

TEI INCLUSIVE SOCIETIES

Job description

Project Assistant – Component 1 (EQUALITY AND SOCIAL RIGHTS)

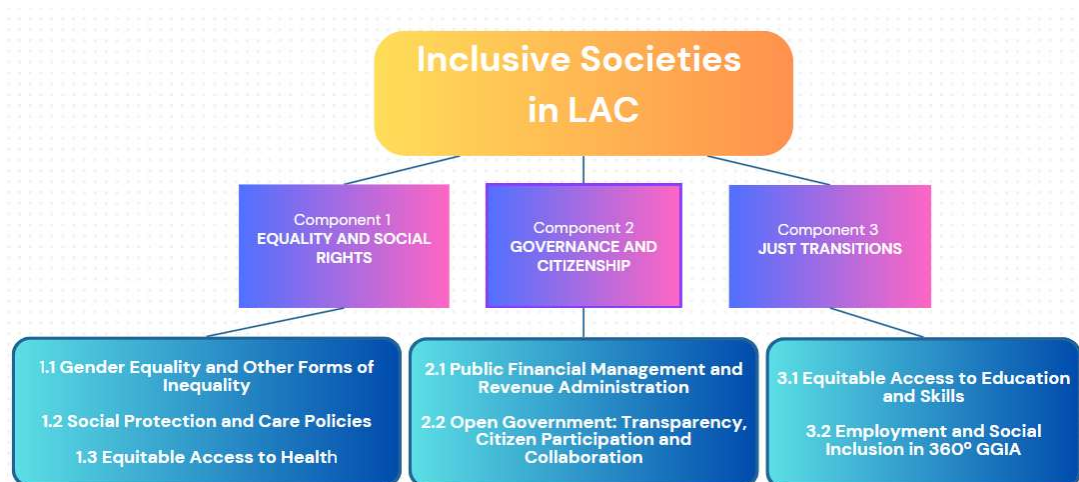
Context

Latin America and the Caribbean (LAC) are currently facing a challenging global geopolitical and economic environment characterised by uncertainty and a series of crises. The region is struggling to recover from the social and economic impact of the COVID-19 pandemic and return to the financial levels of 2019. According to the Economic Commission for Latin America and the Caribbean (ECLAC, 2022), inflation rates are high, and labour informality is growing. Fiscal space remains limited. The pandemic added almost 50 million more people to the poverty line, and the region is trying to reduce poverty and inequality while experiencing a precarious recovery of jobs. The region continues to face high levels of inequality, particularly regarding income, making it one of the most unequal regions in the world. To collaborate in addressing these challenges, this Project aims to promote social cohesion, gender, socio-economic equality and tackle social issues.

This Project based on the long-standing strategic partnership of the European Union (EU) and Latin America and the Caribbean, aims to foster the social dimension of the Global Gateway (GG) in LAC, bringing a participatory and multistakeholder approach to the GG Investment Agenda (GGIA) and providing an opportunity for collaborations among the public, private, and non-profit sectors in their respective roles.

The Project main objective is to contribute to tackle gender and other inequalities, reduce poverty and social exclusion, and enhance social cohesion within and between LAC countries, through 3 specific objectives:

- 1. Improving equal access to social rights, social services, and justice for vulnerable groups in all their diversity, notably women, children, and youth, and the bottom poorest 40% income or wealth households.**
- 2. More inclusive, accountable, and transparent public institutions promoting equity-driven and gender-responsive public finance models to reinforce social policies and protection systems, with special emphasis on women, children, and youth, and the bottom poorest 40% income or wealth households.**
- 3. New solutions able to foster and unblock investments that boost social innovation, the resilience of social systems, and just, socially responsible, and inclusive green and digital transitions.**



The Project is funded by the EU (DG INTPA) and implemented by six partners that have a strong commitment to work together with other EU Member States and partner countries to address global challenges, mitigate their consequences and allow a social, green, and digital transition while upholding human rights, democracy, good governance, the rule of law and gender equality. The members of the consortium are:

- The Spanish Cooperation (AECID and FIIAPP) – with FIIAPP as the leader of the consortium;
- The French Cooperation (AFD Group with Expertise France as main implementing agency);
- The German Cooperation (GIZ);
- The Italian Cooperation (IILA and AICS).

The Project started on the 17 December 2024 and will have a duration of 4,5 years. It aims to cover the LAC region with a focus on some strategic countries, with a total budget of 43M EUR.

Position

Presentation of the position:

The Project Assistant will provide logistical, administrative, operational, and monitoring support to the Project Officers responsible for Gender Equality & Women Empowerment, Social Protection & Care Policies, and Health. He/she will play a critical role in the efficient and timely execution of project activities in target countries/regions, contributing significantly to ensuring effective delivery of technical assistance, event organization, administrative compliance, and smooth project implementation. The Project Assistant will work under the supervision of the Administration & Finance Officer at Expertise France, and under the overall authority of the Head of Component 1 (Expertise France Project Manager). The Project Assistant will also maintain a functional reporting line to the Head of the Coordination Unit to ensure coherence with the broader project structure and operations.

Responsibility 1 - Operational and Logistic Support

- Organize logistical aspects for internal and external events including seminars, workshops, steering and technical committees, study visits, and training sessions.
- Coordinate experts' missions including travel arrangements, flight bookings, hotel reservations, and managing per diems and expenses.
- Assist in sourcing and selecting suppliers and service providers, ensuring adherence to procurement rules and compliance with Expertise France procedures.
- Prepare and follow up on service and procurement contracts, maintaining necessary documentation and ensuring contract conformity.
- Maintain updated contact lists of stakeholders, experts, partners, and other relevant parties.
- Coordinate and oversee the translation of documents (administrative and technical) as required.
- Support the planning and execution of project-related communication and outreach events (webinars, workshops, etc.).

Responsibility 2 - Administrative and Financial Management Support

- Collaborate closely with the Administration and Finance Officer, ensuring accurate administrative and financial management of project activities.
- Manage administrative documentation, ensuring proper filing (digital and physical) and compliance with archiving procedures.
- Support preparation of necessary administrative and financial reporting (internal, donor, audits, public administration).
- Contribute to monitoring and updating of financial databases and project expenditures, supporting financial tracking and compliance audits.
- Follow-up payment of providers and correct completion of the services contracted.

Responsibility 3 – Reporting and Filing

- Regularly update project databases, supporting data collection, processing, and reporting, including reporting to the MEAL Officer.
- Assist in preparing documentation and records for internal and external audits, ensuring accuracy and accessibility of information.
- Maintain operational management tools, including expert databases and activity tracking tools (actions, beneficiaries, etc.), in close coordination with the Coordination Unit
- Contribute to periodic administrative and operational reporting.
- Archive all procurement and contractual documents in accordance with internal procedures.
- Provide required documents and explanations of implemented procedures in case of an audit.

According to operational priorities, the project assistant may be required to perform additional tasks and support other components or activities of the programme. The outlined responsibilities necessitate establishing connections with the programme teams of MS agencies in Europe (Paris, Madrid and Rome) with occasional travel in the Latin America and Caribbean region depending on project requirements.

Qualifications

Required Experience:

- Minimum of 2-3 years of experience in project coordination, administration, or a similar role, preferably within an international or non-governmental organization.
- Experience in recruitment processes, including the classification of CVs, eligibility analysis, and electronic communication with candidates.
- Experience in contract preparation and management, including interactions with external contractors, suppliers, and consultants.
- Proven experience in logistical coordination for workshops and field missions, including booking transportation, accommodation, and handling visa requests.
- Experience on European and/or French funded projects or programmes

Required Skills:

- Bachelor's degree in Business Administration, Human Resources, International Relations, Project Management, or a related field.
- Excellent verbal and written communication skills.
- Strong organizational skills with attention to detail for managing supporting documents and archiving.
- Ability to analyze profiles and support the monitoring of contract execution, ensuring alignment with provisions and handling modifications.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and familiar with database management tools.
- Ability to handle multiple tasks simultaneously and manage priorities in a dynamic environment.
- Strong interpersonal skills to coordinate with experts, contractors, and internal teams effectively.
- Fluency in English and Spanish is required; knowledge of French or Portuguese is desirable.
- Ability to work independently and as part of a team in a multicultural environment.
- Availability to travel in EU and LAC countries;
- Strong problem-solving skills with a proactive approach to addressing challenges.
- High level of discretion in handling sensitive information.
- Commitment to values of social inclusion, gender equality, and sustainable development.

Complementary Information

- Job location: Paris, France
- Contract information: the contract period is for 12 months (possible to be renovated / extended). We offer an EF contract with a competitive salary and benefit package which includes comprehensive insurance cover, social security, pension contribution, etc.
- Potential travel to Europe and/or Latin America
- Starting date: as soon as possible (May/June 2025)

Application

Documents to be provided:

- A CV

- A cover letter
- Three business references including email and telephone contacts
- Applications must include the project reference: 24PSE0C007 – TEI-SI / AP – Component 1

Candidates interested in this opportunity are invited to submit their application as soon as possible.
Expertise France reserves the right to pre-select candidates before the recruitment closing date.