

Communications and Events Intern – Collective Action (80-100%)

Job title:	Communications and Events Intern – Collective Action
Place of work:	Basel, Switzerland
Employment rate:	80 to 100%
Start date:	As soon as possible, no later than 7 March 2022
Contract type:	Internship, 4 to 6 months

About the Basel Institute on Governance

The Basel Institute on Governance is an international and independent not-for-profit organisation working worldwide with the public and private sectors to counter corruption and other financial crimes and to improve the quality of governance. As a Swiss foundation with headquarters in Basel, the Basel Institute maintains field operations in Africa, Eastern Europe and Latin America. The Basel Institute is an Associated Institute of the University of Basel.

As a leading global centre of expertise on anti-corruption Collective Action, the Basel Institute deploys this tool as an approach to improving standards of governance, compliance and fair business by bringing together stakeholders from the private and public sectors, international organisations and civil society. Among other activities, the Basel Institute hosts the B20 Collective Action Hub– a global go-to resource centre on the topic – and has helped companies and multi-stakeholder groups in various sectors by facilitating and developing Collective Action initiatives.

Job description

The Communications and Events Intern will provide support to the work of the Basel Institute's Collective Action team and projects funded by the Siemens Integrity Initiative.

The main responsibilities will include:

- Supporting the development and implementation of the communications and marketing strategy for the 4th International Collective Action Conference and Awards, which will take place in Basel on 30 June – 1 July 2022.
- Providing operational and logistical support to the 4th International Collective Action Conference and Awards.
- Engaging with various stakeholders to promote anti-corruption Collective Action.
- Developing content and contribute to social media quantitative and qualitative analytics reporting.

Knowledge and skills desired

- Enrolment in the final year of a University degree, or recent graduate;
- Experience and/or knowledge in marketing, communication and events management preferred;
- Interest in the field of anti-corruption and/or responsible and sustainable business;
- Excellent time management, organisational and planning skills, with ability to multi-task and prioritise;
- Attention to detail and problem-solving skills;
- Proficient in MS Office;
- Motivated to work for an internationally operating not-for-profit organisation, including with partners in developing and transition countries;
- Excellent written and verbal communications skills in English; proficiency in German is a definite plus;
- Must be authorised to work in Switzerland in order to apply for this position.

Offer

We offer an interesting and rewarding working environment with a proactive, dynamic and international team spirit. The work is both routine and varied, and offers scope for initiative and innovation. Stipend will depend on experience and level of qualification.

Application

Please send your written application (CV, letter of motivation, reference letters and contact details of three references; all documents merged in a single PDF file), at your earliest convenience, but no later than **19 December 2021** by email to: **application@baselgovernance.org**

For further information about this position, please contact Anna Stransky, Project Support Officer, Basel Institute on Governance (anna.stransky@baselgovernance.org).

Equal opportunity employer

The Basel Institute is an equal opportunity employer. It does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.