

Senior Administration Specialist (80-100%)

Job title:	Senior Administration Specialist
Place of work:	Basel, Switzerland
Employment rate:	80-100%
Start date:	April 2018
Contract type:	Open-ended

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. As a Swiss foundation with headquarters in Basel, the Basel Institute maintains field operations in Africa, Eastern Europe and Latin America. The Basel Institute is an Associated Institute of the University of Basel.

Profile

We are looking for an experienced and proactive Senior Administration Specialist to act as the Institute's focal point for all general administration matters, including providing and coordinating all necessary daily secretarial, administrative and logistical support to the Basel Institute's business operations with a view to ensuring that the Basel Institute's diverse program of work is efficiently and effectively implemented. As part of the Basel Institute's Resources & Operational Support division, the post holder will report directly to the Head of Operations and will work closely with the other staff, as required.

Responsibilities

- Oversee and carry out all daily, regular and ad hoc administrative tasks including: general email and other correspondence; (contact) data base management; postal mail administration; office material upkeep; document formatting, filing, copying and printing; scheduling; phone call support, including conference call organisation.
- Organise and coordinate travel (flights, hotel, transfer) for staff and external partners
- Oversee office infrastructure, including renter relationship and household maintenance
- Ensure all Institute relevant administration policies and regulations (travel, expense, household, insurance, etc.) are in place, up-to-date and adhered to; review and update these as necessary.
- Organise international conferences and other internal and external events (e.g. staff and Board retreats, expert workshops, etc.)
- Carry out and coordinate the Institute's Secretariat function which it provides two external anti-corruption outfits; tasks associated with this function are limited and contractually specified.

Requirements

- Technical college degree or commercial training ("Fachhochschule oder kaufmännische Lehrabschluss") in business administration or similar; or, a related field or university degree in another field combined with substantive demonstrated professional experience in administration and general business support services
- Minimum of 6 to 10 years of relevant job experience; relevant job experience in an internationally operating not-for-profit development/humanitarian aid organisation is an advantage but not a requisite.

- Ability, willingness and keen interest to oversee and perform a broad range of administrative functions whilst conscientious and efficient in observing deadlines and achieving results
- Show pride in work and be motivated by professional concerns to provide reliable and effective services and outputs
- Solid ability to apply MS Office programs: Word, Excel, Power Point
- Ability to engage as a team player as well as to work self-sufficiently and proactively, with minimal supervision, perseverance, flexibility and open-mindedness
- Motivated to work for an internationally operating not-for-profit organisation, in particular but not exclusively with partners in developing and transition countries is an advantage.
- Good knowledge of English in writing and speaking; good working knowledge of another language (German, French, Spanish or other) 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 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 **10 February 2019** by email to: application@baselgovernance.org

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