

# Convergence Romania Financial Sector Modernization Public-Private Special Projects Initiative



## Executive Assistant (EA) to SPI Secretariat

### Terms of Reference

The EA will support the Special Projects Initiative (SPI) Secretariat of the public-private partnership for Romania financial sector modernization in its regular tasks performed to ensure the smooth running of the project working groups activities, preparation of SPI Committee documents, and any other tasks assigned by the SPI Committee.

#### EA Tasks:

The EA is expected to perform the following tasks:

- provide administrative support to SPI activities;
- ensure translation (English to Romanian and Romanian to English) of SPI Committee documents;
- maintain the SPI Secretariat agenda and arrange meetings of the working groups and follow up with team members;
- provide short analytical contributions to the SPI projects;
- collect data and information needed for regulatory impact assessments;
- support the SPI Secretariat in any other tasks assigned by the SPI Committee.

#### Duration of Assignment:

2 months (July and September 2007)

#### Reporting:

SPI Secretariat (Oana Nedelescu and Ramona Bratu) and Convergence (Luigi Passamonti)

#### Cooperation:

SPI project working groups and technical experts.



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#### **Duration of Assignment:**

13 days (3-19 October 2007)

#### **Reporting:**

SPI Secretariat (Oana Nedelescu and Ramona Bratu) and Convergence (Luigi Passamonti)

#### **Cooperation:**

SPI project working groups and technical experts.



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#### **Duration of Assignment:**

61 days (8 October – 31 December 2007)

#### **Reporting:**

SPI Secretariat (Oana Nedelescu and Ramona Bratu) and Convergence (Luigi Passamonti)

#### **Cooperation:**

SPI project working groups and technical experts.



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- support the SPI Secretariat in any other tasks assigned by the SPI Committee.

#### **Duration of Assignment:**

42 days (1 February – 31 March 2008)

#### **Reporting:**

SPI Secretariat (Oana Nedelescu and Ramona Bratu) and Convergence (Luigi Passamonti)

#### **Cooperation:**

SPI project working groups and technical experts.