

# Specialist, Practitioners Forum Coordination

Place of work:	Remotely from Jakarta (Indonesia), Lima (Peru) or Cape Town (South Africa)
Employment rate:	100%
Start date:	1 June 2026
Contract type:	1 year with possibility of extension
Other:	Must be eligible to work in Indonesia, Peru or South Africa

## 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.

The Basel Institute's Green Corruption programme focuses on applying our in-house expertise and experience in preventing corruption and enforcing anti-corruption and anti-money laundering standards in the environmental sector. The programme covers corruption and financial crime related to the illegal trade in wildlife, forestry and timber products, fish and mining, as well as governance challenges in the energy transition, carbon markets and critical minerals.

## Job description

We seek to recruit a Specialist, Practitioners Forum Coordination to lead the day-to-day coordination and strategic development of the **Countering Environmental Corruption Practitioners Forum** – a joint initiative of World Wildlife Fund (WWF), the Basel Institute on Governance, Transparency International and TRAFFIC. The Practitioners Forum connects conservation professionals and anti-corruption actors to jointly address corruption as a driver of environmental degradation, biodiversity loss and climate change. It is focused on advancing practitioner collaboration, peer learning and knowledge exchange. The new Coordinator will serve as the primary focal point for members, partners and donors, ensuring smooth communication, high-quality meetings and sustainable growth of the network. More information about the Practitioners Forum can be accessed on <https://environmental-corruption.org/>.

## **Key responsibilities**

### **Manage organisation of plenary meetings and working groups**

- Arrange timing, content, action points and follow-ups for meetings under the guidance of the Practitioners Forum's core team.
- Identify speakers, ensure technical arrangements, recordings, draft blogs, etc.
- Help to establish and grow working groups and task teams as needed.
- Should demand emerge for it and membership allow: coordinate the establishment of and run a mentoring/technical assistance network.

### **Ensure flow of information between core members**

- Follow up on tasks and action points.
- Review support/partnership requests, ensuring they are clear and shared in the network.
- Establish and retain a repository of evidence and related resources.
- Map the activities of the Practitioners Forum and other thematically similar groups, forums and platforms to identify gaps and overlaps.
- Establish and implement a sustainability plan.

### **Communications and advocacy**

- Prepare the monthly newsletter.
- Publicise meetings and activities on social media.
- Maintain up-to-date content on the Practitioners Forum's website.
- Ensure adherence to branding and donor reporting requirements.
- Synthesise key messages from the Practitioners Forum for advocacy fora.

### **Reporting and documentation**

- Documenting and collecting the necessary data required for project indicators related to the Practitioners Forum.
- Contribute to technical reporting of projects related to the Practitioners Forum.

### **Qualifications and skills**

- University degree or equivalent in political sciences, law, communications or other relevant degree
- At least 5 years' experience in programme coordination, network management, governance, anti-corruption, financial crime or a related area
- Proven expertise in facilitating multi-stakeholder engagement and knowledge-sharing platforms
- Relevant experience with practitioners in government, civil society, law enforcement or international organisations is an advantage.

- Demonstrated ability to synthesise technical discussions into clear written outputs
- Proficiency in MS Office, online collaboration platforms (e.g. Teams, Zoom) and basic content management tools
- Languages: Excellent English skills; proficiency in Spanish, French and/or Indonesian 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 **3 April 2026** by using the following link: <https://intranet.basel.institute/job/apply/70>. Applications will be reviewed on a rolling basis.

### ***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.*

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