

Governance and Integrity Specialist

Job title:	Governance and Integrity Specialist
Place of work:	Basel, Switzerland
Employment rate:	80–100%
Start date:	As soon as possible
Contract type:	2 years with possibility of extension

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 sector 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.

Job description

As a leading global centre of expertise on anti-corruption Collective Action, the Basel Institute supports Collective Action 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.

The Governance and Integrity Specialist will contribute to the Basel Institute's efforts in mainstreaming Collective Action by producing analytical and policy papers, leading the development of an index, and supporting business development and grant and funding applications. This role will also support the project management of ongoing programmes.

Key responsibilities

- Draft analytical papers as well as policy papers.
- Develop an index focusing on anti-corruption Collective Action.
- Develop grant applications and fundraising concept notes.
- Support the management and implementation of ongoing programmes.
- Analyse programme results as well as related monitoring and evaluation data.

Qualifications and skills

- University degree or equivalent in social sciences, international development, management, law or a related field.

- Proven knowledge in the field of anti-corruption and/or sustainability; understanding of private-sector anti-corruption initiatives is an advantage.
- Track record in drafting policy papers.
- At least five years' experience in project management, preferably in an international public or not-for-profit organisation.
- Relevant experience in monitoring and evaluation and/or index development is an advantage.
- Excellent time management, organisational and planning skills, with ability to multi-task and prioritise.
- Attention to detail and problem-solving skills, and independent assurance of follow-up to assigned tasks.
- Proficient in MS Office.
- Motivated to work for an internationally operating not-for-profit organisation, including with partners in developing and transition countries.
- Languages: Excellent English skills; proficiency in one other official UN language is a requirement.
- Schengen area or UK citizenship is a requirement due to work permit restrictions.

Offer

We offer an interesting and rewarding working environment with a young, proactive, dynamic and international team. The work is both routine and varied, and offers scope for initiative and innovation. The salary is competitive.

Application

Please send your written application (CV, letter of motivation, reference letters and contact details of three professional references; all documents merged in a single PDF file), at your earliest convenience, but no later than **4 April 2022** by email to: **application@baselgovernance.org**

For further information about this position, please contact Vanessa Hans at vanessa.hans@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.