

Research and Programme Officer – Green Corruption programme, Bolivia

Job title:	Research and Programme Officer, Green Corruption programme, Bolivia
Place of work:	La Paz, Bolivia
Employment rate:	100%
Start date:	As soon as possible
Contract type:	1 year with possibility of extension

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.

The “Disrupting the financing of Andean IWT networks through asset recovery” project aims to disrupt IWT networks in Bolivia and Peru by embedding financial investigation and asset recovery into IWT enforcement practice. The project builds on the successful application of asset recovery techniques to combat organised crime and corruption in Latin America.

Activities include:

1. Mentor environmental crime prosecutors to use a follow-the-money approach.
2. Galvanise peer-based training for specialised prosecutors and investigators.
3. Facilitate cross-border and public-private information flows to disrupt transnational environmental criminals.

Job description

The Green Corruption programme is looking for a Research and Programme Officer based in Bolivia to support the UK-government funded IWT Challenge Fund programme that runs until mid 2023. The work will include both active research on training and case work in support of our two law enforcement advisors, as well as overall administrative support to the programme. We are looking for an exceptionally motivated, knowledgeable, reliable, flexible and driven individual who is able to work independently.

Under the supervision of the Switzerland-based Intelligence Analyst and in close coordination with the Bolivia-based Financial Investigations Specialist and Peru-based Senior Asset Recovery Specialist, the Officer will provide research support on both training and case development and provide administrative support in compliance with donor regulations.

This position will be based in La Paz, Bolivia. Only Bolivian nationals are eligible to apply.

The Officer will be contracted until mid 2023, the projected project end date.

Key responsibilities

Research

- Prepare research on environmental case work, legal frameworks and regulations related to environmental crime.
- Support the development of training materials on financial investigations and asset recovery.
- Liaise with experts at relevant government ministries on up-to-date developments related to environmental and financial crime, anti-corruption, and other political developments.
- Provide legal research support on asset recovery and related international cooperation applicable to Bolivian and Peruvian law.

Program administration and management

- Support team in preparation of donor and beneficiary-focused reports.
- Translate reports and analysis between English and Spanish.
- Support the preparation of financial reporting.
- Support the logistical preparation and implementation of training programmes.
- Coordinate the collection of information for substantive programme reports, including interim and/or annual update reports.

- 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, meet donor requirements and align with the Institute's Green Corruption programme strategy.
- In coordination with the programme's technical experts, ensure deliverable are delivered on time, meet objectives and are in compliance with donor requirements.
- Collate documentation/other administrative requirements to comply with due diligence and grant requirements.

Qualifications and skills

- University degree in law, knowledge of criminal procedures in Bolivia
- Native Spanish, excellent spoken and written English
- Familiarity with conservation efforts and financial crime
- Strong knowledge of Bolivian context, especially related to law enforcement
- Previous experience working with government related to environmental or law enforcement issues an advantage
- Knowledge of MS Office products, especially MS Excel
- Experience working with online meeting platforms
- Demonstrated ability to work independently and across time zones while maintaining close contact with the team, communicating transparently and proactively, and reliably adhering to timelines.

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 commensurate with experience. Health insurance and social security benefits will be provided.

Application

Please send your written application (CV, letter of motivation, contact details of three professional references; all documents merged in a single PDF file), at your earliest convenience, but no later than **15 February 2022** by email to: **application@baselgovernance.org**

For further information about this position, please contact manuel.medina@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.