

Senior Programme Manager

Place of work:	Basel, Switzerland
Employment rate:	80–100%
Start date:	As soon as possible
Contract type:	3 years with possibility of extension
Other:	Must be eligible to work in Switzerland

Basel Institute on Governance

The Basel Institute on Governance is a hands-on centre of competence dedicated to promoting good governance and countering corruption for a more peaceful, just and sustainable world. Established in 2003 in Basel, Switzerland, the Institute works with partners worldwide to advance knowledge, practice and policy on anti-corruption, asset recovery and business integrity. With field operations worldwide, it has some 150 staff covering 32 nationalities. The Basel Institute is an Associated Institute of the University of Basel.

Job description

We are seeking a Senior Programme Manager to join our Prevention, Research and Innovation (PRI) team to manage a portfolio of programmes with a primary focus on the newly launched three-year project entitled *“From Risk to Resilience: Locally Led Solutions to Address Systemic Corruption and Advance Inclusive Development.”* The project uses rigorous social and behavioural science to make anti-corruption efforts more effective and sustainable, as well as co-creating pilot interventions with local partners in Malawi and Tanzania, building evidence of what works and supporting the uptake of effective practices to maximise development impact.

As the engine of the project, the Senior Programme Manager will provide programme management and quality assurance, ensuring that activities are delivered coherently and in line with strategic goals and donor requirements. This includes coordinating closely with colleagues across the PRI team, other directorates, field offices, and Swiss-based and global stakeholders; supporting the research management of the pilot interventions; and driving the uptake and scaling of innovative practices through stakeholder engagement, knowledge dissemination, and communities of practice. The post holder reports to the Director, PRI.

Key responsibilities

Programme management and oversight

- Manage the implementation of the PRI team's donor-funded, multi-year anti-corruption programmes, with primary responsibility for the newly launched “*Risk to Resilience*” project. This includes overseeing work planning and stakeholder management at a level commensurate with programme complexity.
- Lead on the development of project budgets and oversee budget management, financial forecasting, and the review and approval of financial reports.
- Lead, contribute to and quality-control the timely production of substantive project reports.
- Lead compliance monitoring against donor rules and regulations.
- Coordinate project due diligence and audit processes with the finance team.
- Ensure effective donor contract management, working with relevant colleagues to monitor contractual obligations, deliverables, deadlines and compliance requirements.
- Establish and maintain systems for monitoring, evaluation and learning across the programme portfolio.

Programme delivery and collaboration

- Act as the central coordination point for the “*Risk to Resilience*” project, aligning activities within the PRI team and with colleagues across other directorates and field offices.
- Maintain a sufficient understanding of programme activities, substantive content, stakeholder requirements and delivery contexts to support effective programme management.
- With support from the Senior Specialist, Business Development, contribute to fundraising efforts to diversify the donor base and ensure requirements around co-funding of existing grants are continually met.

People, programme management tools, and Monitoring and Evaluation

- Lead on the development of PRI project monitoring and evaluation tools, with a particular emphasis on the “*Risk to Resilience*” project, to drive learning, impact and success.
- Lead on the development and implementation of project management tools, standard operating procedures (SOPs), reporting templates, dashboards, and budget and forecasting templates.
- Flag staffing needs and contribute to recruitment processes as required.

Security and risk management

- Oversee project risk management, including operational and security risks, ensuring that appropriate mitigation and escalation mechanisms are in place (also in coordination with the Basel Institute's security focal person).
- Supervise and quality-control the completion of up-to-date risk matrices.

Support research management, knowledge uptake and stakeholder engagement

- Support the research management of the pilot interventions in Tanzania and Malawi, with a focus on the internal research clearance and research permits in both countries.
- Organise online and in-person stakeholder engagement events to share information about the “*Risk to Resilience*” project, disseminate knowledge products and engage communities of practice.
- Build and maintain effective working relationships with external partners and stakeholders in Switzerland and internationally.
- Contribute to publications, communications and conference outputs that share lessons learned and effective approaches with wider audiences.

Qualifications and skills

- Master's degree in a relevant field or equivalent experience in international development, governance, public policy, social sciences or a related field.
- 8–12 years in international development or technical assistance, including at least 4–5 years in programme management with increasing responsibility.
- Experience overseeing multiple programmes or a regional/thematic portfolio, including quality assurance of donor reports, budgets and financial forecasts.
- Experience working with major institutional donors, such as SDC, FCDO, USAID and UN agencies, and understanding different donor requirements and contexts.
- Experience managing complex, multi-year programmes involving multiple stakeholders, including coordination with donors and senior external partners, as well as developing Monitoring and Evaluation and learning tools.
- Demonstrated lead role in donor compliance and risk management.
- Demonstrated leadership and quality control skills, relationship management skills and effective communication with technical advisers and donors, as well as experience developing SOPs, templates and programme management tools and overseeing portfolio-level risks.
- Experience in stakeholder management and outreach.
- Excellent written and spoken English. German is an added advantage.
- Strong interpersonal and cross-cultural communication skills.

- Willingness and ability to travel internationally.
- Experience utilising artificial intelligence for efficient programme management is an advantage.

Offer

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

Application

Please submit your application at your earliest convenience, but no later than **12 October 2026**, using the following link: <https://intranet.basel.institute/job/apply/98>. Applications will be reviewed on a rolling basis.

For further information about this position, please contact Dr Claudia Baez Camargo, Director of Prevention, Research and Innovation via claudia.baez-camargo@baselgovernance.org.

***** Why work with us? Watch this [video](#) to find out more. *****

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. We have been positively evaluated by the Swiss Federal Administration to gender pay equality.