

Head of Programs ICAR

Job title:	Head of Programs ICAR
Place of work	Basel, Switzerland
Employment rate:	80-100%
Start date:	As soon as possible
Contract type:	Open-ended
Reporting:	Director ICAR / Managing Director Basel Institute

Basel Institute on Governance

The Basel Institute on Governance is an international and independent not-for-profit organisation working worldwide with the public and private sector to counter corruption and other financial crimes and to improve the quality of governance. Registered as a Swiss foundation with headquarters in Basel, the Institute operates globally and maintains field operations in Africa, Eastern Europe and Latin America. The Basel Institute is an Associated Institute of the University of Basel.

Within the Basel Institute, the International Centre for Asset Recovery (ICAR) is a specialist centre dedicated to supporting affected countries in recovering stolen assets through a variety of capacity building and technical assistance initiatives, including but not exclusively strategic case advice, and by contributing to the international policy dialogue on standard setting in asset recovery. ICAR works in approximately 25 countries around the world each year, including with permanent in-country presence of experts and multi-year programs in six countries.

Profile

In view of ICAR's growing portfolio of country-specific long-term technical assistance programs, ICAR is looking for an experienced program manager with substantial program management experience in the context of international development cooperation / technical assistance programs, preferably in the field of anti-corruption, asset recovery and/or criminal justice reform. The Head of Programs is to oversee and strategically manage these programs to ensure that they are implemented in a coherent and impactful manner, in line with ICAR's Operational Strategy and requirements set forth by project-specific donors. Work load, resources and opportunities permitting, and depending on the post holder's specific background and professional experience, in particular in anti-corruption and asset recovery, s/he shall also play a role in contributing to and promoting ICAR's participation in the global policy dialogue on asset recovery.

Whilst the post holder reports directly to the Director ICAR, s/he will work first and foremost with designated technical and other key project staff at headquarters and in the field. The Head of Programs is part of the Basel Institute's Management Group; on matters related to financial, contract management and HR aspects of the programs, s/he will regularly interact with the Head of Operations.

Key responsibilities:

- Managerial and strategic oversight of ICAR's country-specific technical assistance programs:
 - Develop coherent work plans and log frames for each of the programs in consultation with the program's designated substance experts to ensure activities implemented deliver against program objectives and align with ICAR's Operational Strategy;

- Manage and supervise designated experts and project staff at HQ and in the field, including coordinating and overseeing their role and work in relation to the delivery of the work plan(s);
- Coordinate and oversee possible procurement of additional services and products necessary for the delivery against the programs' work plans.
- Prepare funding applications for new programs of work or renewals of existing programs of work, and negotiate contractual arrangements and conditions
- Devise, oversee and liaise with the finance unit the execution of program budgets
- In coordination with finance unit, ensure that financial reporting requirements are met
- Ensure adequate ICAR program documentation and filing systems
- Coordinate and draft substantive program reports, including interim and/or annual update reports
- Coordinate the implementation of ICAR's M&E tools
- Act as key contact point for program donors and, with the Managing Director and the Head of Operations, for ICAR core donors for all substantive program matters and operational strategy
- As relevant and adequate, represent ICAR at international anti-corruption and asset recovery policy, networking and other promotional events and conferences
- As relevant and adequate, coordinate and contribute directly to ICAR's international policy work in the areas of asset return, efficient asset recovery and other closely related and emerging topics

Requirements

- Advanced university degree in (criminal) law, political sciences, international relations or related fields
- At least 8 years of international work experience in development cooperation and technical assistance in the area of criminal justice, anti-corruption, asset recovery or other closely related fields
- At least 5 years thereof with substantial project and staff management responsibilities
- Experience in financial management, budgeting and accounting for projects
- Superior drafting skills, and significant experience in drafting operational reports, funding proposals and policy analysis
- Perfect fluency in English in writing and speaking, other languages (esp. Spanish) a definite advantage
- Experience with M&E a definite 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 send your written application (CV, letter of motivation, reference letters and contact details of three professional references; all documents merged in one PDF file), at your earliest convenience, but no later than **12 November 2018** by email to: **application@baselgovernance.org**

For further information, please contact Ms Andrea Poelling, Head of Operations, Basel Institute on Governance (andrea.poelling@baselgovernance.org).