

# Programme Coordinator, Countering Environmental Corruption Community of Practice

Job title:	Programme Coordinator, Countering Environmental Corruption Community of Practice
Place of work:	Remote. Located preferably in Peru, Bolivia, Malawi or Ukraine. Other locations in Americas, Europe or Africa will be considered.
Employment rate:	50–70%
Start date:	January 2023
Contract type:	1 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, Latin America and Southeast Asia. The Basel Institute is an Associated Institute of the University of Basel.

The Basel Institute's Green Corruption programme focuses on applying our in-house expertise and experience in relation to the prevention of corruption and the enforcement of anti-corruption and anti-money laundering standards to the environmental sector. The programme covers corruption and financial crime related to the illegal trade in wildlife, forestry and timber products, fish and mining.

## Position background

The Community of Practice: Countering Environmental Corruption will be launched in December at the 2022 International Anti-Corruption Conference (IACC) in Washington DC. The aim is to strengthen abilities and advance programming approaches to prevent and address corruption that harms the natural environment and the people who live near and rely on natural resources.

Founded by WWF International and US, Transparency International, the Basel Institute on Governance and TRAFFIC, the Community of Practice aims to bring together a cohort of

global conservation and anti-corruption practitioners and organisations working together toward a common purpose, with the aims of:

1. Supporting exchange of knowledge and experience.
2. Facilitating discussion and collaborations amongst members.
3. As opportunities and demand arises, support spaces for learning and collaboration on specific sub-topics.
4. Surface and synthesise learning, experience and priorities for advocacy fora.

Cumulatively through these efforts, we hope to collectively scale efforts to match the size and scope of the corruption-driven challenges we face.

The CoP will be made up of a plenary comprised of members, supported by a core team of representatives from each of the founding member organisations, and specialised support groups for practitioners tackling environmental corruption.

## **Job description**

To facilitate, drive and enable this work we seek qualified **candidates for the position of Coordinator** (part-time). We anticipate having one WWF-seconded Coordinator and one Coordinator appointed by the Basel Institute, to work closely as a team across organisations.

## **Key responsibilities**

Manage organisation of plenary meetings and working groups, including:

- Arrange timing, content, action points and follow ups from meetings
- Identify speakers, ensure technical arrangements, recordings, etc
- Help to establish and grow working groups / task teams as needed
- Should demand emerge for it and membership allow, run a mentor / technical assistance network.

Ensure flow of information between core members:

- Follow up on tasks and action points.
- Review support / partnership requests, ensuring they are clear and shared in the network.
- Establish and retain a repository of evidence and related resources.
- Map what is being done in the space to capture gaps and overlaps.
- Establish and implement a sustainability plan.

Communications and advocacy:

- Publicise meetings and activities on social media.
- Ensure branding and donor reporting requirements are adhered to.
- Synthesise key messages from the Community of Practice for advocacy fora.

## **Qualifications and skills**

This is an exciting opportunity for an energetic and motivated person, early in their career, to learn about a crucial and interesting issue, and engage with a wide range of internal and external stakeholders.

We seek candidates with:

- A bachelor's degree or equivalent in conservation, political science, development or a related field.
- Excellent knowledge of online meeting platforms, tools for effective remote communication and information sharing, and (preferably) a track record developing and maintaining vibrant online communities.
- Excellent communication and facilitation skills, highly organised, with the ability to problem-solve and understand and communicate complex issues in a simple, accessible format.
- Fluency in spoken and written English is essential and knowledge of other languages (Spanish especially) would be an asset.
- Experience with business development is very welcome.

## **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.

## **Applications**

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 **December 2, 2022** by email to:

**[application@baselgovernance.org](mailto:application@baselgovernance.org)**

For further information about this position, please contact Amanda Cabrejo le Roux at [amanda.cabrejo@baselgovernance.org](mailto:amanda.cabrejo@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.*