

# Project Manager Basel AML Index

Job title:	Project Manager Basel AML Index
Place of work	Basel, Switzerland
Employment rate:	70-100%
Start date:	June 2017 or as soon as possible
Contract type:	Open-ended
Reporting:	Director ICAR

## 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.

Since 2012, the Basel Institute has published the Basel AML Index (<https://index.baselgovernance.org/>), which to date remains the only index published by an independent not-for-profit organisation ranking countries according to their risk of money laundering and terrorism financing. The Basel AML Index is used by the private sector as an established AML country risk-rating tool for compliance purposes, and in the public sector for research and to inform policy measures. The Basel AML Index measures the risk of money laundering and terrorist financing of countries based on publicly available sources.

## Profile

We are looking for a motivated, internationally minded Project Manager to join our ICAR team and manage and further develop the Basel AML Index. The Project Manager Basel AML Index shall be responsible for the development and maintenance of the methodology and the marketing of the Basel AML Index. S/he will support the Head of ICAR/Managing Director in quantitative and regulatory research on money laundering and terrorist financing risk and will liaise with the Basel AML Index users/clients from the private and public sector.

## Responsibilities

- Manage and coordinate the release of the annual Basel AML Index publication and its marketing
- Continuously review and enhance the Basel AML Index methodology
- Liaise and maintain relationships with clients from the private sector (banks and firms in compliance related inquiries) and public sector (academic institutions on research)
- Keep abreast of regulatory and research developments in AML risk assessment and quantitative methodologies
- Research and identify specific money laundering and terrorism financing risks indicators and data sources
- Monitor and track all major developments in the area of AML/CFT and indices, and collate and analyze relevant information

- Maintain the data source and input of data in Excel
- Maintain the Basel AML Index website using a content management system
- Support other AML/CFT related projects, in particular research, technical assistance and case specific advisory services provided by the Basel Institute

### **Requirements**

- Bachelor/Master or equivalent degree in (criminal) law /criminology and/or political or social sciences and/or economic quantitative sciences or another relevant university degree
- At least 5 years of work experience in the areas of anti-money laundering / financial crime /criminal justice and/or related development field with exposure to international aspects of this work
- Substantial knowledge in qualitative and quantitative research
- Good knowledge of AML/compliance regulations and guidance
- Good understanding of statistics and/or model developing in financial/organised crime/corruption
- Ability to work with a web based content management system
- Profound knowledge in analysing, transforming and visualising data in Excel
- Strong communication and interpersonal skills to interact with external parties
- Strong project coordination and organisational skills
- Fluency in English (written and spoken) is essential; other languages (in particular Spanish, German or French) are a definite asset.
- An open-minded, flexible and people-/service-oriented self-initiator with clear sense of responsibility for his/her role and duties, and who can work well both independently and as a team player
- A keen interest to work for a good cause as part of a multi-cultural and dynamic team within a not-for-profit operational setting

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For further information, please contact:

Ms Andrea Poelling, Head of Operations: [andrea.poelling@baselgovernance.org](mailto:andrea.poelling@baselgovernance.org)

Please send your written application, including a cover letter and a complete CV as well as contact details of three professional references, by email by **12 March 2017** to:

Ms Nina Schild, Administration & Project Support: [nina.schild@baselgovernance.org](mailto:nina.schild@baselgovernance.org)