

## Project Assistant for the EU4DecentWork Project

### Context and project description

Mexico is the second-largest economy and the second-largest country in terms of population in Latin America. It has been a member of the G20 and the Organisation for Economic Cooperation and Development (OECD) since 2011 and is currently considered to be one of the major emerging countries. In addition, it has a strategic and unique position at a geographical level, as a bridge between North America and Latin America and the Caribbean (LAC) and it is considered a key actor in multilateral, political, cooperation and investment spaces.

The intervention is based on the diagnosis of the high levels of labor informality that persist in the country, despite its sustained economic growth, and the growing integration into the world economy. According to INEGI data, currently, 32.5 million people have informal employment, which represents 55% of the employed population.

Informality is a multi-causal and heterogeneous phenomenon. Women, young people, and older adults are more exposed to labor informality, especially if they are migrants. Likewise, among domestic workers, self-employed people, employees in micro and small businesses, the proportion of informal workers is significantly higher. In addition, occupational informality presents strong dimensions in agricultural activities, construction and commerce. Additionally, in rural areas and in the south of the country the rates of employment informality reach comparatively high values.

The consequences of informality are multiple and impact both, the well-being of the population and economic and social functioning. On the one hand, informal workers are particularly vulnerable to poverty, due to low incomes, job instability, precarious working conditions, and lack of access to social security. On the other hand, employment informality negatively affects productivity, competition in the markets, economic growth, income distribution, and the sustainability of pension systems and public finances.

The proposed project responds to social cohesion challenges by supporting Mexico in designing efficient, fair and sustainable social and labour policies to reduce inequalities, promote sustainable and inclusive growth and leave no-one behind (SDG 8 and 10). Tackling informality also helps increase public revenue by supporting jobs formalisation. Priority is given to the most vulnerable groups acting in the informal economy such as women, youth and people on the move whose final destination is Mexico.

The project will support key public and private stakeholders in charge of employment, migration and social protection with a view of promoting the social agenda by increasing substantially the number of targeted people formalised and having access to social protection and public services. The project is part of the EU response, as elaborated under the Mexico chapter under the Pan-American window of

the Regional Multiannual Indicative Programme 2021-2027 for Americas and the Caribbean and in the 2022 AAP fiche adopted in SSC, and is built around 3 priority areas:

- Supporting to the modernisation and implementation of the EU-Mexico new Global Agreement;
- Addressing green global challenges;
- Promoting social cohesion and reducing inequalities.

The project EU4DecentWork aims to contribute to the promotion of decent work and labor formalization in Mexico, with special attention to groups of vulnerable workers and those at risk through 3 specific objectives:

- Improve access to schemes of protection and social security of workers, with priority to unemployed and informal workers, integrating the gender dimension.
- Strengthen technical and instrumental capabilities of federal and states entities involved in the promotion of decent work and labor formalization.
- Promote awareness about labor and social security rights among workers, employers and civil society organizations.

## Mission description

Within the "Human Capital and Social Development" department and the "Social Protection and Decent Work" unit, the Project Assistant will be responsible for **providing permanent overall support to the project team**, including on administrative and financial issues, and for **ensuring logistical organisation and event planning**, in close collaboration with the Project coordinator and Project manager.

## Duties and Responsibilities (not exhaustive):

### Logistical organisation and event planning

- Provide overall support to the local team;
- Ensure the logistical follow-up of the Project: phone calls, local meetings organisation, appointments arrangement, filing, mission certificates of experts drawing-up and sending, missions of experts' calendar updating, letters and documents drafting. Process incoming and outgoing correspondence (registration, follow-up, transmission, dissemination);
- Support to the logistical organisation of the different activities implemented within the framework of the project, especially looking for providers;

- Ensure logistics for experts' missions, including travel arrangements, booking hotels, finding venues and preparing documentation as necessary;
- Support the organisation of events: information dissemination, conference and workshops preparation, logistical aspects related to the event's organisation;
- Assistance to the Project Coordination Group, especially for the organisation of Steering committees and other relevant events;
- Coordination with the Paris office and other stakeholders.

### **Support the effective financial management and monitoring of the project**

- Process payments of external service providers and experts;
- Ensure daily financial monitoring and accounting of the project ensuring proper application of EF tools and procedures: analysis and follow-up of project expenses and budget, petty cash box follow up, etc.;
- Support Project Coordinator in preparation of monthly financial execution and forecasting reports;
- Contribute to the monitoring and evaluation system and capitalising on project activities;
- Elaboration of regular monitoring financial reports;
- Coordination of evaluation exercises, especially audits;
- Supervise the provision of information to the auditor on the details of projects under audit.

### **Ensure the effective administrative management of the project**

- Ensure, in close cooperation with the Project Coordinator, that all the established contracts comply with the project procedures; and if needed conduct procurement procedures for contracts that exceed the commitment thresholds of the simplified commitment procedure authorised by EF.
- Administrative follow-up of local team's working day table – through time sheets - which may have a link to the payment of fees;
- Draft contracts.

### **Communications and documentary activities**

- Ensure the editing of web-pages, social networks and other communication activities;
- Draft communication content to be published according to the management guidance;
- Search, review and classify institutional documents;
- Support the editing and formatting of project reports.

- Correspond with the stakeholders;
- Maintain and classify institutional documents.

## Required profile

- University Degree in Management, Law, Accounting, Economics, Administration, International cooperation or any other relevant diploma;
- 2 to 3 years of previous experience in project assistance;
- 2 to 3 years of previous experience in accounting and financial reporting, including in audit preparation;
- Experience in event planning and logistical management for projects (organization of high-level meetings and institutional events);
- Experience in drafting contracts and knowledge of public procurement rules would be valued;
- Computer proficiency in MS office, in particular MS Word, MS Excel, MS PowerPoint, MS Outlook, and of messaging and videoconferencing tools;
- Fluency in Spanish and English (both oral and written) required;
- Knowledge of French (written and oral) is strongly recommended;
- Good interpersonal and communication skills;
- Good organisational and analytical skills;
- Digital skills are required as most of the work is conducted through online software, the candidate must feel comfortable manipulating the computer and different software involved;
- Passionate and engaged;
- Capacity to work independently and take initiatives;
- Team spirit;
- Ready to work in a multicultural environment.

## The following experience and skills will be considered as an asset:

- Experience of participation in international cooperation projects, dealing with financial and administrative management.
- Knowledge of the Mexican context.

## Additional information

- The position is available from 15<sup>th</sup> of April, 2025.

- The Project Assistant will be based in **Ciudad de Mexico** with missions to be expected in other states, and under the hierarchical responsibility of the Project Coordinator, the Project Manager and the unit manager of the headquarters of Expertise France in Paris.
- The candidates must have a valid visa to be able to work in Mexico.