Communications and Events Associate – Private Sector

Job title:	Communication and Events Associate – Private Sector
Place of work:	Basel, Switzerland
Employment rate:	80–100%
Start date:	As soon as possible or latest January 2023
Contract type:	18 months with possibility of extension
Other:	Must be authorised to work in Switzerland in order to apply for this position

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 and key responsibilities

The Communications and Events Associate will provide support to the work of the Basel Institute's Private Sector team and projects funded by the Siemens Integrity Initiative in relation to internal and external communication, the organisation of events, and general operational matters. Specifically, key responsibilities include:

- Engage with various stakeholders from the private and public sectors as well as civil society and academia.
- Support the development and implementation of the communications strategy of the Private Sector team.
- Support the team in producing publications, blogs, reports, newsletters, presentations and other written outputs of the projects.
- Develop social media content.
- Contribute to social media quantitative and qualitative analytics reporting.
- Contribute to the publication of a book illustrating empirical evidence and testimonies of Collective Action experiences and successes.
- Provide operational and logistical support to international conferences and award ceremonies, workshops and webinars organised by the team.

Qualifications and skills

- University degree in communication or journalism, international relations or political sciences, business or another relevant field.
- At least three years of experience relating to communications, public relations and/or marketing in an international not-for-profit context.
- Excellent written and verbal communications skills in English and at least one additional language, preferably a UN language.
- Experience in events management an advantage.
- Experience writing operational reports and funding proposals for non-profits an advantage.
- Experience working on development projects in the areas of anti-corruption, governance or ESG an advantage.
- Excellent time management, organisational and planning skills, ability to multi-task and prioritise.
- Attention to detail and excellent problem-solving skills.
- Proficient in MS Office.
- Experience working with graphic design (e.g. Adobe InDesign) and video editing (e.g. Camtasia, Adobe Premiere Pro) software, as well as website content management. Basic skills in HTML an advantage.
- Motivated to work for an internationally operating not-for-profit organisation, including with partners in developing and transition countries.

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 **14 October 2022** by email to: **application@baselgovernance.org**

For further information about this position, please contact Vanessa Hans, Head of Private Sector at 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.