority of the Principal, the General Secretary will be directly responsible for the management of general services, human resources, IT and networks, procurement, and overall supervision of the school's facilities in an evolving context that includes upcoming infrastructure projects.

He/she will manage a team of five staff members and work closely with the school management, academic leadership, school life and finance department to ensure that the necessary resources are in place and that the school environment supports effective learning and the well-being of the entire school community.

Key Duties

- Supervision of the school's general services
- Human resources management (contracts, payroll, legal compliance)
- Oversight of facilities, maintenance, and construction work
- Procurement and supplier relations
- Supervision of IT systems and network infrastructure
- Coordination with academic leadership, student life, and finance teams
- Management of a five-person team
- Ensuring the quality, functionality, and safety of the working environment
- Participation in planning future infrastructure projects



Candidate Profile

Education:

- Master's degree (Bac+5) in administration, management, or a related field

Experience:

- Proven experience in organizational or project management
- Experience in team leadership and multi-department coordination

Technical Skills:

- Strong administrative and HR management skills
- Basic knowledge of legal frameworks (labor law, contracts)
- Proficiency with IT tools: office software, networks, collaborative platforms
- Ability to manage budgets and oversee procurement processes

Languages:

- Fluency in English and Hindi is essential
- You are expected to have basic French skills (A2 to B1 level)– the higher your level, the better. (If needed, French classes can be provided as part of your training)

Personal Attributes:

- Rigorous, organized, and trustworthy
- Strong interpersonal skills and ability to work collaboratively
- Autonomy, responsiveness, and problem-solving mindset
- Genuine interest in fostering a high-quality working environment and the well-being of the school community

Application Process

Please send your CV and cover letter to: jobs@lfidelhi.org

Important: Kindly include your current CTC and expected salary in your application mail.

Email subject: Application – General Secretary – [First Name LAST NAME]

Application Deadline: The position will remain open until filled.