

(Senior) Specialist, Asset Recovery Policy

Title:	Specialist / Senior Specialist, Asset Recovery Policy ¹
Place of work:	Basel, Switzerland
Employment rate:	80–100%
Start date:	As soon as possible
Contract type:	Two years with possibility of extension
Other:	Up to 20% of travel will be required

About

The Basel Institute on Governance is an independent non-profit organisation working across sectors to counter corruption and related financial crimes and to improve the quality of governance. Registered as a Swiss foundation with headquarters in Basel, the Institute works globally and maintains field operations around the world. The Basel Institute is an Associated Institute of the University of Basel.

The International Centre for Asset Recovery (ICAR) is a division of the Basel Institute that aims to strengthen the capacities of countries around the world to recover assets stolen through corruption. ICAR seeks to achieve this through:

- i. Delivering mentoring and training to law enforcement agencies on the investigation and prosecution of corruption cases and the confiscation of proceeds of crime;
- ii. Encouraging and aiding legislative and institutional reform in the field of asset recovery, corruption, and anti-money laundering; and
- iii. Influencing global policy dialogue and standard setting on asset recovery issues.

Job description

The (Senior) Specialist, Asset Recovery Policy is a newly established position to boost ICAR's capacity to deliver against the objectives set forth under items (ii) and (iii) above. The role will primarily include the delivery of thoroughly researched products that:

¹ The appointment may be made at the level of "Specialist" or "Senior Specialist" based on the qualifications and professional experience of the selected applicant.

- advance the understanding of best practices and emerging issues in the field of asset recovery;
- identify hurdles to effective asset recovery efforts, and possible avenues through which asset recovery systems can be improved internationally, as well as specifically in ICAR partner countries;
- enhance and foster global dialogue in the field of asset recovery.

The role will also include support to other ICAR experts on specific policy and legislation needs that arise in the context of ICAR's work with current and potential partner countries.

Key responsibilities

Key responsibilities and associated tasks for the position are as follows:

- Lead on the implementation of an annual ICAR policy strategy and work plan that identifies and outlines priority areas of focus in line with the ICAR Operational Strategy.
- Lead on the research and drafting of written products (working papers, policy briefs, quick guides etc.).
- Monitor emerging trends and developments in the field of asset recovery.
- Provide ad hoc research support and guidance to ICAR staff at headquarters and in the field on global asset recovery policies and best practices, particularly with regards to the design and assessment of asset recovery legislation.
- Represent ICAR and the Basel Institute at events focused on advancing global policy dialogue (international conferences, workshops, roundtables etc.).
- Contribute to internal knowledge sharing amongst ICAR staff.
- Create and maintain an internal ICAR repository centre of knowledge products, guidelines and practical templates.
- Prepare speaking points and briefs for management.

Qualifications and skills

The selected (Senior) Asset Recovery Policy Specialist will fulfil the following criteria, at a minimum:

- An advanced university degree in law. A post-graduate degree will be considered an advantage.
- At least five years' experience in the field of asset recovery / proceeds of crime / corruption / anti-money laundering, ideally in both advanced and lower capability jurisdictions.

- Practical experience conducting law enforcement actions to identify and recover proceeds of crime will be considered an advantage.
- A strong ability and extensive experience in the conduct of research and a proven track record in the drafting of academic and policy products on best practices, challenges and emerging areas in the field of asset recovery / proceeds of crime / corruption and anti-money laundering.
- Proven experience in the presentation of research findings and concepts to wider audiences (at conferences, workshops, roundtables etc.).
- An ability to work independently and collaboratively as part of a team to conduct research and convey findings.
- Fluent in English. Knowledge of other languages will be considered an advantage.

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 **31 March 2024** by email to:

application@baselgovernance.org

For further information about this position, please contact Andrew Dornbierer at andrew.dornbierer@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.