



## VACANCY NOTICE 016/2022

### **Senior Officer for Strategic Partnerships (AD6)**

*All our work shall be driven by commitment and excellence*

<b>Department:</b>	Strategic Partnerships
<b>Location:</b>	Laxenburg, AUSTRIA
<b>Type of Contract:</b>	Fixed-term
<b>Grade Level</b>	AD 6
<b>Application Deadline:</b>	4 December 2022 (Midnight UTC+2)
<b>Languages Required:</b>	English
<b>Duration of Initial Contract:</b>	1 year (renewable) with 4 months' probation period
<b>Expected Start Date:</b>	January 2023

### **BACKGROUND**

#### **About us**

The International Anti-Corruption Academy (IACA) is an intergovernmental organization with a global constituency as well as a post-secondary educational institution, headquartered in Laxenburg/Vienna. It is the only international organization with a mandate focused solely on fighting corruption through education, research, cooperation, and technical assistance delivery.

IACA strives to complement the UN's work in the field of sustainable development, incl. through project implementation and provision of technical assistance, and to facilitate the implementation of the UN Convention Against Corruption. We are a pioneering institution that aims to overcome shortcomings in knowledge and practice in the field of anti-corruption and compliance, functioning as a centre of excellence in education, training, networking, and cooperation, as well as academic research. IACA activities benefit public and private sector professionals and practitioners, academics, media professionals, and civil society.

For detailed information on IACA, please visit our website at [www.iaca.int](http://www.iaca.int).

#### **Remuneration**

As an international civil servant, the incumbent will be entitled to an all-inclusive annual salary of **83,586 EUR**. An adjusted dependency benefit will be given to staff members with at least one child. For detailed information on IACA grades and conditions, please consult the [Staff Rules of the International Anti-Corruption Academy](#).

#### **Applying**

If you have related work experience, meet the requirements outlined in the Job Description on the following pages, adhere to our goals and Guiding Principles, and would like to work in a dynamic, multicultural environment, please send a concise CV and cover letter via our [job platform](#), clearly stating the Vacancy Notice number in the subject line, no later than 4 December 2022 (Midnight UTC+2). Please include your contact details as well as the names and contact details of three references. Shortlisted candidates will be called for an interview.

## JOB DESCRIPTION

### **Duties and Responsibilities**

Within IACA's organizational structure, the Senior Officer has planning, drafting, developing, and implementing duties on external relations and protocol matters, including the events management. To this end, the incumbent is competent to guide, coordinate, and supervise designated staff and to ensure the proper workflow, results, and functioning within the team. The Senior Officer reports to the Head of Strategic Partnerships Department.

The Senior Officer for Strategic Partnerships will perform the following principal duties:

- contribute to the design and delivery of the Academy's external strategies and agendas,
- coordinate or provide substantive support to the development and maintenance of cooperation with IACA Parties, including the Host Country, intergovernmental and non-governmental organizations, and other stakeholders, such as various professional networks
- identify new outreach opportunities for IACA and provide substantive support to planning and implementing internal and external communications and advocacy outreach activities
- develop, in collaboration with the Legal Department, memoranda of understanding and other cooperative frameworks with various stakeholders, as well as coordinate their implementation
- provide advice and substantive and technical support to the activities of the Assembly of Parties, its Bureau, and subordinated bodies, as well as the Board of Governors and advisory boards of IACA,
- conduct research on assigned topics related, in particular, to the main areas of responsibility
- design, develop, and implement activities over solid theoretical foundations and proven effective practical approaches.
- organize IACA's panels and other events, and deliver presentations on the activities of the Academy during conferences, seminars, etc.
- coordinate preparations of visits of (high-level) government officials and delegations to IACA, as well as official IACA's missions,
- coordinate and or provide support in the preparation of various written outputs, such as strategic and position papers.
- train and provide guidance to other team members, advising them on subject matter issues as well as on workflow, administrative practices, procedures, and proper and reliable knowledge management,
- ensure proper financial documentation and procurement processes within the department,
- Occasional work on other tasks given by superiors is expected, not directly related to the appointment, but where relevant work experience and skills are an asset and/or the immediate shortage of personnel capabilities require so.

The Senior Officer's place of employment is the IACA campus, in a multinational environment. The incumbent may also be sent to IACA's other offices or to those of partners, contractors, or other third parties in Austria or abroad and on official missions, as work requires, and thus must hold valid international travel documents. The job holder is required to devote working hours to conceptual issues, planning, drafting, supervising, communicating, and coordinating with external stakeholders. The incumbent actively contributes to the development and maintenance of the Academy's distinctive character as a centre of excellence in the field of anti-corruption training and education.

### **Skills and Professional Experience**

The incumbent

- demonstrates in-depth knowledge of characteristics of international organizations,
- has profound knowledge of applicable international law, and practical experience with different international organizations (preferably also with an anti-corruption mandate),
- has real-life experience and understanding of liaising with diplomatic representations, international organizations, and other external stakeholders,
- has significant experience in organizing (high-level) events and conferences on the international level,
- is a skilled and proven leader with strong analytical, communication and negotiation skills in a multicultural environment,
- is confident, proactively pursues his/her targets, and ensures the highest quality results under tight deadlines and tight resources,
- shows the flexibility to take over different tasks as required in a small but growing team,
- demonstrates ability and willingness to take managerial responsibility for all related operations and tasks,
- has excellent written and oral communication skills in English,
- is familiar with and able to handle contemporary computer software,
- expresses readiness to travel and represent IACA at international events.

At least seven (7) years of professional experience in an international context, including at least two (2) years of professional experience in an international organization or national government are required. For candidates with a PhD or equivalent, at least five (5) years of professional experience in the same areas apply.

In addition, professional experience gained in other or related professions, and working experience gained abroad or in multinational environments are assets.

### **Education**

An advanced university degree (Master's degree or equivalent) in a job-related field. Other academic degrees such as a PhD or another degree in a job-related field, additional languages, as well as periods of studies abroad are considered an asset.

### **SPECIAL NOTICE**

IACA is committed to the principles of equal opportunities, non-discrimination, gender balance, and geographical distribution, and upholds its Guiding Principles. It is committed to achieving 50/50 gender balance in its staff. We seek to attract the best qualified and most dedicated

workforce, meeting the highest standards of professional ability, personal integrity, and social competence, and offer fair and competitive international employment terms and conditions. The selected candidate is expected to start as soon as possible.

**ADDITIONAL CONSIDERATIONS**

- Please note that the closing date is midnight Vienna time.
- Applications received after the closing date will not be considered.
- **IACA's selection is final and not subject to review.**
- **Qualified female candidates are strongly encouraged to apply.**