

# Head of Programs ICAR

Job title:	Head of Programs ICAR
Place of work	Basel, Switzerland
Employment rate:	70-100%
Start date:	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.

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 strategic case advice, technical assistance and capacity building, 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 multifaceted multi-year programs in six countries.

## Profile

We are looking for an international professional with substantial experience in program management in the context of development cooperation and technical assistance in anti-corruption and asset recovery or a closely related field. This is a new position created to support the management, coordination, focused implementation and monitoring of ICAR's increasingly complex portfolio of technical assistance programs, and to accompany the continuous growth and evolution of ICAR's portfolio of activities. In addition, and depending on the profile of the applicant, this position will oversee and directly contribute to ICAR's international policy work. In both roles, the post holder will report directly to the Director ICAR and coordinate and work closely with ICAR's senior technical staff at HQ and in the field; for program management s/he will also work closely with the Basel Institute's Chief Operating Officer.

## Responsibilities

Managerial and administrative tasks:

- Provide administrative and managerial oversight over technical assistance and advisory services provided by embedded and non-embedded experts in partner countries, including:
  - Coordinate and implement report writing obligations
  - Coordinate and implement operational documentation
  - Oversee expenditures and coordinate financial reporting (in cooperation with COO Basel Institute)

- Prepare funding applications
- Coordinate and implement M&E tools

Policy and operational tasks (optional, depending on profile of the applicant):

- Representing ICAR at international policy forums in the area of asset recovery
- Coordinate as well as contribute directly to ICAR's international policy work in the areas of asset return, efficient asset recovery, corruption and human rights and emerging topics
- Contribute to technical assistance projects in partner countries

## **Requirements**

- Advanced university degree in (criminal) law and/or political sciences and/or international relations or other related fields
- At least 8 years of international work experience in development cooperation and technical assistance in the area of criminal justice, anti-corruption, asset recovery or other closely related fields
- At least 5 years thereof with substantial project management and managerial responsibilities
- Experience with project documentation
- Experience in financial management, budgeting and accounting for projects
- Superior drafting skills, and significant experience in drafting operational reports, funding proposals and policy analysis
- Perfect fluency in English in writing and speaking, other languages (especially Spanish) a definite advantage
- Experience with M&E a definite advantage

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For further information, please contact:

Ms Andrea Poelling, Head of Operations Basel Institute on Governance:  
[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 **20 April 2017** to:

Mr Matthias Wilde, Administration & Project Support: [matthias.wilde@baselgovernance.org](mailto:matthias.wilde@baselgovernance.org)