

VACANCY NOTICE 004/2017

Post-Graduate Research Assistant 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, 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. Under certain conditions, this fixed-term appointment may be renewed by IACA. 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 66,504 EUR. An adjusted dependency benefit will be given to staff members with at least one child.

## Applying

If you meet the requirements outlined in the Job Description on the next page, adhere to our goals and Guiding Principles, want to be part of our young and dynamic team, and feel inspired to contribute to new areas of professional engagement, please send a concise Curriculum Vitae 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 July 2017 (UTC+1).

Please include your contact details as well as the names and contact details of three references in your Curriculum Vitae. Full bibliographic details of publications must also be provided; each including the names of all authors (in the order they appear), the title of the article/chapter/book and where it appears, the publisher, and the year of publication.

In the cover letter, particular reference should be made to your past research work and future research plans (on Collective action, Compliance, and (private sector) Anti-corruption education/training), as well as your key experience to date. You should also indicate the capacity in which your referees have gained knowledge of your work. Any personal relationships with, or potential conflicts of interest in relation to the referees must be clearly acknowledged. You should contact all three of your referees before applying to ensure they are aware of your application and of the requirements for the post. Please note that the referees may be asked to provide a written reference for you.

Shortlisted candidates will be called for an interview. This interview may be conducted in person or via IP-telephony/video-conference 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.**

## Job Description

### Post-Graduate Research Assistant 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 Post-Graduate Research Assistant for Collective Action, Compliance, and (private sector) Anti-Corruption, classified AC 7.

#### Profile

Within IACA's organizational structure and following its international, interdisciplinary, inter-sectoral, integrative, and sustainable approach, the Post-Graduate Research Assistant substantially contributes to the unit for Collective action, Compliance, and (private sector) Anti-corruption.

This unit acts as an international vanguard for innovative education and research. To this end, the incumbent conducts research on this field, coordinates and cooperates with team members on given programmes and activities. The Post-Graduate Research Assistant reports to the Full Professor for Collective Action, Compliance, and (private sector) Anti-Corruption (Full Professor) and/or senior management as needed.

The Post-Graduate Research Assistant's place of employment is the IACA campus, in a multinational environment. He/she may also be required to spend time at IACA's other offices or 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. He/she is required to undertake research and lecturing, engage in and coordinate projects and activities assigned to him/her by his/her superiors.

#### Duties and Responsibilities

He/she is responsible for researching on the topics of Collective action, Compliance, and (private sector) Anti-corruption education/training individually as well as in cooperation with the unit under the guidance of the Full Professor.

In this context, the incumbent monitors and analyzes global Collective action, Compliance, and (private sector) Anti-corruption education/training standards, developments and trends, and elaborates his/her doctorate/PhD.

He/she may also be tasked to lecture in IACA's academic and non-academic programmes and activities to a certain extent.

The incumbent works on planning issues and the development of proposals for potential academic and non-academic programmes, activities, and research projects. He/she develops, implements, and coordinates these proposals, as approved by and under the guidance of the Full Professor, and ensures that the administrative, logistical, and infrastructural framework is prepared in this respect.

He/she is responsible for safeguarding proper and reliable knowledge management with regard to his/her tasks. He/she also compiles and submits necessary reports to the Full Professor.

Furthermore, he/she supports in the training and guidance of, e.g., interns, research fellows, advising them, inter alia, on workflow, administrative practises, and procedures.

He/she contributes to the development and maintenance of IACA's distinctive character as 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 the Full Professor and/or other senior management, not related to his/her appointment, but where his/her work, experience, and skills are an asset and/or the immediate shortage of personnel capabilities so requires.

The main duties of the post are as follows:

- To undertake research leading to a valuable PhD/doctoral thesis or, in case the incumbent holds a PhD already, a postdoctoral research study, in the field of Collective action, Compliance, and (private sector) Anti-corruption education/training, by – inter alia - developing research questions, analyzing detailed and complex qualitative and/or quantitative data from a variety of sources, and generating original ideas,
- To write research articles at the international level for peer-reviewed journals, book chapters, and reviews, and to present papers at international conferences and seminars, if requested by and under the guidance of the Full Professor,
- To design, develop and implement (including, but not limited to, monitoring, evaluating, and supporting students' learning in) academic and non-academic programmes and activities with a special focus on Collective action, Compliance, and (private sector) Anti-corruption,
- To obtain research funding and explore opportunities for future funding,
- To undertake administrative duties as required by the Full Professor and other senior management, and
- To participate in and contribute to IACA's overall development.

#### 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:

- Relevant research expertise as demonstrated by (at least) a completed master thesis, published or forthcoming books, or articles in refereed journals, as relevant to the candidate's field, preferably scholarly article on a topic of (business) education/training,
- A coherent plan of research spanning the duration of the appointment, which can either be the development of a PhD/doctoral work on Collective action, Compliance, and (private sector) Anti-corruption education/training or, in case the incumbent holds a PhD already, a postdoctoral research study, which promises to make a

- valuable contribution to Collective action, Compliance, and (private sector) Anti-corruption education/training,
- Ability and willingness to pursue and complete the PhD/doctoral thesis or postdoctoral research study while working full time at IACA,
  - Excellent written and oral communication skills in English,
  - Profound analytical skills and is an effective problem solver,
  - Ability and dedication to work independently and within a multinational environment with people of different professional and cultural backgrounds,
  - Ability to work well under pressure, and adapts to challenging and changing environments, and meets deadlines,
  - A proven ability to handle contemporary computer software (basically MS Office),
  - Ability and readiness to travel and represent IACA abroad in bi- and multilateral environments, if so requested,
  - Ability to adapt to IACA's dual nature as an intergovernmental organization and academic institution, and
  - A valid driving license "B" (passenger cars) in Austria.

#### Educational requirements

The Post-Graduate Research Assistant for Collective Action, Compliance, and (private sector) Anti-Corruption holds a Master degree (with distinction) or an equivalent qualification in (Business) Education/Training, (Business) Ethics, (Business/International) Law, Management, Public Policy or other relevant social science field, preferably already with a clear focus on Collective action, Compliance, and (private sector) Anti-corruption. Additional academic qualifications in a job-related field, and additional languages are considered an asset.

#### Professional Experience

At least three (3) years of scholarly experience in the field of (Business) Education/Training, (Business) Ethics, (Business/International) Law, Management Public Policy or other relevant social sciences field, preferably already with a clear focus on Collective action, Compliance, and (private sector) Anti-corruption. In addition, work experience gained abroad or in multinational environments, in particular with international academic/educational/training institutions or multinational enterprises are considered a strong asset.