

Specialist, Collective Action

Place of work:	Basel, Switzerland
Employment rate:	80% to 100%
Start date:	1 October 2025
Contract type:	3 years with possibility of extension
Other:	Must be eligible to work in Switzerland

Basel Institute on Governance

The Basel Institute on Governance is a hands-on centre of competence dedicated to promoting good governance and countering corruption for a more peaceful, just and sustainable world. Established in 2003 in Basel, Switzerland, the Institute works with partners worldwide to advance knowledge, practice and policy on anti-corruption, asset recovery and business integrity. With field operations worldwide, it has some 150 staff covering 32 nationalities. The Basel Institute is an Associated Institute of the University of Basel.

Job description

Through its Private Sector Team, the Basel Institute is a leading global centre of expertise on anti-corruption Collective Action. We support Collective Action as an approach to improving standards of governance, compliance and fair business by bringing together stakeholders from the private and public sectors, international organisations and civil society.

The Specialist, Collective Action will contribute to the Basel Institute's efforts in mainstreaming anti-corruption Collective Action by supporting the implementation of Collective Action projects. This includes leading the organisation of the International Collective Action Conference series and supporting the global Collective Action community of practice.

The Specialist, Collective Action will be based at the Basel Institute's Headquarters in Basel, Switzerland, and will be required to travel occasionally. The position reports to the Senior Specialist, Collective Action.

Key responsibilities

- Conceptualise and lead the operational planning and execution of Collective Action events, including but not limited to webinars, workshops as well as the International Collective Action Conference series and the related Awards.
- Secure funding/sponsorships for the International Collective Action Conference series.
- Support the delivery and management of Collective Action related projects.

- Support the development of the regional and global Collective Action communities of practice and the implementation of the Collective Action mentoring programme.
- Support the development and implementation of training and capacity building of relevant stakeholder groups.
- Engage with various stakeholders from the private and public sectors as well as civil society and academia.
- Support the drafting of research outputs and promotional materials, including blogs, research reports, activity reports, working papers and website content.
- Manage and promote the content on the B20 Collective Action Hub.

Qualifications and skills

- University degree or equivalent in political sciences, law, business, public administration or another relevant field
- At least 5 years' experience in strategic stakeholder engagement
- Proven track record working in the anti-corruption space and preferably previous engagement with or in Collective Action initiatives/multi-stakeholder platforms
- Experience in fundraising for events and event management
- Experience in training and capacity building is an advantage.
- Experience writing operational reports and funding proposals for non-profits is an advantage.
- Excellent time management, organisational and planning skills, ability to multitask, prioritise and work autonomously
- Proficient in MS Office and Google applications
- Excellent written and oral communication skills
- Languages: Excellent English skills; proficiency in other languages is 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 submit your application at your earliest convenience, but no later than **30 June 2025**, using the following link <https://intranet.basel.institute/job/apply/49>. Applications will be reviewed on a rolling basis.

For further information about this position, please contact
vanessa.hans@baselgovernance.org

*** Why work with us? Watch this [video](#) to find out more. ***

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.