

# (Senior) Programme Manager

Job title:	Programme Manager / Senior Programme Manager <sup>1</sup>
Place of work:	Basel, Switzerland
Employment rate:	80–100%
Start date:	Immediately or as soon as possible
Contract type:	2 years, with the possibility to transition to a permanent contract

## Basel Institute on Governance

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.

## Profile

The (Senior) Programme Manager will have a cross-divisional programme management remit covering the programme management of:

- a) designated asset recovery programmes (50%);
- b) the Basel Institute's Ukraine programme (30–35%); and
- c) designated research and public governance programmes (15–20%).

The post holder will report directly to the Heads or designated senior staff of the respective teams. They will work closely with technical and other key programme staff at headquarters as well as field offices. On matters related to financial, contract management and HR aspects of programmes, they will regularly interact with relevant HQ-based administrative staff as designated by the Head of Operations.

## Key responsibilities

The (Senior) Programme Manager will manage a portfolio of programmes as designated by the Heads of the respective divisions. They will do so in line with the Basel Institute's policies and adhering to particular donor contractual requirements. Key tasks include:

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<sup>1</sup> The appointment may be made at the level of Programme Manager or Senior Programme Manager based on qualifications and professional experience of the selected applicant.

- Design, monitor and manage programme budgets, review financial reports and conduct financial forecasting.
- Ensure contract compliance.
- Coordinate the development and review of technical progress reports from experts / teams.
- Contribute to the design and monitoring of work plans and monitoring and evaluation (M&E) tools.
- Provide programme coordination, operations and administrative support and ensure adequate programme documentation and filing.
- Help ensure that key risks associated with programme delivery are identified, communicated and mitigated.
- Contribute to determining and responding to staffing needs, including the development and/or revision of terms of reference (TORs) for long-term technical experts and short-term consultants.
- Work with HR to manage the recruitment process in a transparent and timely manner to ensure that quality candidates can be contracted in line with programmatic timelines.
- Help ensure that field staff contracts are applied and performance management is conducted and documented.
- Contribute to stakeholder management, including but not limited to government counterparts, donors, implementing partners, civil society representatives, etc.
- Where applicable, line manage and quality assure the work of field-based project officers or assistants and local administrative support staff.
- Prepare funding applications for new programmes or extensions of existing programmes, and contribute to negotiating contractual arrangements and conditions.
- Identify funding opportunities and manage opportunity pipelines.

## **Qualifications and skills**

- Advanced university degree in international development, law, political science, international relations or a related field.
- At least six years of programme management experience, preferably in the context of donor-funded programmes in the international development or NGO sector; field experience an advantage.
- Proven experience of high-quality budget and financial management.
- Proven experience ensuring compliance with donor contract requirements.
- Proven experience of high-quality report and/or proposal writing and applying M&E tools.
- Strong communication and coordination skills and strong willingness to multi-task.

- Demonstrable experience managing a range of stakeholders, including donor representatives and senior government officials.
- Fluent in spoken and written English and at least one other major world language (French, Portuguese, Spanish, Ukrainian or Russian are an advantage).
- Cross-cultural awareness and sensitivity.

## **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, contact details of three professional references and their reference letters; all documents merged in a single PDF file), at your earliest convenience, but no later than 7 April 2024 by email to: [application@baselgovernance.org](mailto:application@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 in relation to gender pay equality.*