

# Private Sector Specialist

Job title:	Private Sector 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 sectors 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.

The Private Sector team of the Basel Institute on Governance acts as a leading global centre of expertise on business-focused anti-corruption. The team supports anti-corruption Collective Action as an approach to improve standards of governance, compliance and fair business by bringing together stakeholders from the private and public sectors, international organisations and civil society. More on Collective Action approaches and tools at: <https://collective-action.com>.

## Job description and key responsibilities

The Private Sector Specialist will use their experience with civil society to support the Private Sector team's goal to counter corruption and improve business integrity in the private sector by engaging with – and promoting Collective Action between – stakeholders who can positively influence this goal. Specifically, he/she will contribute to the Basel Institute's efforts to mainstream anti-corruption Collective Action by providing capacity building and governance expertise to the work of the Private Sector team and projects funded by the Siemens Integrity Initiative. This position reports to the Head of Private Sector.

Specifically, key responsibilities include:

- Support the development and implementation of the global anti-corruption Collective Action mentoring programme (see: <https://collective-action.com/get-involved/mentoring-programme>) with a focus on Latin American organisations.
- Develop training and capacity building materials.
- Engage with various stakeholders from the private and public sectors as well as civil society and academia on topics relating to governance and anti-corruption.
- Produce publications, blogs, reports, newsletters, presentations and other written outputs in English and Spanish.

## **Qualifications and skills**

- Master's degree in public administration, political sciences, business or another relevant field.
- At least 8 years of experience relating to capacity building in an international not-for-profit context.
- A track record in governance advisory.
- Excellent written and verbal communications skills in English and Spanish.
- An established network in the non-profit sector in Latin America an advantage.
- Experience writing operational reports and funding proposals for non-profit organisations 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.
- Motivated to work for an internationally operating not-for-profit organisation, including with partners in developing and transition countries.
- Must be eligible 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 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***

*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.*