

# Programme Support Intern, Public Governance

Place of work:	Basel, Switzerland
Employment rate:	80–100%
Start date:	As soon as possible
Contract type:	6 months with possibility of extension based on availability of funding and performance

## 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 in Africa, Eastern Europe and Latin America. The Basel Institute is an Associated Institute of the University of Basel.

Within the Basel Institute, the Public Governance team specialises in developing context-sensitive corruption prevention approaches. The team conducts research projects to better understand the drivers of corruption and delivers technical assistance support to a variety of stakeholders in the area of anti-corruption.

## Internship description

The Programme Support Intern will support administration, management and research activities linked to the different projects implemented by the Public Governance team. He or she will also help with project acquisition efforts. The post holder will report directly to the Head of Public Governance but may also work closely with members of the Public Governance team and other colleagues at the Basel Institute.

## Key responsibilities

- Support the Head of Public Governance in preparing key documents and reports linked to the administration and management of projects.
- Coordinate inputs and help prepare drafts of substantive programme reports, including interim and/or annual update reports.
- Support the preparation of research clearance applications.

- Contribute to acquisition efforts by searching for research grants and other opportunities.
- Provide general research support to the Public Governance team including activities such as:
  - Searching for and collecting documents on particular topics.
  - Analysing and synthesising key documents.
  - Compiling regular news updates on relevant countries.

## **Qualifications and skills**

- University degree in development, political science, international relations or related fields.
- At least one year of practical experience working in a development field with an NGO or other international organisation an advantage.
- Proven experience with academic research and writing.
- Proven experience of high-quality report writing.
- Familiar with the project management cycle.
- Cross cultural awareness and sensitivity to cultural differences.
- Fluent in spoken and written English.
- Must be authorised to work in Switzerland in order to apply for this position.

## **Offer**

We offer an interesting and rewarding working environment with a proactive, dynamic and international team spirit. The position is ideal for a young professional seeking to obtain a broad overview of the various aspects involved in conducting research and in international development assistance work. The tasks are both routine and varied, and offer scope for initiative and innovation.

## **Application**

Please send your written application (CV, letter of motivation, reference letters or, at a minimum, the contact details of three professional references, plus one or more short samples of original written work, preferably in a relevant field; all documents merged in one PDF file), by email to: [application@baselgovernance.org](mailto:application@baselgovernance.org). The deadline is 31 August 2022.

For more information about the position, please contact: Claudia Baez Camargo, Head of Public Governance, [Claudia.baez-camargo@baselgovernance.org](mailto:Claudia.baez-camargo@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.*