

Internship, International Conference

Place of work:	Basel, Switzerland
Employment rate:	80% - 100%
Start date:	1 February 2026
Contract type:	Six-months fixed-term internship
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

The Private Sector Directorate at the Basel Institute on Governance will host the 6th International Collective Action Conference in 2026. Building on the success of the 2024 edition, which brought together over 200 participants from business, government, civil society, academia and international organisations, the conference will once again serve as a global platform to promote business integrity and anti-corruption Collective Action.

Collective Action is an approach to tackling corruption risks that brings together companies, governments, international organisations and civil society to raise standards of integrity across industries and markets. Instead of acting alone, stakeholders collaborate to create fairer competition, reduce bribery risks and foster sustainable business environments.

The conference provides an opportunity to showcase successful initiatives, connect leading practitioners and inspire new forms of collaboration.

Key responsibilities

Under the supervision of the Senior Specialist, Collective Action and in close collaboration with the full Private Sector team, the Intern will support preparations for the 2026 conference.

Indicative tasks include:

Stakeholder management:

- Assist in coordinating with speakers, participants, exhibitors and partners, including drafting and sending invitations, confirmation emails and logistical notes.
- Ensure information is accurately entered into the CRM (Salesforce).

Communications and outreach:

- Draft and schedule content for newsletters and social media in line with the communication strategy.
- Ensure the conference website and materials reflect updated information.
- Coordinate with design and print suppliers for visual identity and conference materials (agendas, posters, banners).
- Help coordinate the Collective Action Awards, including communication with nominees and jury members.

Project management support:

- Maintain and update task lists and timelines.
- Assist in consolidating data and preparing progress updates for the organising team.
- Support budget tracking by liaising with suppliers and updating expense records.

Logistics and onsite support:

- Liaise with the venue and suppliers (catering, audio visual, hotel, photographer) in Basel to confirm bookings and resolve operational issues.
- Assist with registration processes, including preparing lists, badges and signage.
- Staff the helpdesk during the event, providing participant support (e.g. WiFi, directions, last-minute queries).
- Support the smooth running of the exhibition and networking sessions.

Post event:

- Assist in distributing and analysing the post-event survey.
- Contribute to the drafting of the internal and public post-event reports.

Qualifications and skills

- Current student or recent graduate in international relations, communications, business administration, project or event management, or a related field.
- Fluent in German and English (spoken and written). Other languages are an asset.
- Strong organisational and administrative skills, with attention to detail.

- Proficiency in Microsoft Office, Google Workspace. Previous experience with CRM systems (Salesforce) and project management platforms (Monday.com) is an advantage.
- Excellent communication skills and ability to engage professionally with diverse stakeholders.
- Interest in anti-corruption, governance, international development.
- Previous experience with a non-profit as a volunteer or intern 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.

We will provide a monthly stipend in line with Basel Institute internship policy.

Application

Please submit your application at your earliest convenience, but no later than **30 November 2025**, using the following link: <https://intranet.basel.institute/job/apply/59>. Your application may include reference letters if available.

For further information about this position, please contact scarlet.wannenwetsch@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.