

VACANCY NOTICE 002/2017

Administrative and Project Officer, 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.

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 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 48,222 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 22 May 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.

Job Description – Administrative and Project Officer

Post

This Job Description illustrates the job profile, including the responsibilities, skills, education, and professional experience required for the post of Administrative and Project Officer for the unit for Collective Action, Compliance, and (private sector) Anti-Corruption, classified AD 8, in the Administrative Branch of the International Anti-Corruption Academy (IACA).

Profile

Within IACA's organizational structure, the Administrative and Project Officer provides office services and contributes to the proper workflow, results, and functioning within the unit. The Administrative and Project Officer reports to the Full Professor for Collective Action, Compliance, and (private sector) Anti-Corruption and senior management, as defined by the Dean.

The Administrative and Project Officer'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. He/she is required to devote working hours to, *inter alia*, administration, planning, drafting, and coordinating with others.

Duties and Responsibilities

The Administrative and Project Officer provides administrative and operational support to the Full Professor for Collective Action, Compliance, and (private sector) Anti-Corruption and performs a range of tasks related to general administration within the unit. This includes preparing and scheduling meetings and events, maintaining office files and records, and working on travel management. Furthermore, he/she prepares documents such as reports, notes, letters, presentations, and minutes of meetings. The Administrative and Project Officer serves as the first contact person at the unit by answering general queries and also drafts routine correspondence. Since the incumbent frequently liaises with local counterparts in the host country, knowledge of German is considered an asset. Moreover, the Administrative and Project Officer works with and maintains the Academy's customer relationship management (CRM) system by updating the contact database and creating serial letters. As the Administrative and Project Officer is also responsible for the general administration of IACA's International Master in Anti-Corruption Compliance and Collective Action (IMACC) programme, administrative experience and a thorough knowledge of the procedures of a higher education institution are considered an asset.

In addition, the Administrative and Project Officer handles the unit's finance-related matters. This includes maintaining and ensuring the accuracy of financial records and the completeness of related documents, as well as checking and processing invoices. As the incumbent is also tasked with preparing financial reports to be submitted to external donors and producing detailed expenditure reports, good understanding of the procedures and requirements for project reporting is required.

The Administrative and Project Officer is responsible for ensuring proper and reliable knowledge management with regard to his/her tasks, and also compiles and submits necessary reports to his/her superiors.

In line with IACA's team spirit, he/she occasionally works on other tasks given by his/her superiors that are 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 require.

Skills

The incumbent

- has experience in handling administrative tasks and office management,
- has experience in travel management,
- has excellent written and oral communication skills in English,
- has a good memory for facts and figures,
- has experience in financial administration, and demonstrates good understanding of the procedures and requirements for project reporting,
- is an effective problem solver,
- is confident and proactively pursues his/her targets,
- is prepared to take over responsibility,
- is able to work independently and within a multinational environment as well as with people from different professional and cultural backgrounds,
- is able to work well under pressure, adapt to challenging and changing environments, and meet deadlines,
- is familiar with contemporary computer software, in particular Microsoft Office Word and Excel (2010 and above), and adapts easily to the use of in-house software, and
- has a valid driving licence "B" (passenger cars).

Education

The Administrative and Project Officer holds a high school diploma. Additional qualifications in a job-related field and additional languages, particularly a sound command of German, are considered an asset.

Professional Experience

At least five (5) years of professional experience in the field of administration and office management, and financial administration/project reporting.

Work experience gained in a higher education institution and/or multinational environment, in particular in international organizations, is considered a strong asset.