

VACANCY NOTICE 008/2017

Senior Coordinator for Collective Action, Compliance and (private sector)  
Anti-Corruption, 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", 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](http://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 93,901 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](mailto:hr@iaca.int), clearly stating the Vacancy Notice number in the subject line, no later than 18 January 2018 (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.**

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<sup>1</sup> [https://wissenschaft.bmwf.gv.at/fileadmin/user\\_upload/Kasparovsky/EMPfehlungen/2.1.4.15a\\_E\\_BF.pdf](https://wissenschaft.bmwf.gv.at/fileadmin/user_upload/Kasparovsky/EMPfehlungen/2.1.4.15a_E_BF.pdf)

Job Description –  
Senior Coordinator for Collective Action, Compliance and (private sector)  
Anti-Corruption

Post

This Job Description illustrates the job profile, including the responsibilities, skills, education, and professional experience required for the post of Senior Coordinator for Collective Action, Compliance and (private sector) Anti-Corruption (Senior Coordinator), classified AC 5, in the Academic Branch of the International Anti-Corruption Academy (IACA).

Profile

The Senior Coordinator for Collective Action, Compliance and (private sector) Anti-Corruption (Senior Coordinator) has an established and substantial record of research and teaching at the highest international standards and a demonstrated capacity and willingness for leadership at the institutional, national, and international level.

Within IACA's organizational structure, the Senior Coordinator has management, drafting, planning, developing, implementing, and supervising duties, and leads the unit for collective action, compliance, and (private sector) anti-corruption. To this end, he/she teaches and researches, 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 incumbent'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 tasked to go on official missions abroad, as work requires, and thus must hold valid national travel documents.

Duties and Responsibilities

The successful candidate leads, further develops, and contributes to the unit for collective action, compliance, and (private sector) anti-corruption at IACA.

The incumbent is a scholar of international distinction, preferably already with a strong and clear focus on compliance and anti-corruption. To this end, he/she lectures and presents in IACA's academic and non-academic programmes, at conferences, international events, and other activities. Furthermore, he/she provides academic supervision to students and research fellows at IACA, and works closely with visiting lecturers. In addition, he/she develops and supports professional partnerships with senior representatives from, among others, international organizations, other educational and research institutions, business corporations, civil society entities, etc.

Moreover, he/she conducts research on the topics of collective action, compliance, and (private sector) anti-corruption. In this context, the incumbent monitors, analyzes, and contributes to global compliance and anti-corruption trends, especially in the private sector, including best practices, common standards, benchmarks, new developments and trends, risks and challenges, and provides strategic policy advice to IACA.

The incumbent works on planning and development of detailed proposals for potential programmes and activities such as workshops and research projects in the field of collective action, compliance, and (private sector) anti-corruption. He/she coordinates and supervises these programmes and activities, and ensures that the managerial, administrative, logistical, and infrastructural framework is properly implemented. This also includes preparing the financial and substantial reports to be submitted to external donors, and undertaking duties for research funding, as well as actively exploring opportunities for future funding.

He/she is responsible for safeguarding proper and reliable knowledge and quality management with regard to the tasks of his/her team, and for coordinating and cooperating

with internal and 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 to the development and maintenance of the IACA's distinctive character as a centre of excellence in the field of anti-corruption training, education, and research.

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 so requires.

#### Selection Criteria

Applications will be judged against the criteria set out below. Applicants should ensure that their application clearly demonstrates how they believe that their skills and experience meet these criteria.

The incumbent has:

- Excellent knowledge of the global collective action, compliance, and anti-corruption discourse and agenda, and a thorough understanding of the social, economic, political, and historical trends and developments in these fields,
- A proven record of providing effective and inspirational teaching at the undergraduate, graduate, and post-graduate levels,
- A proven ability and determination to lead, coach, and further develop a unit for collective action, compliance, and (private sector) anti-corruption,
- Sound knowledge of international academic standards and frameworks, such as the Bologna Process,
- Excellent managerial skills,
- Creativity and a good sense for producing innovative ideas and concepts,
- Excellent written and oral communication skills in English,
- Profound analytical skills, and is an effective problem solver, a dedicated team player and, at the same time, an inspiring and demanding team leader,
- Strong record in obtaining research funding and strategic planning for future funding opportunities,
- A proven record of policy advice to businesses, governments, intergovernmental and/or non-governmental organizations (preferably in the fields of collective action, compliance, and (private sector) anti-corruption),
- A proven ability to communicate effectively in writing and orally to academic and non-academic audiences,
- A proven ability and dedication to work independently and within a multinational environment with people of different professional and cultural backgrounds,
- Ability and dedication to develop and shape new areas for professional engagement and to substantially contribute to the mid- and long-term development of new academic programmes and research projects at IACA,
- An in-depth-knowledge of the characteristics of international organizations, and a sound understanding of cultural and linguistic diversity,
- A proven ability and readiness to work well under pressure, and to adapt to challenging and changing environments and deadlines,
- Ability and readiness to travel and represent IACA abroad in bilateral and multilateral environments,
- Ability and commitment to adapt to and foster IACA's dual nature as an intergovernmental organization and academic institution,
- A proven ability to handle contemporary computer software (in particular MS Office), and
- A valid category "B" driving license and driving experience (passenger cars).

#### Educational requirements

The Senior Coordinator for Collective Action, Compliance, and (private sector) Anti-Corruption holds a Doctoral degree (Ph.D. or equivalent qualification) 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 ten years of professional experience in programme administration and management in a university or other relevant setting, preferably in the field of Collective Action, Compliance and (private sector) Anti-Corruption, and Post-doctoral scholarly experience in the field mentioned above are required. Working experience gained abroad or in multinational environment, in particular with multinational enterprises or relevant international organizations or international financial institutions are considered a strong asset.