

## VACANCY

**Job title:****IT Specialist**

Employment location:

Basel, Switzerland

Employment rate:

100%

Salary:

CHF 84'000 p.a. <sup>1</sup>

Start date:

As soon as possible

Eligibility:

Citizenship of Switzerland, or of an EU or EEA country

**Background**

The Basel Institute on Governance is a practice-oriented and interdisciplinary think tank conducting research, offering policy advice and building technical capacity support in the area of good governance at the public and corporate level. The Institute's activities include, but are not limited to, anti-money laundering, anti-corruption and compliance regulations mechanisms. The Institute furthermore manages the International Centre for Asset Recovery (ICAR) which is a specialised unit focusing on building and enhancing the capacities of developing countries, through training and advisory services, to undertake international asset recovery processes. The Institute's activities are supported by its research team and its IT team, as well as through an online resource and information platform for asset recovery which it continues to enhance and further develop ([www.assetrecovery.org](http://www.assetrecovery.org)).

**Duties and responsibilities**

The new staff member will be responsible for providing IT operational support and assistance to ensure that the Institute team is able to efficiently carry out its various projects in the areas of training, case assistance, research and policy development.

In particular, the IT Specialist will be responsible for:

- Maintaining the Institute's internal IT and communication infrastructure (servers, workstations, printers, telephones) and IT services (website, file sharing, email).
- Supporting the Institute's staff in IT related needs (office software support, email system and calendar support, internal IT trainings).
- The technical development and maintenance of a web-based community platform providing information and connecting practitioners in the area of anti-corruption and asset recovery ("Asset

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<sup>1</sup> Subject to income tax and social contributions

Recovery Forum"). In the implementation of this task, he/she will be working in close cooperation with the other IT team members and the research team.

- Ideally, assisting the Resources and Operational Support Unit in the production of Institute flyers, brochures and templates.

## Requirements

The Basel Institute on Governance is looking for a proactive, self-motivated professional who takes responsibility and is willing to participate in an exciting multi-cultural work environment. The position requires strong interpersonal and organisational skills. The ideal candidate should demonstrate having:

- A degree in the area of IT and/or business administration, or similar background
- Experience in programming (PHP, JavaScript Frameworks, Java, HTML, CSS)
- Experience with the installation, customization and extension development of at least one content management system (e.g. Drupal, Typo3, Joomla)
- Experience in administering and maintaining servers (Linux, Samba, LDAP, VPN, Apache, MySQL)
- Excellent knowledge of office software (Microsoft Office, Adobe Acrobat)
- Extensive experience with software support for users of Windows and Mac systems
- Knowledge of Adobe design products (InDesign, Illustrator, Photoshop) and experience in designing brochures, flyers, etc. is an advantage
- Evidence of strategic thinking and proven ability to organise, plan and prioritise work
- Fluency in English (written and spoken), working knowledge in another major language (Spanish, French, Portuguese, Russian) is an advantage
- Interest in international aid cooperation and development assistance is advantage

More information on the Basel Institute on Governance can be found on: [www.baselgovernance.org](http://www.baselgovernance.org)

To apply, please send your application letter (explaining why you are motivated to join the Institute) as well as your CV, in English, to [andrea.poelling@baselgovernance.org](mailto:andrea.poelling@baselgovernance.org). **Deadline for applications: 27 August 2010**