

VACANCY NOTICE 001/2017 FOR TWO SECONDMENTS

Senior Academic Expert

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, headquartered in Laxenburg/Vienna. 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.

For detailed information on IACA please refer to our website at www.iaca.int.

IACA's staff structure consists of two pillars, namely the Academic Branch and the Administrative Branch. We are committed to the principles of equal opportunities, non-discrimination, gender balance, and geographical distribution, and uphold our Guiding Principles. 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.

Vacant Post, Type and Duration of Appointment

The Job Description on the next pages contains the job title, classification of the vacant post, and the job profile, including the responsibilities, education, skills, and professional experience required.

IACA offers a fixed-term appointment for the duration of one year, with a probationary period of four months. Under certain conditions, this fixed-term appointment may be renewed by IACA. For detailed information on the *Staff Rules of the International Anti-Corruption Academy*, refer to www.iaca.int/about-us/vacancies.

Remuneration

The incumbent will be remunerated by the seconding authority and not by IACA.

Applying

States, international organizations, academic institutions, NGOs, and other relevant entities who wish to second staff meeting the requirements outlined in the Job Description are kindly asked to apply for each potential candidate no later than 14 April 2017 (UTC+1). The application package should be sent to hr@iaca.int and include a concise CV, cover letter, and three references. An official statement from the seconding authority is also required, in line with Chapter XVII of the IACA Staff Rules, as well as the name and contact details of a point of contact within the seconding authority. The Vacancy Notice number should be stated in the e-mail subject line.

Shortlisted candidates will be called for an interview. This interview may be conducted in person or via IP-telephony software. Candidates who choose to come to the IACA campus in person for an interview should note that IACA will not cover or reimburse the expenses incurred.

IACA's selection is final and not subject to review.

Job Description – Senior Academic Expert

Post

This Job Description illustrates the job profile, including the responsibilities, skills, education, and professional experience for the post of Senior Academic Expert, classified AC 6, in the Academic Branch of the International Anti-Corruption Academy (IACA).

Profile

Within IACA's organizational structure, the Senior Academic Expert acts as a knowledge provider on the latest international developments, best practices, and academic research in anti-corruption for the Academy. To this end, he/she coordinates and cooperates with team members and contributes to the proper workflow, results, and functioning within the team. The Senior Academic Expert reports to his/her superior and senior management, as defined by the Dean.

The Senior Academic Expert's place of employment is at the IACA campus, in a multinational environment. He/she may also be sent to IACA's other offices or to those of partners, contractors, or other third parties, in Austria or abroad. He/she may also be sent on official missions abroad, as work requires. He/she is required to devote working hours to conceptual issues, research, planning, drafting, communicating, and coordinating with external stakeholders.

Duties and Responsibilities

He/she lectures in IACA's academic and non-academic programmes and activities and supports academia-related partnerships and initiatives by working closely with senior representatives from, *inter alia*, other research organizations. He/she is responsible for supporting knowledge exchange on anti-corruption, including best practices in anti-corruption prevention. The Senior Academic Expert monitors and analyzes global anti-corruption trends, including research studies, best practices, news, and other materials and provides policy advice and programme support to IACA.

The Senior Academic Expert works on planning issues and development of detailed proposals for potential academic and non-academic programmes and activities. He/she independently develops, implements, and coordinates these proposals, as approved by his/her superiors, and ensures that the administrative, logistical, and infrastructural framework is prepared in this respect.

He/she is responsible for ensuring proper and reliable knowledge management with regard to his/her tasks, and for coordinating and cooperating with external partners for the programmes and activities he/she is in charge of. He/she also compiles and submits necessary reports to his/her superiors. He/she contributes significantly to the development and maintenance of the IACA's distinctive character as centre of excellence in the field of anti-corruption training and education.

In line with IACA's team spirit, he/she occasionally works on other tasks given by his/her superiors, not related to his/her appointment, but where his/her work, experience and skills are an asset and/or immediate shortage of personnel capabilities require so.

Skills

The incumbent

- has a minimum of 5 years of experience in the field of anti-corruption, preferably in different sectors, and with a focus on the prevention of corruption,
- has a progressive work experience in anti-corruption, including (a) policy dialogue and advisory work, (b) leading and managing research and analyses,
- has excellent knowledge of the anti-corruption agenda and a very good understanding of the social, economic, political, and historical trends of anti-corruption,

- is skilled in training process facilitation and strategic planning,
- has excellent written and oral communication skills in English, particularly in public speaking, facilitating trainings, and preparing thematic papers and reports,
- has excellent supervisory, teamwork, team-building, and diplomatic skills,
- has sound analytical skills and is an effective problem solver,
- is confident and proactively pursues his/her targets,
- is a proven leader and prepared to take over responsibility,
- is able to work independently and within a multinational environment as well as with people from different professional backgrounds,
- is able to effectively plan and develop clear concept proposals as well as implement and coordinate comprehensive programmes,
- is able to work well under pressure, adapt to challenging and changing environments, and meet deadlines,
- is familiar with the handling of contemporary computer software,
- expresses readiness to travel and represent IACA at international events.

Education

The Senior Academic Expert holds a Doctoral (Ph.D. or equivalent) or Master degree in a job-related field such as Political Science, Economics, Law, or other Social Sciences with a focus on anti-corruption. Additional qualifications in a job-related field, additional languages, as well as periods of studies abroad are considered an asset.

Professional Experience

At least five (5) years of professional experience in the field of anti-corruption. Experience as an anti-corruption academic expert is required. In addition, professional experience gained in related professions, and working experience gained abroad or in multinational environments, e.g., with international organizations, are considered as an asset.