

Programme Officer – Malawi

Place of work:	Lilongwe, Malawi
Employment rate:	100%
Start date:	1 March 2026
Contract type:	1 year, with possibility of extension

About

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.

The International Centre for Asset Recovery (ICAR) is a specialised centre at the Basel Institute that works together with partner countries to strengthen their capacities to recover illicit assets. We place particular emphasis on hands-on mentoring on investigation methods and confiscation and prosecution strategies, as well as international cooperation. The aim is two-fold: to build capacity and effectively progress cases to the stage of recovery. We also develop and deliver tailor-made training, support legislative and institutional reform processes and work with other international organisations to advance innovation and global policy dialogue on asset recovery.

Job description

The Programme Officer will manage the logistical and operational aspects of ICAR's Mozambique programme, ensuring smooth day-to-day delivery in line with donor requirements and the Basel Institute's policies and procedures.

The role formally reports to ICAR's Malawi-based Programme Manager. To ensure the timely delivery of logistical and operational aspects of ICAR's Mozambique programme, the post holder will also receive direction from the HQ-based Co-Head of Programmes (HoP) and the Team Leader (TL) of the Mozambique programme.

In addition, the Programme Officer will support ICAR's work in Malawi and, when required, contribute to activities in other jurisdictions in agreement with the HoP.

Key responsibilities

Programme management:

- Support the TL in preparing and periodically updating annual costed work plans and financial forecasts.
- Work with the HoP to identify resources needed for new or adjusted activities, assess them against the available budget, agree any revised allocation with the TL, and present technical rationales and revised budgets for donor approval when required.
- Coordinate local procurement of goods and services required to deliver the projects, from request stage through approvals, service provision, invoicing and payment.
- Ensure that sufficient supporting documentation is obtained and transmitted for all financial transactions.
- Assist with logistical arrangements related to the deployment of short-term consultants that may be hired to support programme delivery, if required.
- Contribute to the preparation of Mozambique-based programme audits and reviews, if required.
- Together with the HoP, share responsibility for managing the programme budget and for establishing procedures to monitor and analyse programme expenditure.
- Regularly update the TL and other experts on the budget available for local activities, highlighting spending trends and areas of risk through expenditure tracking reports.
- Implement procedures for effective information and document management.

Quality assurance and progress monitoring:

- Monitor progress against work plans together with the TL, adjusting resource allocation as required to meet objectives on schedule.
- Support the TL and in-country technical advisory team to track progress against the programme's goals using M&E tools, in close coordination with the HoP.

Relationship and risk management:

- Support the TL and in-country technical advisory team in stakeholder management, particularly with government partners and donors.
- Support the TL and HoP in managing risks related to programme delivery, reputation and safety of personnel by monitoring the context and maintaining a risk register. Work with technical advisory teams to implement mitigating measures.
- Monitor contextual developments to identify new opportunities for programme expansion or new activities.

Qualifications and skills

- Bachelor's degree or similar; Master's degree is an advantage.
- At least five years of progressively responsible programme management experience.
- Prior experience on donor-funded international development programmes, preferably in governance and/or anti-corruption.
- Demonstrated experience in budget management, finances and forecasting (basic project accounting is an advantage).

- Basic knowledge of good practice for conducting basic procurement of goods and services.
- Basic knowledge of M&E processes and tools.
- Experience designing and monitoring project work plans.
- Strong organisational skills, and the ability to work well under pressure and meet tight deadlines.
- Strong computer skills, including proficiency in the Microsoft suite, especially Excel.
- Ability to build effective and credible client relationships and networks with diverse stakeholders, both remotely and in-person.
- Desirable: Excellent written and oral communication skills in English, including the ability to produce cogently and succinctly written progress reports, edit the work of experts and represent the programme adequately to stakeholders.
- Desirable: Working knowledge of Portuguese.

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 **19 January 2026**, using the following link: <https://intranet.basel.institute/job/apply/64>. Applications will be reviewed on a rolling basis.

For further information about this position, please contact application@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.