

## Program Manager / Component Leader Collective Action Illegal Wildlife Trafficking Program (IWT)

Job title:	Program Manager (50%) / Component Leader Collective Action (50%)
Place of work	Basel, Switzerland
Employment rate:	100%
Start date:	1 April 2019, or as soon as possible thereafter
Contract type:	Initially for two years with possibility of extension
Reporting:	Managing Director / Head of Collective Action

### 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.

### Basel Institute Program of Work on Illegal Wildlife Trafficking (IWT)

The Basel Institute understands that financial crime is a key facilitator of a wide range of serious criminal acts and that financial crime is one of the serious hurdles in attaining the Sustainable Development Goals (SDGs). We are convinced that our comprehensive and integrated operational approach to tackling financial crime, involving financial investigation and asset recovery, Collective Action and applied research into drivers and causes of corrupt behaviours, can benefit a broad range of global anti-crime efforts. Based on this experience, the Basel Institute's Board has taken the strategic decision to offer expertise and know-how in support of anti-crime efforts in areas that are particularly affected by illegal financial flows and transactions. Efforts to counter illegal trafficking fall squarely within this scope. In this context, and analysing our current field operations and the capacity of partner countries, we are now looking to strengthen the team to counter the illegal wildlife trade (IWT). This area has already benefited significantly from ad hoc advice by Basel Institute experts in the context of existing operations of the Basel Institute's International Centre for Asset Recovery (ICAR), and partners have called for our intensified support.

In response to this recognition and call for support, the Basel Institute is establishing a new multi-disciplinary program of work focused on combating financial crime in IWT. This program will be implemented in collaboration with and through members of staff of other operational divisions at the Basel Institute (Public Governance, Collective Action and Compliance, Asset Recovery).

### Profile and responsibilities

This position has a dual responsibility, combining the management of the newly created cross-divisional Financial Crime IWT program and leading the implementation of the Collective Action component of this program. Key responsibilities include, but are not necessarily restricted to:

**Program Manager:**

- Coordinate the development and implementation of a comprehensive operational strategy for the Basel Institute's program of work in combating IWT, including work plans and corresponding reporting mechanisms;
- Monitor implementation of the operational strategy with a view to continuous improvement;
- Lead on fundraising activities related to the Basel Institute's IWT program of work, including funding applications;
- Liaise with existing donors, coordinate and draft substantive program reports and negotiate extensions to existing funding arrangements;
- Coordinate recruitment and HR matters for staff involved with the Basel Institute's IWT program of work;
- Coordinate and oversee possible procurement of services and products necessary for delivery against the program's work plan(s);
- Oversee (in coordination with the finance unit) budget execution for IWT-related grants and budget lines and ensure that financial reporting requirements are met;
- Represent the Basel Institute at relevant international policy, networking and other promotional events and conferences.

**Component Leader Collective Action:**

- Lead the implementation of IWT-related Collective Action work under the supervision of the Head of Corporate Governance, Compliance & Collective Action;
- Develop compliance-related products for IWT partner companies jointly with the Head of Corporate Governance, Compliance & Collective Action;
- Liaise with the Team Leader Intelligence IWT in relation to the delivery of intelligence products to private sector partners.

**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, compliance and/or international policy work in the area of IWT, financial crime and/or other closely related fields
- At least 5 years thereof with substantial project and staff management responsibilities
- Substantial knowledge about corporate compliance in the area of financial crime
- Some exposure to the methodology of Collective Action is a definite advantage
- Experience in fundraising and donor relations
- Track record of successful interaction with senior members of government or companies
- Experience in financial management, budgeting and accounting for projects
- Superior drafting skills and significant experience in drafting operational reports, funding proposals and policy analyses
- Perfect fluency in written and spoken English; other languages 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 1 March 2019 by email to: **[application@baselgovernance.org](mailto:application@baselgovernance.org)**

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