

Compliance Expert (50-80%)

Job title:	Compliance Expert
Place of work	Basel, Switzerland
Employment rate:	50 to 80%
Start date:	1 October 2021
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.

Job description

The Compliance Expert will have a dual role. First, he/she will provide Collective Action and general anti-corruption expertise to support a project funded by the Siemens Integrity Initiative. Among other activities, the project aims to contribute to the prevention of corruption and the promotion of responsible business by leveraging the Basel Institute's leadership and experience in Collective Action to mentor and support other current and potential Collective Action leaders. The Compliance Expert's main responsibility will be to ensure the delivery of this mentorship programme through the following activities:

- Provide technical assistance and mentorship to selected organisations (around the world) to foster the development of anti-corruption Collective Action initiatives in their spheres of influence;
- Contribute to the development of a helpdesk and online training materials related to anti-corruption compliance and Collective Action.

The Compliance Expert will additionally contribute to the compliance mandates of the Basel Institute on Governance. These mandates are usually time-specific projects financed by multilateral development banks, investors or by a private-sector company itself. The focus of these projects is either to develop and implement an anti-corruption compliance programme or to strengthen an existing programme. This often entails conducting risk assessments, analysing third-party due diligence practices, drafting policies and training materials and benchmarking standards against international practices.

Key responsibilities

- Provide expert knowledge in anti-corruption for the delivery of the mentorship programme under the Siemens Integrity Initiative as well as specific compliance mandates;
- Contribute to the development of online tools and trainings;
- Develop the Basel Institute's network and contribute to development efforts in the fields of Collective Action and compliance.

Knowledge and skills desired

- University degree in law or a related field, combined with at least 5 years of relevant professional experience in compliance, preferably in-house or as a consultant;
- Proven experience managing an anti-corruption compliance programme;
- Familiarity with industry practices and international standards;
- 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 **15 July 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.