

Programme Support Intern

Internship:	Programme Support / Public Governance Division
Place of work:	Basel, Switzerland
Employment rate:	50%
Start date:	As soon as possible
Contract type:	6 months with possibility of extension based on performance
Reporting to:	Head of Public Governance

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. Registered as a Swiss foundation with headquarters in Basel, the Institute operates globally and maintains field operations in Africa, Eastern Europe and Latin America. The Basel Institute is an Associated Institute of the University of Basel.

Within the Basel Institute, the Public Governance Division specialises in developing context sensitive corruption prevention approaches. As such, its work areas consist mainly in conducting research projects to better understand the drivers of corruption and delivering technical assistance support to a variety of stakeholders in the area of anti-corruption.

Profile

The Programme Support Intern will provide administrative support to the management of research and technical assistance projects implemented by the Public Governance Division, and support these projects with substantive background research. S/he will also support the division in administrative and background research tasks with respect to acquisition and funding proposals. The post holder will report directly to the Head of Public Governance but may also work closely with members of the Public Governance team and interact with the central administration team, including finance and HR, as required.

Key responsibilities

- Support the Head of Public Governance in preparing financial and operational reports linked to the administration and management of projects, including by coordinating inputs and help prepare drafts of substantive program reports.
- Support the Head of Public Governance and team members in keeping track of substantive and reporting deliverables in line with work plans and grant agreements.
- Support the preparation of research clearance applications.
- Contribute to acquisition efforts by searching for research grants and other opportunities.
- Provide research support to the Public Governance team including:
 - Searching for and collecting documents on particular topics.
 - Analysing and synthesising key documents.
 - Compiling regular news updates on countries where the Public Governance team works.

Qualifications

- A University degree (Bachelor level) in development, political science, international relations or related fields, ideally, but not necessary, with a specific concentration or interest in governance or project management; may also be in the process of obtaining a Master's degree (in line with above) and wishes to collect work experience alongside his/her on-going studies.
- At least one year of accumulated practical experience (including internships) working in an administrative and/or research support function, preferably in a development field with an NGO, an international organization or private or public donor, or a similar type of organization where project administration and research skills were required and applied.
- Proven experience of high-quality (report) writing and conducting (academic) research
- An interest in and a flair for numbers to support for example project budgeting and related project-specific financial tasks is an advantage.
- Demonstrated experience or at least familiarity with the project management cycle, including project design and proposal writing, is an advantage.
- Cross-cultural awareness and sensitivity to cultural differences.
- Fluent in spoken and written English.

Offer

We offer an interesting and rewarding working environment with a proactive, dynamic and international team spirit. The position is ideal for a young professional seeking to obtain a broad overview of the various aspects involved in international development assistance work. The tasks are both routine and varied, and offer scope for initiative and innovation.

Reporting and institutional set-up

The Programme Support Officer will work as a part-time member of the Basel Institute on Governance under the supervision of the Institute's Head of Public Governance. The position is offered for a period of six months, with the possibility of extension contingent on performance review and resource availability.

Application

Please send your written application (CV, letter of motivation, reference letters or, at a minimum, the contact details of three professional references; all documents merged in one PDF file), by email to: application@baselgovernance.org. The deadline is 22 November 2020.

For more information about the position, please contact: Claudia Baez Camargo, Head of Public Governance, Claudia.baez-camargo@baselgovernance.org.