

# Specialist, Grant Management – Peru

Place of work:	Lima, Peru
Employment rate:	100%
Start date:	Preferably 1 July 2026
Contract type:	1 year with possibility of extension
Other:	Must be eligible to work in Peru

## 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

The Specialist, Grant Management will support the implementation of a multi-year, donor-funded programme at the Basel Institute (through Norway's International Climate and Forest Initiative, NICFI) based in Lima, Peru. Working within the Basel Institute's Green Corruption programme, the post holder will apply structured subgrant management tools and processes to ensure compliance with donor requirements, maintain accurate documentation, and support the effective coordination with subgrantees throughout the subgrant lifecycle. The role is funded by the Norwegian Agency for Development Cooperation (NORAD) and reports to the Senior Specialist, Grant Management, in coordination with the Programme Manager.

## Key responsibilities

- Support the consistent application of subgrant management processes, documentation standards and workflows in programme implementation.

- Assist in coordinating the full subgrant lifecycle, including solicitation, contracting, monitoring and close-out, under the guidance of the Senior Specialist, Grant Management.
- Support compliance with donor requirements, assist with grantee assessments, and compile and track financial and programmatic performance data.
- Maintain accurate subgrant records and databases, monitor reporting schedules and prepare inputs for quarterly and annual programme reports.
- Support the documentation of lessons learnt and contribute to cross-team knowledge sharing on subgrant management.

## **Qualifications and skills**

- University degree or equivalent in international development, public administration, law, finance or a related field.
- At least four years' experience in grants management, programme administration or a related field, preferably within an international or development organisation.
- Proven expertise in compliance monitoring, subgrant documentation, financial tracking and reporting in donor-funded programmes.
- Relevant experience in grants management or programme administration in Peru or Latin America is an advantage.
- Proficient in MS Office and grants management databases or tracking systems.
- Languages: excellent English skills both in writing and speaking; proficiency in Spanish and other languages are 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 **15 May 2026**, using the following link: <https://intranet.basel.institute/job/apply/75>. 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. \*\*\***