

Programme administrator Zambia

Place of work:	Lukasa, Zambia
Employment rate:	60%
Start date:	As soon as possible
Contract type:	to 31 October 2024 with possibility of extension
Other:	Must be eligible to work in Zambia: Zambian nationals/residents with valid work permit

International Centre for Asset Recovery

The International Centre for Asset Recovery (ICAR) at the Basel Institute on Governance works with countries around the world to strengthen their capacities to recover illicit assets. We place particular emphasis on hands-on mentoring on investigation methods and confiscation and prosecution strategies, as well as international cooperation. The aim is two-fold: to build capacity and effectively progress cases to the stage of recovery. We also develop and deliver tailor-made training; support legislative and institutional reform processes; and work with other international organisations to advance innovation and global policy dialogue on asset recovery.

Our team is made up of former prosecutors, lawyers and financial investigators from a wide variety of countries and legal traditions. We don't speak from text books, but from practice. And we pride ourselves on being driven by, and responding flexibly to, the needs of our partner countries – because there is never a one-size-fits-all solution to asset recovery.

About our programme in Zambia

With funding from the United Kingdom's Foreign, Commonwealth & Development Office (FCDO), the International Centre for Asset Recovery (ICAR) is working with the Zambia Anti-Corruption Commission (ZACC) and the Drug Enforcement Commission (DEC) to strengthen Zambia's anti-corruption value chain. To maximise the results of our interventions, ICAR adopts a multi-agency approach in the pursuit of corruption cases, and – subject to available resources - works with partners across Zambia's anti-corruption value chain.

Key responsibilities

The Programme Administrator will be responsible for managing the logistical aspects of the day-to-day delivery of the above mentioned programme, ensuring that it is delivered in line with donor requirements and regulations as well as the Basel Institute's policies and procedures. The post holder will report to the ICAR Programme Manager based in Lilongwe,

Malawi, especially in relation to procurement, logistics and planning, but will be supervised on a day-to-day basis and take direction from the in-country technical advisory team.

Programme administration

- Supports the Programme Manager with the preparation of work plans and financial forecasts, and assists with periodic updates to those plans.
- Identifies resources required by new/adjusted activities and assesses against available budget, together with the with the Programme Manager.
- Coordinates local procurement of goods and services required to deliver the project, applying Basel Institute policies and procedures, and tracks procurements from request stage through approvals, service provision, invoicing and payment.
- Ensures sufficient supporting documentation is obtained and transmitted for all financial transactions, in line with Basel Institute's policies and procedures and donor regulations.
- As necessary, assists with logistical arrangements related to the deployment of any short-term consultants who may be hired to support aspects of programme delivery
- As necessary, assists with the preparation of Zambia-based programme audits and reviews.
- Implements procedures for information/document management.

Quality Assurance and Progress Monitoring

- Supports the Programme Manger and in-country technical advisory team to monitor progress against the programme's goals through M&E tools etc., in close coordination with the Programme Manager and/or M&E Lead.

Relationship & risk management

- Supports the Programme Manager and the in-country technical advisory team with stakeholder management, including specifically government partners and the donor.
- Supports the in-country technical advisory team and the Programme Manager to manage risks of programme delivery, reputation or safety of personnel, by monitoring the context, maintaining a risk register, and working with technical advisory teams to implement mitigating measures; and, similarly, monitors contextual developments to identify new opportunities for the programme (e.g., new/expanded activities).

Qualifications

- University degree or equivalent in Business Administration or a related subject (Master's degree an advantage).
- At least three years of experience in logistics support and administration.
- Prior experience working on donor-funded international development programmes, preferably with an NGO or the private sector background.
- Proven expertise managing budgets, finances and forecasting.
- Fluency in English, both spoken and written.
- Ability to build effective and credible client relationships and networks including with a range of multicultural stakeholders (remotely and in-person).
- High degree of organisational skills, including working under pressure and a strong track-record of meeting tight deadlines.
- Superior proficiency in Microsoft Office, Microsoft Suit and especially in Excel.
- Experience with project management tools (basic project accounting an advantage).
- Eligible to work in Zambia.

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. The position is entitled to an allowance for health insurance and 25 days of paid leave per 12-month period.

Application

Please send your written application in English (CV, letter of motivation, reference letters and contact details of three professional references; all documents merged in a single PDF file, no later than 27 September 2023 by email to: **application@baselgovernance.org**

Early application is encouraged as applications will be reviewed on a rolling basis. **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.