

Programme Support and Development Officer, Green Corruption

Job title:	Programme Support and Development Officer, Green Corruption
Place of work:	Home-based (preferably in Indonesia, Ukraine, Peru, Malawi, Kenya or Uganda)
Employment rate:	100%
Start date:	As soon as possible
Contract type:	12 months, with possibility of extension
Reporting to:	Team Leader, Green Corruption programme

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 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 around the world.

The [Basel Institute's Green Corruption programme](#) focuses on applying our in-house expertise and experience in relation to the prevention of corruption and the enforcement of anti-corruption and anti-money laundering standards to the environmental sector. The programme covers corruption and financial crime related to the illegal trade in wildlife, forestry and timber products, fish and mining.

Profile

The Green Corruption programme is looking for a Programme Support and Development Officer to support the administrative management of existing projects and the overall program's objective to grow through competitive awards and grants. We are looking for an exceptionally motivated, highly reliable, flexible and driven individual who is able to work independently.

The Officer will work with the Green Corruption Team Leader as well as the Basel Institute's centrally managed operations teams (Finance and HR) to administer grants, including financial tracking, forecasting, reporting and recruitment, and support programme implementation through background research. Separately, the Officer will also work closely with the Team Leader and other team members to develop concept notes, grant proposals, and other programme acquisition documentation.

Of note, this position is home-based and thus candidates from any country are eligible to apply. Priority will be given to qualified candidates from high-priority countries of the Green Corruption programme: Indonesia, Peru, Uganda, Kenya, Malawi and Ukraine.

Key responsibilities

1. Grant and project administration

- Monitor and control expenditure against programme budgets, conduct financial forecasting and contribute to financial reporting.
- Coordinate the collection of information for substantive program reports, including interim and/or annual update reports.
- Provide programme coordination, operations, and administrative support.
- Contribute to the design and monitoring of work plans and monitoring & evaluation (M&E) tools in consultation with the programme's technical experts to ensure programmes deliver against objectives and align with the Institute's Green Corruption Programme strategy.
- Contribute to determining staffing needs, develop Terms of Reference (ToRs), and find quality candidates.
- Contribute to stakeholder management, including but not limited to government counterparts, donors, partners, civil society representatives, etc.

2. Acquisition and development

- Work with the team to prepare funding applications for new programmes or programme extensions, including:
 - Drafting of programme budgets and cost documentation
 - Collating documentation to comply with due diligence and other grant requirements
 - Reviewing draft products for adherence to proposal standards and scoring guidelines.
 - Liaising with partner organizations, beneficiaries and consultants on administrative and procedural matters of proposal writing.
 - Researching background information on relevant Green Corruption topics
- Contribute to negotiating contractual arrangements and conditions.
- Support other Basel Institute development efforts in country of expertise.

Qualifications

- University degree in law, political sciences, international relations, public or business management, or other relevant field.
- At least 3 years of experience administering development programmes, preferably programmes funded by USAID, US State, UK FCDO or DFAT.
- Substantial experience in costing and budgeting as well as financial management for development projects.
- Experience writing operational reports and funding proposals.
- Experience working on development projects in the areas of anti-corruption, governance or the environment is not a requirement but a definite advantage.
- Fluency in spoken and written English; other languages from priority countries an advantage.
- Experience with M&E an advantage.
- Demonstrated ability to work independently, remotely and across time zones while maintaining close contact with the team, communicating transparently and proactively, and reliably adhering to timelines.

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. The salary is commensurate with experience.

Reporting and institutional set-up

The Programme Support and Development Officer will be contracted for a twelve-month period, which, upon satisfactory performance, could be extended into a long-term contract. The Programme Support and Development Officer reports to the Team Leader of the Green Corruption programme.

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), until 22 March 2021 by email to: application@baselgovernance.org.