

Training Support Associate

Job title:	Training Support Associate
Place of work:	Kampala, Uganda
Employment rate:	80-100%
Start date:	As soon as possible
Contract type:	One year 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. 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.

About the International Centre for Asset Recovery (ICAR)

ICAR is a specialised division within the Basel Institute and is dedicated to strengthening and supporting the capacities of developing and transition countries to recover stolen public assets. Our global network and team of asset recovery specialists is made up of former prosecutors, lawyers, and investigators. Flexible and fast-moving, we are uniquely placed to provide hands-on support to partner agencies across the world in tackling corruption and complex financial crime.

Job description

ICAR has developed and delivered training programmes in financial investigations and asset recovery to practitioners all over the world for more than 14 years. ICAR trainers are specialised in conducting practical and interactive training programmes customised to country-specific needs. Since 2008, ICAR's dedicated training team has delivered over 140 training programmes in over 40 countries reaching more than 4,000 public sector anti-corruption practitioners. Beneficiaries include investigators, prosecutors, members of the judiciary and Financial Intelligence Units (FIUs), and related staff.

ICAR's dedicated training team is seeking a fifth team member to support the delivery of trainings. This person will lead on administrative aspects of training delivery, from budget preparation and contract management to coordination. The post holder will also contribute to the production of monitoring and evaluation (M&E) data in relation to training programmes

and training team reporting. The post holder will report directly to the HQ-based Head of Training and will work closely with the Kampala-based Asset Recovery Specialist. In the discharge of her/his duties, she/he will coordinate closely with the ICAR M&E focal person, as well as Programme Managers from existing ICAR country programmes. Moreover, she/he will receive guidance and, if required, mentoring from the HQ-based Programme Officers.

Key responsibilities

Budget & Contract Management

- Prepare budgets for training initiatives.
- Manage contract negotiations with interested clients.
- Carry out other internal and external administrative steps related to contract management.

Training Preparation

- Work in close coordination with the designated training team members for the preparation and delivery of scoping missions, including liaising with client focal person and/or local ICAR team lead for the planning of the scoping mission.
- Assist with or lead on procurements that may be required for the delivery of training modules (incl. translation of training materials).
- Assist with organisation and preparation of learning materials and registration and onboarding of participants to the Basel Institute's Learning Management System.
- Liaise with the client focal person and/or local ICAR team lead in relation to planning for training delivery, including venue and infrastructure requirements and participant selection.

Monitoring & Evaluation

- Process pre- and post-test results and training evaluation feedback.
- Manage the training participant register.
- Contribute to the production of training reports.
- In coordination with HQ M&E focal person, distribute impact survey to participants, monitor responses, and collate data on a periodic basis. As may be required, work with the training team and HQ M&E focal person to prepare updates to the impact survey.
- Periodically generate data for broader ICAR or Basel Institute reporting purposes, such as data related to training efforts such as number of trainees, country of origin etc.

Other

- Manage other aspects of training participant enrolment on the Learning Management System.
- Assist with the production and organisation of new training materials.
- Manage the training calendar and ensure proper archiving of training documents.

Qualifications and skills

- A Bachelor-level degree (Master's degree an advantage).
- A minimum of three years of project management experience.
- Prior experience working on donor-funded international development programmes an advantage, preferably in governance and/or anti-corruption programming;
- Demonstrable experience managing budgets.
- Excellent written and oral communication skills in English, including the ability to produce succinctly written progress reports, edit the work of experts, and represent ICAR training programmes adequately to a variety of stakeholders.
- Basic knowledge of M&E processes and tools an advantage.
- High degree of organisational ability, including working well under pressure and a strong track record of meeting tight deadlines.
- Proven proficiency in MS Office and generally at ease with computers and web-based interfaces. Experience with web-based learning management systems is a plus.
- Languages: Excellent English skills; proficiency in other languages, especially French, are an advantage.
- The successful applicants will demonstrate that they meet the requirements under Ugandan law to work in Uganda.

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.

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.