

# Research and Programme Officer, Ukraine

Job title:	Research and Programme Officer, Ukraine
Place of work:	Ukraine
Employment rate:	100%
Start date:	1 October 2022
Duration	3 months 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 is engaged in various programmes in Ukraine, including asset recovery, strengthening compliance of private, public and state-owned institutions, and collaborating closely with Ukrainian civil society. These efforts have intensified since the war of aggression in early 2022.

## Job description

The Research and Programme Officer will support all Basel Institute programmes in Ukraine, including legal and regulatory research, technical advice, review of media and analytical reports, facilitation of meetings and reporting. Due to the security situation, travel for Basel Institute staff to Ukraine is unlikely to be frequent, making in-Kyiv presence for this position important.

## Key responsibilities

### Research

- Prepare research related to anti-corruption and governance related matters, in particular in the context of infrastructure reconstruction; civil society initiatives; corporate anti-bribery compliance; and sanctions, asset recovery and confiscation;
- Support the development of training materials; and

- Liaise with experts at relevant government ministries, the private sector and civil society on ongoing programme development and related policy initiatives.

### **Programme administration and management**

- Support team in preparation of donor and beneficiary-focused reports;
- Translate reports and analysis between English and Ukrainian;
- Support the logistical preparation and implementation of training programmes and other events; and
- Collate documentation/other administrative requirements to comply with due diligence and grant requirements.

### **Qualification**

- University degree in law, political science or public administration.
- At least 5 years working in the field of anti-corruption, governance and/or judicial reform.
- Solid knowledge of Ukrainian anti-corruption laws, institutions and associated politics.
- Excellent English, native Ukrainian.
- Ability to work remotely, independently and show initiative to develop programmes.
- Background in working with an international donor or as part of a donor-funded technical assistance programme is an advantage.
- Expertise in anti-bribery compliance or in the infrastructure sector is an advantage.

NB: Applications are reviewed on a rolling basis. Early application is therefore encouraged.

### **Offer**

We offer an interesting and rewarding working environment with a proactive, dynamic and international team spirit. 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 14 September 2022 by email to: [application@baselgovernance.org](mailto:application@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.*