

Programme Officer ICAR

Job title:	Programme Officer ICAR
Place of work:	Basel, Switzerland
Employment rate:	100%
Start date:	As soon as possible
Contract type:	Permanent
Reporting to:	Head of Programmes ICAR, Basel Institute on Governance

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 programmes in six countries.

Profile

In view of the International Centre for Asset Recovery's (ICAR) growing portfolio of country-specific, long-term technical assistance programmes, ICAR is looking for an experienced Programme Officer with substantial programme management experience in the context of international development / technical assistance programmes, preferably in the field of anti-corruption, asset recovery and/or criminal justice reform. The Programme Officer will support the Head of Programmes to manage our programmes in Malawi, Mozambique, Tanzania, Kenya, and Peru. She/he will contribute to delivering these in a coherent, structured, and impactful manner, as well as in line with ICAR's Operational Strategy and requirements set forth by donors.

Whilst the post holder will report directly to the Head of Programmes, she/he will work closely with designated technical and other key project staff at headquarters as well as field offices. On matters related to financial, contract management, and HR aspects of the programmes, she/he will regularly interact with relevant HQ based administrative staff as designated by the Head of Operations.

Key responsibilities

- Manage our country-based programmes with support from our local programme managers (where these are in place). The key tasks will include:
 - Design, monitor, and manage programme budgets.
 - Lead on financial forecasting and contribute to financial reporting.
 - Coordinate and draft substantive programme reports, including interim and/or annual update reports.

- Provide programme coordination, operations, and administrative support, including for ICAR's training team.
 - Contribute to the design and monitoring of work plans and monitoring & evaluation (M&E) tools in consultation with the programme's technical experts to ensure programmes deliver against objectives and align with ICAR's operational strategy.
 - Contribute to managing programme risks by maintaining risk registers and implementing mitigating measures.
 - Contribute to quality assuring programme deliverables.
 - Contribute to determining staffing needs, develop Terms of Reference (ToRs), and find quality candidates.
 - Contribute to stakeholder management, including but not limited to government counterparts, donors, partners, civil society representatives, etc.
- As relevant and adequate, train the local programme managers in financial, risk, and performance management.
 - Prepare funding applications for new programmes or extensions of existing programmes, and contribute to negotiating contractual arrangements and conditions.
 - Ensure adequate ICAR programme documentation and filing systems.
 - 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.

Qualifications

- Advanced university degree in law, political sciences, international relations or related fields.
- At least five years of experience managing programmes and teams.
- Substantial experience in financial management, budgeting and accounting for projects.
- At least three years of international work experience in international development and/or technical assistance in the area of criminal justice, anti-corruption, asset recovery or other closely related fields.
- Superior drafting skills and significant experience developing operational reports and funding proposals.
- Fluent in spoken and written English; other languages (esp. Spanish and/or Portuguese) an advantage.
- Experience with M&E 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.

Reporting and institutional set-up

The Programme Officer will work as a full-time member of the Basel Institute on Governance under the supervision of the ICAR Head of Programmes.

Application

Please send your written application (CV, letter of motivation, reference letters or, at a minimum, the contact details of three professional references; all documents merged in one PDF file), by **28 July 2019** by email to: **application@baselgovernance.org**

For more information about the position, please contact: Iker Lekuona, Head of Programmes ICAR, iker.lekuona@baselgovernance.org.