

VACANCY NOTICE 005/2017

Director of Academic Programmes, 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"¹, 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 visit our website at www.iaca.int.

IACA is committed to the principles of equal opportunities, non-discrimination, gender balance, and geographical distribution, and upholds its 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 two years, with a probationary period of four months. Upon consent by both sides, this fixed-term appointment may be renewed for another term(s). For detailed information, please consult the [Staff Rules of the International Anti-Corruption Academy](#).

Remuneration

As an international civil servant, the incumbent will be entitled to an all-inclusive annual salary of **111,799 EUR**. An adjusted dependency benefit will be given to staff members with at least one child.

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, clearly stating the Vacancy Notice number in the subject line, no later than 15 October 2017 (UTC+1). Please include your contact details as well as the names and contact details of three references.

Shortlisted candidates will be called for an interview. This may be conducted in person or via IP-telephony software. Candidates who choose to come to the IACA campus in person for an interview are responsible for covering their own travel expenses.

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

¹ https://wissenschaft.bmwf.gv.at/fileadmin/user_upload/Kasparovsky/EMPfehlungen/2.1.4.15a_E_BF.pdf

Job Description – Director of Academic Programmes

Position

This Job Description illustrates the job profile, including the responsibilities, skills, education, and professional experience required for the post of **Director of Academic Programmes**, classified **AC 4**, in the Academic Branch of the International Anti-Corruption Academy (IACA).

Profile

Within IACA's organizational structure, the Director of Academic Programmes (Director) has management, drafting, planning, developing, implementing, and supervising duties with regard to IACA's academic programmes. To this end, the Director coordinates and cooperates with team members and ensures the proper workflow, results, and functionality within the team. He/she reports to senior management of the Academy, as defined by the Dean.

The Director's place of employment is the IACA campus. He/she may also be sent to IACA's other offices or on official missions in Austria or abroad and thus must hold valid national travel documents.

Duties and Responsibilities

Within IACA's organizational structure, the Director oversees all aspects of the development and implementation of IACA's academic programmes (presently two master's and a PhD) and all of their activities, ensuring that the programmes meet and continue to maintain the highest international academic standards.

The Director leads the Academic Programmes Department. He/she supervises marketing and outreach activities, student recruiting, admissions, the delivery of the academic programmes (including curricula development, recruiting lecturers and speakers, and developing courses), the library, and alumni relations. He/she also supervises the financial administration of the academic programmes.

The Director drafts academic regulations and other documents related to the operations of the Academic Programmes Department and provides recommendations to the Permanent Academic Collegium and IACA's senior management on all academic matters, including curricula and lecturers. The Director identifies and makes arrangements with prospective lecturers and speakers, maintains relations with the current faculty, and liaises with external stakeholders as required. He/she supports IACA's senior management in scholarship and other fundraising activities in the private and public sectors.

The Director acts as the focal contact point for students on day-to-day academic issues and individual study progress. The Director also lectures and presents in IACA's academic and non-academic programmes, grades assignments, supervises master's theses, and serves on the Master's Thesis Defence Committee. The breakdown of responsibilities is approximately 90% management and 10% teaching and related academic matters.

The Director supervises the staff of the Academic Programmes Department, including interns, and ensures proper and reliable knowledge management and the building of effective relationships to facilitate the team's success. The Director also reviews, finalizes, and submits regular progress reports to senior management. In line with IACA's team spirit, he/she works occasionally on other tasks not directly related to his/her appointment but where his/her work experience and skills are an asset and/or an immediate shortage of personnel capabilities requires so.

Skills

The Director:

- has a proven track record of managing, at a senior level, academic or other relevant programmes,
- has significant management experience, particularly with start-up programmes and operations,
- has significant experience in the development, planning, and implementation of graduate and/or postgraduate curricula, particularly for adult learners,
- has sound knowledge of the anti-corruption and/or compliance field and the key players therein,
- has a proven record of effective teaching at the graduate and/or postgraduate level, preferably in areas related to anti-corruption and/or compliance,
- has good knowledge of academic research methods,
- is familiar with international academic standards, in particular the European Bologna Process,
- is creative and innovative, generates ideas, and successfully executes them,
- is confident, proactively pursues his/her targets, and ensures the highest quality results under tight deadlines and with limited resources,
- is able to work independently and within a multinational environment as well as with people from different professional backgrounds,
- is able to work well under pressure, adapts to challenging and changing environments, displays commitment, and seeks continued improvement,
- demonstrates high integrity and a strong work ethic, has a high energy level, and is internally motivated,
- has excellent written and oral communication skills in English and communicates effectively with academic and non-academic audiences,
- is a skilled and proven leader with strong analytical, communication, and negotiation skills, and is an effective problem solver,
- demonstrates a high level of cultural sensitivity,
- is proficient in contemporary computer software (MS Office), and
- has a valid category "B" driving licence and driving experience (passenger cars).

Education

The Director of Academic Programmes preferably holds a doctoral degree (PhD or equivalent) in a job-related field with a focus on anti-corruption and/or compliance. A master's degree in a relevant field in combination with significant relevant work experience may be considered in lieu of a PhD. Additional qualifications in a job-related field and additional languages are considered an asset.

Professional Experience

At least ten years of progressively responsible professional experience in academic programme administration and management in a university or other relevant setting, preferably in the field of anti-corruption and/or compliance. Professional experience gained in related professions and working experience abroad or in multinational environments, in particular with international organizations and/or academic institutions, is considered an asset.