

# Programme Officer, Green Corruption programme

Job title:	Programme Officer, Green Corruption programme
Place of work:	Remote
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. 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.

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.

## Job description

The Green Corruption programme is looking for a Programme Officer to support the administrative management of existing and future projects. 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 Programme Support and Development Officer 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 support the Programme Support and Development Officer and other team members to prepare and comply with programme acquisition documentation.

The Programme Officer reports to the Programme Support and Development Officer of the Green Corruption programme.

## **Key responsibilities**

### **Financial management**

- Monitor and control expenditure against programme budgets, conduct financial forecasting and contribute to quarterly financial reporting.
- Ensure financial transactions are conducted according to donor regulations.
- Ensure sufficient supporting documentation is obtained and transmitted for all financial transactions for HQ and in-country projects, in line with the Basel Institute's policies and procedures and donor regulations.

### **Reporting**

- Support programmatic technical reporting by collating, editing and formatting the reports according to donor requirements.
- Ensure sufficient and timely monitoring and evaluation (M&E) evidence collection from the programme team, in line with the donor-approved log frame/M&E plan.
- Support the programme team in producing publications and other written outputs of the projects.

### **Administration and operations support**

- Support the organisation of the Green Corruption programme's events (webinars, training courses, workshops, focus group discussions, etc.), for HQ and in-country projects, including programmatic and financial arrangement of the events.
- Provide administrative support on the recruitment and deployment of staff and consultants, such as drafting terms of reference, purchasing equipment and supplies, etc.
- Ensure proper filling of programme files.
- Contribute to the collection of supporting documents for grant applications.
- Assist in-country project teams to comply with various administrative requirements of the Basel Institute and donors.
- Support other Basel Institute development efforts in countries of expertise.

### **Qualifications and skills**

- University degree in law, political sciences, international relations, public or business management, or other relevant fields.
- At least 3 years of experience administering development programmes, preferably including programmes funded by the UK Foreign, Commonwealth and Development Office.
- Experience in costing and budgeting as well as financial management of 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 (countries in Latin America plus Uganda, Malawi and Indonesia) 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.

## **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.

## **Application**

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

For further information about this position, please contact [taradhinta.suryandari@baselgovernance.org](mailto:taradhinta.suryandari@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.*