Programme and Research Officer, Ukraine

Job title:	Programme and Research Officer, Ukraine
Place of work:	Kyiv, Ukraine
Employment rate:	100%
Start date:	1 March 2023
Duration	12 months 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. Registered as a Swiss foundation with headquarters in Basel, the Institute operates globally and maintains field operations around the world.

The Basel Institute is engaged in various programmes in Ukraine, including asset recovery, strengthening compliance of private, public and state-owned institutions, and collaborating closely with Ukrainian civil society. These efforts have intensified since the war of aggression in early 2022.

Job description

The Programme and Research Officer will support all Basel Institute programming in Ukraine, and other programming in Eastern Europe, as designated. This role involves a) the administration and management of our activities in Ukraine; b) research support to designated technical and other key project staff, including liaison with experts at relevant government ministries, the private sector and civil society on ongoing programme development and related policy initiatives; and c) administrative and programme management support to the Institute's programmes in Eastern Europe.

Due to the security situation, travel for Basel Institute staff to Ukraine is unlikely to be frequent, making in-Kyiv presence for this position important.

Key responsibilities

The Programme and Research Officer will provide financial management, administrative, research and operational support to the Ukraine programme. The Programme and Research Officer will support Basel Institute headquarter-based staff in the delivery of our work in Ukraine, and in other programmes in Eastern Europe. The Programme and Research Officer will work closely with designated technical and other key project staff at both headquarters and in field offices to ensure that our programmes are delivered in line with donor requirements and regulations as well as the Basel Institute's policies and procedures.

Programme administration and management

- Support team in preparation of donor and beneficiary-focused reports.
- Translate reports and analysis between English and Ukrainian.
- Support the logistical preparation and implementation of training programmes and other events.
- Collate documentation/other administrative requirements to comply with due diligence and grant requirements.
- Keep track of expenses, prepare financial reports and analyse spending on projects.

Research

- Prepare research related to anti-corruption and governance related matters, in particular in the context of infrastructure reconstruction; civil society initiatives; corporate anti-bribery compliance; and sanctions, asset recovery and confiscation.
- Support the development of training materials.
- Liaise with experts at relevant government ministries, the private sector and civil society on ongoing programme development and related policy initiatives.

Support regional programmes

- Support designated staff in the development of funding proposals.
- Contribute to the identification and mitigation of key risks associated with the delivery of donor contracts and grants.
- Support the financial administration and financial reporting of regional programmes;
- Support technical advisory teams to draft programme reports, including quarterly and/or annual update reports.
- Support the in-country teams to monitor progress against programme outcomes and objectives through Monitoring & Evaluation (M&E) tools etc., in close coordination with the headquarter-based M&E Lead.

Qualifications

- Background in working with an international donor or as part of a donor-funded technical assistance programme is a strong advantage.
- University degree in business, law, political science, public administration or other relevant field.
- At least three years working in the field of anti-corruption, governance and/or judicial reform.
- Awareness of Ukrainian anti-corruption laws, institutions and associated politics.
- Excellent English, native Ukrainian.
- Ability to work remotely, independently and show initiative to develop programmes.
- Superior computer skills including the full Microsoft suite, especially Excel.
- Expertise in anti-bribery compliance or in the infrastructure sector is an advantage.

Application

Please email your full application file, including a motivational letter in English and your detailed CV (merged into a single PDF file) at your earliest convenience (applications will be reviewed on a rolling basis), but no later than 10 February 2023 by email to: application@baselgovernance.org. Only short-listed candidates will be contacted.

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.