

# Business Integrity Specialist

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| Job title:       | Business Integrity Specialist            |
| Place of work:   | Basel, Switzerland                       |
| Employment rate: | 80–100%                                  |
| Start date:      | As soon as possible or latest March 2023 |
| Contract type:   | 18 months with possibility of extension  |
| Other:           | Must be eligible to work in Switzerland  |

## 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, Southeast Asia and Latin America. The Basel Institute is an Associated Institute of the University of Basel.

## Job description and key responsibilities

The Business Integrity Specialist will provide anti-corruption compliance and project management expertise to the work of the Basel Institute's Private Sector team. It offers an exciting opportunity for the candidate to use their experience in law, ethics or compliance to tackle corruption and improve business integrity. This position reports to the Senior Legal and Compliance Expert.

The Business Integrity Specialist will primarily participate in the execution of compliance advisory mandates of the Basel Institute on Governance. These mandates are either with private companies or state-owned enterprises and can be in any location worldwide, while a majority of the work is desk based. The mandates are usually time-specific projects financed by multilateral development banks, investors or by a private-sector company itself. The focus of these projects may be to develop and implement an anti-corruption compliance programme or to strengthen an existing programme. This often entails conducting corruption risk assessments, drafting policies and training materials and benchmarking standards against international practices.

Specifically, key responsibilities include:

- Participate in the provision of compliance-related advice, including analytical work, to private-sector companies or state-owned enterprises.
- Develop proposals for anti-corruption compliance mandates.
- Ensure that compliance advisory mandates are delivered in accordance with contractual obligations.
- Liaise with advisory mandate donors, if different from the beneficiary company, on contractual and delivery matters.
- Engage with various stakeholders from the private and public sectors as well as civil society and academia on topics relating to anti-corruption compliance and emerging trends.
- Produce publications, blogs, reports, presentations, training materials and other written outputs,
- Support the Senior Legal and Compliance Expert with other anti-corruption related topics, as required.

## **Qualifications and skills**

- Master's degree in law, ethics and compliance, business or another relevant field.
- At least 5 years of experience relating to ethics and compliance.
- Track record in anti-corruption advisory work in the private sector.
- Excellent written and verbal communications skills in English. Proficiency in another language an advantage.
- Experience in project management and proposal writing 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.
- 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 **30 November 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](mailto:vanessa.hans@baselgovernance.org)

***Equal opportunity employer***

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