



## ***EU-CHINA - Social Protection Reform Project***

# **ANNOUNCEMENT**

*of selection for the positions of "Office Manager" and "Resident Experts" of the EU-CHINA - Social Protection Reform Project.*

INPS, as the leader of an International Consortium, has submitted in September 2013 an Expression of Interest to the International Affairs Directorate General of the European Union and to the European Union Delegation to China and Mongolia, to support the Chinese authorities for the EU-CHINA - Social Protection Reform Project (SPRP) (more information about the project is available on the websites <http://www.formez.eu/node/1603> and [http://ec.europa.eu/europeaid/documents/aap/2013/af\\_aap\\_2013\\_chn.pdf](http://ec.europa.eu/europeaid/documents/aap/2013/af_aap_2013_chn.pdf)). The Expression of Interest has been approved by the above mentioned EU Institutions.

The European Institutions participating in the International Consortium are listed in the following table:

<b>INSTITUTIONS PARTICIPATING IN THE CONSORTIUM</b>	<b>COUNTRIES</b>	<b>ROLES</b>
INPS	ITALY	Lead Applicant
FEDERAL PUBLIC SERVICES SOCIAL SECURITY	BELGIUM	Applicant
MINISTRY OF LABOR AND SOCIAL POLICY	POLOND	Applicant
MINISTRY OF LABOR, FAMILY, SOCIAL PROTECTION AND ELDERLY	ROMANIA	Applicant
MINISTRY OF EMPLOYMENT AND SOCIAL SECURITY	SPAIN	Applicant
AGENCY FOR THE DEVELOPMENT AND COORDINATION OF INTERNATIONAL RELATIONS (ADECRI)	FRANCE	Co-applicant
FORMEZ PA S.P.A.	ITALY	Co-applicant
INTERNATIONAL AND IBEROAMERICAN FOUNDATION FOR ADMINISTRATION AND PUBLIC POLICIES (FIIAP)	SPAIN	Co-applicant
NATIONAL SCHOOL OF ADMINISTRATION	ITALY	Associate
MINISTRY OF LABOUR AND SOCIAL AFFAIRS	CZECH	Associate

## PROJECT'S OBJECTIVES

The Consortium will work to provide specialist support to the Chinese authorities in order to reform the Social Security System with particular regard to:

- Greater effectiveness and inclusiveness of China's social security system through strengthening the institutional capacity for developing policies;
- Implementation of appropriate legal and regulatory frameworks and for enhanced and sustainable financial management of the social security system;
- Improvement of the policy and legal framework and policy enforcement of social assistance.

The 4 year project will contain the following three different components:

- **Component 1:** will support the *National Development and Reform Commission (NDRC)* in strengthening institutional capacity for social protection policy development and reforms.
- **Component 2** will support the *Ministry of Finance (MoF)* to enhance institutional capacity for financial management and supervision concerning social security funds.
- **Component 3** will assist the *Ministry of Civil Affairs (MoCA)* in improvement of legal framework and policy enforcement for social assistance.

The Project also includes the following activities: research and studies in the field, training courses, seminars, workshops, conferences, pilot projects, study Assignment in Europe, etc.

It also provides for the presence of European personnel (currently employed in public administration or that have been previously employed in public administration for a period not less than three years in the last five years) to be established full-time in China. Instead, retired employees cannot participate in the Project.

## PROFILE REQUIREMENTS

Below are listed both the requirements and the assets for the different figures.

### 1. RESIDENT EXPERT - Component 1

QUALIFICATIONS AND SKILLS	REQUIREMENT/ ASSET
Graduate degree in Economy, Law, Statistics, Political Science, Social Sciences or related relevant field	R
Fluent in English	R
Good command of one language between Mandarin, French, German, Spanish, Italian or other EU Language of consortium partners	A
Understanding of Chinese culture	A
Strong analytical and drafting skills	R
Ability to develop and maintain good professional relations with stakeholders, particularly counterparts and staff members in an international setting	R
Initiative and proven ability to work autonomously as well as management skills	A

GENERAL PROFESSIONAL EXPERIENCE	REQUIREMENT/ ASSET
At least 8 years of experience in the field of policy making and institutional building in the field of social protection	R
Knowledge and experience of institutional development, especially in the context of policy planning institutions	R
Public servant in leading position within one of the Applicant Entities of the Consortium, at least for three years in past five years	R
Leading role played within international institutions in the field of social protection	A
Working experience in a leading positions within an institutional authority	A
Previous working experience in management of cooperation international projects, preferably with EU funded projects	A
Previous working experience in China	A

SPECIFIC PROFESSIONAL EXPERIENCE - COMP1	REQUIREMENT/ ASSET
Large experience in social protection reforms, including a good understanding of pension system reforms	R
Demonstrated reporting skills	R
Ability to manage a team and to coordinate multi-national teams of experts	R

SPECIFIC PROFESSIONAL EXPERIENCE - TEAM LEADER	REQUIREMENT/ ASSET
Previous experience in coordination tasks in other international projects	R
Professional profile, especially in dealing with different issues at the same time	R
Communication and human relation skills	R
More availability of time to be dedicated to the activity of coordination	R

Cross knowledge of the three components matters	<b>R</b>
Good coordination and leadership abilities proven	<b>R</b>
Prominent abilities and experiences in the field of studying of socio-economic events	<b>R</b>
Previous experience in working with government agencies in the field of social security and welfare reforms	<b>R</b>
Management responsibility of research institutions in the field of social security and welfare	<b>R</b>
Absence of situations of potential e/o personal real conflict of affairs with the institute, had also respect to the organism or corporate body of which he eventually does part	<b>R</b>

## 2. RESIDENT EXPERT - Component 2

<b>QUALIFICATIONS AND SKILLS</b>	<b>REQUIREMENT/ ASSET</b>
Graduate degree in Economy, Law, Statistics, Political Science, Social Sciences or related relevant field	<b>R</b>
Fluent in English	<b>R</b>
Good command of one language between Mandarin, French, German, Spanish, Italian or other EU Language of consortium partners	<b>A</b>
Understanding of Chinese culture	<b>A</b>
Strong analytical and drafting skills	<b>R</b>
Ability to develop and maintain good professional relations with stakeholders, particularly counterparts and staff members in an international setting	<b>R</b>
Initiative and proven ability to work autonomously as well as management skills	<b>A</b>

<b>GENERAL PROFESSIONAL EXPERIENCE</b>	<b>REQUIREMENT/ ASSET</b>
At least 8 years of experience in the field of policy making and institutional building in the field of social protection	<b>R</b>
Knowledge and experience of institutional development, especially in the context of policy planning institutions	<b>R</b>
Public servant in leading position within one of the Applicant Entities of the Consortium, at least for three years in past five years	<b>R</b>
Leading role played within international institutions in the field of social protection	<b>A</b>
Working experience in a leading positions within an institutional authority	<b>A</b>
Previous working experience in management of cooperation international projects, preferably with EU funded projects	<b>A</b>
Previous working experience in China	<b>A</b>

<b>SPECIFIC PROFESSIONAL EXPERIENCE - COMP2</b>	<b>REQUIREMENT/ ASSET</b>
Large experience in social protection reforms, including statistical methodologies and models, budgeting of social security expenditures and fund management, fiscal policies in support to social security, share of responsibilities and relationship between central and local government	<b>R</b>

Demonstrated reporting skills	<b>R</b>
Ability to manage a team and to coordinate multi-national teams of experts	<b>R</b>

<b>SPECIFIC PROFESSIONAL EXPERIENCE - TEAM LEADER</b>	<b>REQUIREMENT/ ASSET</b>
Previous experience in coordination tasks in other international projects	<b>R</b>
Professional profile, especially in dealing with different issues at the same time	<b>R</b>
Communication and human relation skills	<b>R</b>
More availability of time to be dedicated to the activity of coordination	<b>R</b>
Cross knowledge of the three components matters	<b>R</b>
Good coordination and leadership abilities proven	<b>R</b>
Prominent abilities and experiences in the field of studying of socio-economic events	<b>R</b>
Previous experience in working with government agencies in the field of social security and welfare reforms	<b>R</b>
Management responsibility of research institutions in the field of social security and welfare	<b>R</b>
Absence of situations of potential e/o personal real conflict of affairs with the institute, had also respect to the organism or corporate body of which he eventually does part	<b>R</b>

### **3. RESIDENT EXPERT - Component 3**

<b>QUALIFICATIONS AND SKILLS</b>	<b>REQUIREMENT/ ASSET</b>
Graduate degree in Economy, Law, Statistics, Political Science, Social Sciences or related relevant field	<b>R</b>
Fluent in English	<b>R</b>
Good command of one language between Mandarin, French, German, Spanish, Italian or other EU Language of consortium partners	<b>A</b>
Understanding of Chinese culture	<b>A</b>
Strong analytical and drafting skills	<b>R</b>
Ability to develop and maintain good professional relations with stakeholders, particularly counterparts and staff members in an international setting	<b>R</b>
Initiative and proven ability to work autonomously as well as management skills	<b>A</b>

<b>GENERAL PROFESSIONAL EXPERIENCE</b>	<b>REQUIREMENT/ ASSET</b>
At least 8 years of experience in the field of policy making and institutional building in the field of social protection	<b>R</b>
Knowledge and experience of institutional development, especially in the context of policy planning institutions	<b>R</b>
Public servant in leading position within one of the Applicant Entities of the Consortium, at least for three years in past five years	<b>R</b>
Leading role played within international institutions in the field of social	<b>A</b>

protection	
Working experience in a leading positions within an institutional authority	<b>A</b>
Previous working experience in management of cooperation international projects, preferably with EU funded projects	<b>A</b>
Previous working experience in China	<b>A</b>

<b>SPECIFIC PROFESSIONAL EXPERIENCE - COMP3</b>	<b>REQUIREMENT/ASSET</b>
Large experience in social protection reforms, including a good understanding of social assistance benefits and services	<b>R</b>
Demonstrated reporting skills	<b>R</b>
Ability to manage a team and to coordinate multi-national teams of experts	<b>R</b>

<b>SPECIFIC PROFESSIONAL EXPERIENCE - TEAM LEADER</b>	<b>REQUIREMENT/ASSET</b>
Previous experience in coordination tasks in other international projects	<b>R</b>
Professional profile, especially in dealing with different issues at the same time	<b>R</b>
Communication and human relation skills	<b>R</b>
More availability of time to be dedicated to the activity of coordination	<b>R</b>
Cross knowledge of the three components matters	<b>R</b>
Good coordination and leadership abilities proven	<b>R</b>
Prominent abilities and experiences in the field of studying of socio-economic events	<b>R</b>
Previous experience in working with government agencies in the field of social security and welfare reforms	<b>R</b>
Management responsibility of research institutions in the field of social security and welfare	<b>R</b>
Absence of situations of potential e/o personal real conflict of affairs with the institute, had also respect to the organism or corporate body of which he eventually does part	<b>R</b>

#### 4. OFFICE MANAGER

QUALIFICATIONS AND SKILLS	REQUIREMENT/ ASSET
Graduate degree in Economy, Law, Statistics, Management Engineering or related relevant field	R
Fluent in English	R
Fluent Italian (written and spoken)	A
Strong analytical and drafting skills	R
Ability to develop and maintain good professional relations with stakeholders, particularly counterparts and staff members in an international setting	R
Initiative and proven ability to work autonomously as well as management skills	R

GENERAL PROFESSIONAL EXPERIENCE	REQUIREMENT/ ASSET
Previous experience in management of foreign offices of international projects financed by EU (at least 5 years)	R
Ability to manage a team and to coordinate multi-national teams of experts	R
Full knowledge in Italian accounting and legal systems used by the Project Leader/ Project Secretariat	R
Ability to deliver financial reporting and accountability together with the administrative staff of the Project Leader/Project secretariat	R
Previous experience in project management office activities and strong ability to organize day by day tasks of local staff	R
Expertise in human resource management	R
Strong experience in the management of purchasing and supply	R
Ability in logistic organization of high visibility project events	R
Work experience with at least one consortium member or with China	A
Long term and short term expert experience in project financed by EU	A

#### CANDIDACY AND TERMS FOR SUBMISSION

1. The candidacy for taking part of the list, has to be submitted by sending an e-mail to the following address: [projectleader.inpsprogettocina@inps.it](mailto:projectleader.inpsprogettocina@inps.it); for the submission, please attach: 1) the candidate's curriculum vitae, edited respecting the European format; 2) a letter of interest; 3) a copy of the identity document; other certificates related to the possessed qualification, could be inserted as attachment. The candidacy, the curriculum vitae and the letter of interest, must be edited and attached to the e-mail both in English and in Italian language.
2. The candidacy can be submitted not later than 12:00 p.m. of the day 01/September/2014.

3. Within the candidacy the candidate has to provide, under its own responsibility and pursuant to and in accordance with Articles 46 and 47 of Presidential Decree December 28, 2000, n. 445, the following information:

- Personal Data;
- Permanent address;
- Contact details;
- Curriculum vitae in European format;
- Letter of interest.

### **PRIVACY POLICY**

Pursuant the Italian Legislative Decree N.196 dated 30/06/2003 called "Codice in Materia di Dati Personali", and subsequent amendments and additions, the personal data provided will be stored and processed exclusively for the purposes of this procedure.

### **NOTES**

Please note that will be taken into consideration only those candidacies submitted in the manner described above and complete of the documentation required.

### **INFORMATION**

Further information related to this procedure may be requested, before the deadline for the submission of candidacies, to INPS Director General Secretariat, from Monday to Friday, from 10.00 a.m. to 12.00 a.m. referring to the following contacts:

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#### **Ms. Gianna Scappaticci**

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