

## VACANCY NOTICE 001/2019

### **Dean, Laxenburg/Vienna**

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

#### **About Us**

The International Anti-Corruption Academy (IACA) is an intergovernmental organization with a global constituency, as well as an institution of post-secondary education recognized in line with the (EU's) "Bologna process"<sup>1</sup>. It is headquartered in Laxenburg/Vienna and has been established under the *Agreement for the Establishment of the International Anti-Corruption Academy as an International Organization* ("IACA Agreement") which forms its constitutive legal basis.

IACA is 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 tackles the global phenomenon of corruption with an interdisciplinary approach, by providing know-how and expertise from various academic and non-academic fields.

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

Amongst other values, IACA is committed to the principles of equal opportunities, non-discrimination, gender balance, and geographical distribution, and upholds its Guiding Principles.<sup>2</sup> IACA seeks to attract the best qualified and most dedicated workforce meeting the highest standards of professional ability, personal integrity, and social competence, and offers fair and competitive international employment terms and conditions.

#### **Vacant Post, Type and Duration of Appointment**

The Dean is the head of the organization, responsible for the day-to-day management of the organization and its substantive programme. The Dean's responsibilities are of managerial, academic, and political nature (see the [IACA Agreement](#)<sup>3</sup>), and are detailed in the Job Description further below.

In accordance with Article VI of the Agreement, the Dean shall be appointed by the Board of Governors for a renewable period of four years. A first performance review will take place after one year.

#### **Remuneration/Entitlements**

The incumbent will be entitled to an all-inclusive annual salary, commensurate to the level of responsibility of this appointment.

The Dean enjoys certain privileges and immunities under IACA's Headquarters Agreement with the Republic of Austria and income received from the organization is exempt from Austrian income tax.

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<sup>1</sup> [https://bmbwf.gv.at/fileadmin/user\\_upload/ENIC\\_NARIC\\_AUSTRIA/EMPfehlungen/2.1.4.15a\\_E\\_BF.pdf](https://bmbwf.gv.at/fileadmin/user_upload/ENIC_NARIC_AUSTRIA/EMPfehlungen/2.1.4.15a_E_BF.pdf)

<sup>2</sup> <https://www.iaca.int/about-us/guiding-principles.html>

<sup>3</sup> <https://www.iaca.int/about-us/agreement-and-external-resolutions.html>

Health insurance under the Austrian Social Insurance scheme is compulsory for the complete period of appointment; pension and unemployment insurance under the Austrian Social Insurance scheme may be opted in. Except for occupational accident insurance, insurance contributions are not borne by IACA.

IACA will not cover any costs of relocation at the start, or repatriation at the end of service.

### **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 to [hr@iaca.int](mailto:hr@iaca.int), clearly stating the Vacancy Notice number in the subject line, no later than 31 March 2019 (UTC+1). Please include your contact details as well as the names and contact details of three professional references.

### **Selection**

The selection is subject to a diverse screening-process conducted by internal and external experts, involving personal and/or tele-interviews. IACA does not cover any of the applicants' costs, related to the selection process, such as for travel.

**IACA's Board of Governors' selection is final and not subject to review.**

## Job Description – Dean

### Profile

The Dean is responsible for the day-to-day management of IACA and its substantive programmes. He/she is the prime-responsible for the organization in a managerial, academic, and political context, and reports and is accountable to the Board of Governors. As the leader of a global organization aiming at contributing to the global fight against corruption and becoming the leading educational institution in promulgating it, the Dean must be a person of high character and recognized integrity.

The Dean's place of employment is at the IACA headquarters, currently in Laxenburg/Austria though regular absences on mission travel are required. Therefore, the candidate must hold and maintain throughout the term of service valid national travel documents, such as a passport, as well as a valid driver's license for regular passenger cars.

### Duties and Responsibilities

In line with Article IX of the IACA Agreement the Dean shall, in particular:

- Represent the Academy externally;
- Ensure the proper administration of the Academy, including human resources and financial management;
- Prepare the work programme and budget of the Academy for consideration by the Board and adoption by the Assembly. The work programme shall include research priorities, training activities, curricula and tool development;
- Implement the work programme and budget;
- Submit to the Board annual and ad hoc reports on the activities of the Academy including an annual audited statement of the Academy's accounts;
- Propose the establishment of cooperative relationships for approval by the Board;
- Coordinate the work of the Academy with the work of the Parties to the IACA Agreement and other international and national institutions, agencies and networks as relevant taking into account the relevant recommendations and guidelines of the Assembly and the Board as well as advice from the International Senior Advisory Board and the International Academic Advisory Board;
- Enter into contracts and arrangements on behalf of the Academy and negotiate international agreements for consideration by the Board and approval by the Assembly;
- As one of the critical items for the years to come: Actively seek appropriate funding for the Academy and accept voluntary contributions on behalf of the Academy in accordance with the relevant Board strategies and guidelines as well as the financial regulations;
- Undertake other assignments or activities as may be determined by the Board.

In this function, the Dean oversees the work of all units, and ensures that produced outputs maintain high-quality standards.

In addition, the Dean acts as Executive Secretary to the Assembly of Parties, IACA's prime organ, and participates in that capacity in all sessions of and business related to the Assembly.

## Selection Criteria – Dean

### Knowledge and Skills

Applications will be judged against the knowledge and skills, required educational background, and professional experience, set out in this section. Applicants should ensure that their application clearly demonstrates how they believe that their knowledge and skills, educational background and professional experience meet these selection criteria.

The incumbent has:

- First-rate academic credentials,
- Exceptional managerial and leadership skills, particularly in the academic environment,
- Sound knowledge of international educational standards and frameworks,
- The knowledge, commercial acumen and ambassadorial qualities necessary to maximise the Academy's reach and reputation,
- Strong record in obtaining research and other funding and in strategic planning for future funding opportunities,
- Demonstrated negotiations and diplomatic skills and the ability to build and maintain trusted relationships with high level officials,
- Excellent knowledge of global compliance and anti-corruption developments and challenges,
- Knowledge of the characteristics of international organizations, and a sound understanding of cultural and linguistic diversity,
- Ideally, an understanding of liaising with diplomatic representations, international organizations, and other external stakeholders,
- The ability and dedication to proactively develop and shape new areas for professional engagement,
- The proven ability and readiness to work well under pressure, adapting to challenging and changing environments and deadlines,
- Excellent written and oral communication skills in English,
- The ability and readiness to travel and represent IACA abroad in bilateral and multilateral environments.

### Required Educational Background

Doctoral degree (PhD or equivalent) in a job-related field such as economics, finance, (business) ethics, (business) law, management, or in another relevant law and/or social science field, preferably with a clear and strong focus on compliance and anti-corruption. Additional (academic) qualifications in a job-related field, additional languages, as well as periods of researching and/or teaching abroad are considered an asset.

### Professional Experience

At least fifteen (15) years of professional experience in areas relevant for this post, with a minimum of ten (10) years in leadership positions. International and substantive experience in the anti-corruption and compliance fields is highly desirable, as well as work experience in the direction of academic programmes and in managing intergovernmental processes, including servicing intergovernmental bodies.