

VACANCY NOTICE 002/2018

Project Coordinator for Programmes and Activities, 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"<sup>1</sup>, 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 77,010 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 19 February 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

### Job Description – Project Coordinator for Programmes and Activities

#### Post

This Job Description illustrates the job profile, including the responsibilities, skills, education, professional experience and remuneration for the post of Project Coordinator for Programmes & Activities (“Project Coordinator”), classified AD 6, in the Administrative Branch of the International Anti-Corruption Academy (IACA).

#### Profile

Within IACA’s organizational structure, the Project Coordinator works for the overall implementation of IACA’s programmes and activities. To this end, he/she coordinates and cooperates with team members and contributes to the proper workflow, results, and functioning within the team. The Project Coordinator reports to his/her superior and senior management, as defined by the Dean.

The Project Coordinator’s place of employment is 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, and thus must hold valid national travel documents.

#### Duties and Responsibilities

In cooperation with team members, the Project Coordinator coordinates the overall administration and operation of IACA’s programmes and activities and assists his/her superior in developing and implementing new programmes and activities. To this end, he/she ensures the administrative, logistical, and infrastructural framework is properly prepared and executed. The Project Coordinator is also responsible for financial implementation of the programmes and activities including budgeting, purchasing, accounting, and reporting. The incumbent manages participant recruitment, actively identifies new marketing opportunities, organizes IACA’s presentations, and presents IACA’s programmes and activities during various events. Moreover, the Project Coordinator reviews and analyses global anti-corruption and compliance issues, including research studies, best practices, news, and other materials, and provides strategic advice and support to the development of programmes.

Next to that, the Project Coordinator works on networking and building strategic partnerships. He/she proposes opportunities to strengthen cooperation with partners, develops and maintains a network of contacts with various national and international stakeholders such as international organizations, academic institutions, public and private sectors, and civil society, and prepares substantive briefs on potential areas of cooperation. In line with this, he/she provides advice and supports to his/her superior in interaction with donors, proposes opportunities to strengthen relationships, and enhances donor interests in IACA’s activities.

The Project Coordinator is also tasked with ensuring proper and reliable knowledge management, and coordinating and cooperating with external partners. He/she contributes significantly to the development and maintenance of the Academy’s distinctive character as centre of excellence in the field of anti-corruption training and education. In this regard, he/she reviews, finalizes, and submits necessary reports to his/her superiors for approval and provides his/her superior with advice on the Academy’s policy development. Moreover, the incumbent is responsible for ensuring adherence to the Academy’s administrative procedures as well as the supervision and monitoring of staff members and interns assigned to him/her.

In line with IACA’s team spirit, he/she works occasionally 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 require.

## Skills

### The incumbent

- has project management experience, especially proven experience in managing training programmes, including logistics, budgeting and accounting, reporting, and evaluation,
- has a proven track record of developing and implementing marketing strategies for such programmes,
- has excellent knowledge of anti-corruption and compliance issues as well as solid understanding of its social, economic, legal, political, and historical trends,
- has work experience in networking and partnership development,
- has excellent communication skills and is able to present his/her ideas and content in a clear and structured way, both verbally and in writing,
- has excellent written and oral communication skills in English,
- has sound analytical skills and is an effective problem solver,
- is confident and proactively pursues his/her targets,
- is prepared to take over responsibility and has leadership experience,
- 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, adapt to challenging and changing environments, and meet deadlines,
- is able to work in a pleasant and cooperative manner to build positive, effective relationships with all other stakeholders affiliated with the Academy,
- is familiar with contemporary computer software (MS Office), and
- has a valid driving licence "B" and driving experience (passenger cars).

## Education

The Project Coordinator shall possess at least a master's degree in a job-related field. Other academic degrees such as a PhD or another degree in a job-related field, additional languages as well as periods of studies abroad are considered an asset.

## Professional Experience

At least seven (7) years of professional experience in the field of anti-corruption and/or compliance. Experience in project management and coordination is required. In addition, professional experience gained in other or related professions, and working experience gained abroad are assets.