

25 January 2018

DCI-ASIE/2014/350-601
EU-China Social Protection Reform Project

Project Office

1 Component Assistant
(Annual Work Plan 2018 – Macro-Activities 0.1)

TERMS OF REFERENCE (ToR)

1. Background

1.1 General

The purpose of the EU-China Social protection reform project (“the Project”) is to contribute to the improvement and inclusiveness of China’s social protection system through strengthening the institutional capability for developing policies, for implementing legal and regulatory frameworks and for supervising systems of social insurances, social assistance and financial management in the area of social security. In particular, the Project’s purpose will be pursued through the following three components in relation to which specific Chinese government entities playing the role of partner of the consortium have been identified:

- i. Component 1: Consolidation of institutional capacity for social protection policy development and reforms in collaboration with the National Development and Reform Commission (“NDRC”);
- ii. Component 2: Enhancing of institutional capacity for financial management and supervision concerning social security funds in collaboration with the Ministry of Finance (“MoF”); and
- iii. Component 3: Improving of legal framework and policy for social assistance in collaboration with the Ministry of Civil Affairs (“MoCA” and, together with NDRC and MoF, the “Chinese Ministries”),

2. Description of the Assignment

2.1. Overall and Specific Objectives

For successfully performing its tasks for project implementation, the Consortium will:

- Organize its structure with all the most relevant experts in the social security field belonging to the main European countries where the social security system could be considered a model to be followed;
- Plan to integrate and create synergies between the different work-streams;
- Provide EU Resident Expert in China to guarantee the establishment of relationships with Chinese counterparts and a sense of continuity for the entire project;
- Arrange a dedicated office in China to support core activities with dedicated staff resources; in particular the Consortium will provide specialized resources such as translators, interpreters, office manager, assistants, secretaries, etc.

The project office in Beijing has been established. The Office manager, in collaboration with the Team leader, is notably responsible for organizing the Project Office, including hiring of local staff members.

It was decided to create three part-time positions of Component assistant within the project office, to assist the relevant EU Resident experts and Chinese experts through taking over administrative and limited technical duties required for the proper planning, implementation and monitoring of activities related to each component. The Component assistants will work in close relation with the project office financial and administrative assistant who has overall responsibility for daily administrative, logistic and financial matters. These ToR are for the recruitment of one assistant for Component One of the Project.

2.3 Requested Services

The Component Assistant will, within the framework of the Component’s programme of activities, contribute to the identification and performance of all administrative and logistic tasks requested for the proper management of works at the component level.

In particular, the Component Assistant will under the supervision of the EU Resident expert:

- Contribute to the development of terms of reference for short term experts and component related activities;
- Facilitate the working and logistic or administrative arrangements for European or Chinese experts involved in component-related activities
- Report to the EU Resident expert on progress made in implementing the plan of activities, also report on difficulties, suggest and implement solutions to overcome possible obstacles to a smooth implementation
- As requested, liaise with consortium members, Chinese stakeholders, third parties involved for the proper implementation of activities in China and abroad
- As requested, contribute to the smooth implementation of horizontal and cross-component activities
- Provide logistic and administrative support to European and Chinese experts called upon to work project activities
- Provide as requested interpretation and translation services between Chinese and English languages and vice versa
- Take part in technical and other project/component meetings, and make summary notes in English of said meetings
- At the request of the Project Financial and administrative assistant and subject to the agreement of the EU Resident expert for the concerned component, provide support to complete the project's logistics and administrative duties.

3. Incumbent's Profile

3.1 Experience and Category

The proposed Component assistant should have the professional qualifications and experience required to successfully cover all the activities as indicated in these ToR.

The incumbents' qualifications are:

Professional qualification:

Bachelor or high school diploma in areas related to office management, such as business, finances, logistics, human resources development or social science;

Experience

- Previous knowledge of the social protection sector and/or the technical contents of the component would be an asset
- Demonstrated ability to use computerized office management tools and programmes such as words, Notes, Excel, Access, Power Point ...
- Excellent organizational, communication, writing and interpersonal skills.
- Excellent team spirit but capacity to work independently.

3.2 Working Languages

The incumbent should be fluent in English and in Chinese both verbally and in writing.

4. Location, Duration and Budget

Location: Beijing and other locations in China as appropriate, Europe as requested

Timing: From 15 February 2018

Working days: 2.5 days a week on average (30 days). Monthly fees: 800 euros/month

5. Application

Send CV in English and motivation letter by 14 February 2018 to the Component 1 resident Expert, via email directed to contact@sprp-cn.eu