

Project Support Officer (80-100%)

Job title:	Project Support Officer
Place of work	Basel, Switzerland
Employment rate:	80-100%
Start date:	As soon as possible
Contract type:	Open-ended

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.

Profile

We are looking for an enthusiastic **Project Support Officer** to coordinate and administratively manage the Collective Action team's projects and overall programme of work, and to coordinate and organise events. S/he is a self-starter, thrives in multi-tasking in a busy team, and is experienced in handling a wide range of administrative and project management related tasks. S/he is highly organised, flexible, proactive and diligent, and enjoys solving challenges.

The Project Support Officer is responsible for assisting the administrative and reporting needs of the Collective Action team, including assisting in the delivery of an ambitious multi-year project funded by the Siemens Integrity Initiative.

The Project Support Officer will take the lead in monitoring project related activities and will liaise closely with the Project Manager in devising and maintaining schedules and related documentations. The Support Officer will additionally be responsible for supporting the organisation of Collective Action events including webinars, workshops and conferences.

This position may also be required to execute similar tasks in relation to the Basel Institute's compliance team, and will work closely with the Central Operations team for financial matters. This position reports to the Project Manager.

Key responsibilities

- Coordinate and assist in carrying out project delivery through operational and administrative support;

- Lead and participate actively in the planning and execution of events, including but not limited to webinars, workshops and the annual International Collective Action Conference;
- Contribute to stakeholder management, including but not limited to partner organizations, donors, civil society representatives, etc.;
- Support other Basel Institute development efforts in the field of Collective Action and Compliance.

Knowledge and skills desired

- University degree in development, public management or business administration; or a technical college degree or commercial training (“Fachhochschule oder kaufmännische Lehrabschluss”) in business administration or a related field, combined with at least 5 years’ of relevant professional experience in project management in a not-for-profit organisation or in development cooperation or in business administration;
- Proven office management, administrative experience and in-depth knowledge of related office management responsibilities, systems and procedures;
- Proven experience managing (donor funded) multi-faceted programmes, research projects or similar activities;
- Relevant job experience in events management is an advantage but not a requisite;
- 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;
- Excellent written and verbal communications skills in English; proficiency in other languages would be a plus.

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. 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 **30 June 2021** by email to: **application@baselgovernance.org**

For further information about this position, please contact Vanessa Hans, Private Sector Specialist, Basel Institute on Governance (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.