

## Administration Manager/Executive Assistant to Management Group

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| Job title:       | Administration Manager and Executive Assistant to Management Group |
| Place of work    | Basel, Switzerland   |
| Employment rate: | 80%  |
| Start date:      | 1 February 2020 or as soon as possible                             |
| 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 headquartered 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

The Administration Manager will be in charge of planning and executing the Basel Institute's administrative functions including general administrative and project specific secretarial tasks, travel, infrastructure maintenance, events organisation and maintenance of internal administrative policies, procedures and information platforms. The post holder will also act as the Executive Assistant to the Basel Institute's Management Group.

S/he is an energetic professional who enjoys wearing multiple hats, is experienced in handling a wide range of administrative and executive support related tasks. S/he is well organised, flexible, proactive and diligent, and enjoys the administrative challenges of supporting an office of diverse people.

As part of the Basel Institute's Resources & Operational Support division, the post holder will report to the Head of Operations, work with and supervise the Administration Specialist, and work closely with the other members of the division (HR, IT, Finance) as required. In relation to his/her function vis-à-vis the Management Group, and occasional special projects related thereto, s/he will work closely with the Managing Director.

### Responsibilities

- Manage all office services and ensure office efficiency
  - Point person for
    - travel
    - office/household infrastructure service and maintenance, including renter relationship
    - mailing/shipping / related correspondence
    - supplies, material and logistics
    - data base and information platform management
    - official documentation, formatting, filing and filing systems
    - scheduling
    - (conference) phone call support

- all daily clerical and related errands
- Organise and oversee adherence to office policies by setting up and/or maintaining procedures and standards that guide the office's daily business operations (e.g. travel, expense, household, insurance)
- Analyse and monitor internal processes linked to the aforementioned office policies, procedures and standards and, when necessary, recommend and implement procedural and policy changes to improve operational efficiency
- Lead and participate actively in the planning and execution of events, including international conferences, staff/team events, Board meetings and other
- Oversee, coordinate and assist in carrying out the Institute's Secretariat function that it provides two external anti-corruption outfits
- Provide direct support to the Managing Director in her role to oversee, coordinate and manage the activities and responsibilities of the Management Group (MG)
  - Assist in preparing the MG's regular meetings (e.g. agenda, room documents)
  - Take minutes
  - Assist with post-meeting follow on actions
  - Perform tasks on special projects of the MG

### **Requirements**

- Proven office management, administrative and executive assistant experience and in-depth knowledge of related office management responsibilities, systems and procedures
- Excellent time management, organisational and planning skills, with ability to multi-task and prioritise
- Attention to detail and problem-solving skills, and independent assurance of follow-up to assigned tasks
- Excellent written and verbal communications skills in English; good working knowledge of another language (German, French, Spanish or other) is an advantage
- Proficient in MS Office and an affinity to use computer skills and IT solutions to ensure office efficiency
- Motivated to work for an internationally operating not-for-profit organisation, including with partners in developing and transition countries
- 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 demonstrated professional experience in business administration and executive support services
- Minimum of 8 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.

### **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 **5 December 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)).