

Programme Support Officer ICAR

Job title:	Programme Support Officer, International Centre for Asset Recovery (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

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 a Programme Support Officer with project management experience in the delivery of international development projects, and the delivery of practical interactive trainings. The Programme Support Officer will support the Head of Programmes to manage international ICAR programmes, and the Head of Training in the preparation, coordination, and delivery of ICAR trainings. ICAR is currently implementing technical assistance programmes in Malawi, Mozambique, Tanzania, Kenya, and Peru, amongst others. The ICAR training team provides training to law enforcement and criminal justice officers, and other relevant practitioners in those countries, in addition to delivering trainings at the request of other jurisdictions or international organisations.

The Programme Support Officer will contribute to ensuring that ICAR programmes and training activities are delivered in a coherent, structured, and impactful manner, as well as in line with ICAR's Operational Strategy and requirements set forth by donors. It is envisaged that the Programme Support Officer will spend approximately 60% of their time supporting ICAR country programmes, and 40% supporting the delivery of ICAR trainings.

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

- Support the delivery of ICAR country-based programmes. The key tasks will include:
 - Monitor, and manage programme budgets;
 - Support financial forecasting and contribute to financial reporting;
 - Coordinate and draft substantive program reports, including interim and/or annual update reports;
 - 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 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.
- Support the delivery of ICAR training programmes. The key tasks will include:
 - Develop, monitor and manage training budgets;
 - Communication and coordination, ensuring that ICAR training team requirements are understood by the key stakeholders, particularly the key representatives of training recipient organisations;
 - Administrative and logistical, supporting the production of high-quality training materials, and that training needs have been confirmed with host venues;
 - Research and translation, in the adaptation of training materials to each specific context, ensuring the timely delivery of third party-reviewed translated materials;
 - Supporting the quality assurance and proofreading of training materials, ensuring that final printed versions meet team requirements for training delivery;
 - Management of training participant lists, ensuring that certificates and other course completion documents are produced in advance;
 - Post-training support, including conducting surveys on training quality and impact with selected participants, and producing training impact studies, summarising findings and participant feedback.
- Provide programme coordination, operations, and administrative support for the ICAR team;
- Support the preparation of 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.

Qualifications

- Advanced university degree in development, law, political science, international relations or related fields;

- At least 2 years' practical experience working in a development field with an NGO or other international organisation, preferably overseas in a coordination or mission support role;
- Proven experience of programme design and proposal writing;
- Proven experience of high-quality report writing;
- Familiarity with the project management cycle;
- Cross-cultural awareness and sensitivity to cultural differences;
- Strong communication and coordination skills, demonstrable experience engaging with a range of stakeholders, including senior officials;
- Fluency in spoken and written English and at least another major world language (Spanish, French 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 Support Officer will work as a full-time member of the Basel Institute on Governance under the supervision of the ICAR's 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 email to: application@baselgovernance.org. The deadline 28 February.

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