

Specialist, HR (50%, 4–6 months)

Place of work	Basel, Switzerland
Employment rate:	50%
Start date:	August 2026
Contract type:	Temporary, 4–6 months (maternity leave cover)
Other:	Must be eligible to work in Switzerland

About the 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

We are looking for a self-motivated, hands-on HR professional with an international mindset to join our small HR team on a maternity leave cover. In this role, you will manage day-to-day HR administrative tasks in line with established policies and processes, ensuring accuracy, diligence and a forward-thinking approach. You will report to the Team Lead HR and collaborate closely with another HR team member.

Key responsibilities

- Support employee life cycle management and administration, from onboarding to offboarding, including preparing employment contracts, obtaining work permits, insurance registration and other related administrative tasks
- Coordinate and assist with the recruitment and hiring process of new staff, including job postings, organising and coordinating interviews (online, in person), communication with applicants and follow-on actions post interview
- Coordinate and conduct orientation (HR onboarding) sessions for new staff
- Assist with the Institute's monthly payroll process currently managed by an external accountant
- Liaise with external HR service providers and authorities on insurance, work permits and withholding tax matters
- Maintain, update and regularly double-check personnel baseline data

Qualifications and skills

- Swiss HR Assistant Certificate required, or a relevant university degree in HR with professional experience within a Swiss law-regulated organisation
- At least 5+ years of relevant HR experience
- Knowledge of Swiss labour law and the Swiss social security system
- Solid command of Microsoft 365 (Word, Excel, PowerPoint)
- Fluent, or strong command of, English and German (written and spoken). English is the main working language.
- Strong communication, coordination and organisational skills; ability to work independently, prioritise and maintain attention to detail
- Open-minded, flexible and people-/service-oriented team player
- Keen interest in contributing to a good cause within a multicultural and dynamic not-for-profit environment

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 **15 May 2026**, using the following link: <https://intranet.basel.institute/job/apply/73>. Applications will be reviewed on a rolling basis.

For further information about this position, please contact Ms Teresa Paonessa, Team Lead HR: teresa.paonessa@baselgovernance.org.

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

Equal opportunity employer

The Basel Institute on Governance 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.