

Coordinator, Continuing Education (60-80%)

Job title:	Coordinator, Continuing Education
Place of work:	Basel, Switzerland
Employment rate:	60–80%
Start date:	As soon as possible
Other:	Must be authorised to work in Switzerland to apply

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 and Latin America. The Basel Institute is an Associated Institute of the University of Basel.

Currently, the Basel Institute offers a select series of Institute certified training services in the fields of corruption, governance and asset recovery for practitioners and partner institutions. This training offer is delivered both through our dedicated training team and expert staff and through the Institute's online Basel LEARN platform (learn.baselgovernance.org), applying a practitioner based, highly interactive and context sensitive methodology.

With the creation of this new position, the Basel Institute seeks to enlarge its current offer of training services and initiate the development of an expanded and academically accredited continuing education programme. The objective of this initiative is to help address the otherwise currently limited offer worldwide of continuing education in these specific topical areas.

Job description and profile

As part of an international and fast-paced team of professionals, we are looking for a motivated, proactive and team-oriented person with substantial experience and understanding of continuing education programmes in the Swiss and European academic context to lead the work around conceptualising, planning and administering this new Continuing Education programme. After the initial conceptualisation and planning phase, the post holder will oversee and plan the programme's ongoing development, management, administration as well as evaluation. Ultimately, they will be responsible for the entire life cycle of the Basel Institute's Continuing Education programme.

A willingness to engage not only with complex (inter-)institutional administrative, procedural and financial matters, including budget development, monitoring and execution, but also to proactively

and enthusiastically engage with external and internal stakeholders in the development of course content, structure, delivery and promotion is critical to well execute the expected tasks and responsibilities of this position.

The post holder reports to the Managing Director and works closely with the Management Group.

Key responsibilities

- Identify and direct opportunities for the Institute's Continuing Education programme, including market analysis, and assessment of risks and opportunities that could impact the programme's success or feasibility
- Establish and assure compliance with relevant accrediting bodies, including the University of Basel.
- Manage and implement the process and timelines associated with accreditation (applications)
- Research and develop strategic relationships with potential donors and partners
- Develop and create programme/course/seminar curricula in close cooperation with Basel Institute experts and the existing training teams
- Develop marketing plan for the Institute's Continuing Education programme
- Manage the budget and financials of the Continuing Education programme
- Gradually build a small team of support staff to implement the Continuing Education programme

Qualifications and skills

- At a minimum a relevant Master's degree from a higher education institution (e.g., University, "Fachhochschule, FH")
- 10+ years of demonstrated experience and know-how in the field of Continuing Education, specifically in administration and management thereof, or very similar, preferably in Switzerland; background in governance related topics is a definite advantage.
- Demonstrated experience in project management and marketing
- Excellent leadership, networking and team-building skills, including ability to organise, plan and oversee efficiently, transparently and in an accountable manner
- Strong work ethic and self-starter who can quickly identify, analyse, communicate and solve problems, independently and within a team
- Affinity with the mission of the Basel Institute on Governance
- Ability to work under pressure and meet tight deadlines
- Fluency in English and good proficiency in at least one other language, preferably German, French or Spanish

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 use following link to submit your application no later than **19 November 2023**:

<https://intranet.baselgovernance.org/app/jobs#/apply/36>

For further information about this position, please contact Andrea Poelling, Head of Operations (andrea.poelling@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. We have been positively evaluated by the Swiss Federal Administration to gender pay equality.