

Reference No.: IACA-2024-SP-0093

The International Anti-Corruption Academy (IACA) presents its compliments to the Permanent Missions of its Parties and Signatories and has the honour to inform of the current opening for a seconded position at IACA.

IACA is currently receiving applications for a Seconded Project Officer for Training and Capacity Development (Vacancy Notice 003/2024) The relevant vacancy notice is enclosed for ease of reference.

IACA would like to encourage the Permanent Missions to inform relevant authorities and promote the opportunity to enhance their representation at IACA through such secondments. Application documents should be submitted to IACA no later than 12 July 2024 (15:00, UTC+2).

The International Anti-Corruption Academy avails itself of the opportunity to renew to the Permanent Missions of its Parties and Signatories the assurances of its highest consideration.



Luxemburg, 19 June 2024

Encl.: Vacancy Notice 003/2024

To the  
Permanent Missions of IACA's Parties and Signatories to the United Nations and other  
International Organizations in Vienna, Geneva, and New York





**VACANCY NOTICE 003/2024 (Staff Appointment or Secondment)**

**Project Officer for Training and Capacity Development**

*All our work shall be driven by commitment and excellence*

<b>Department</b>	Training and Capacity Development
<b>Location:</b>	Laxenburg, Austria
<b>Type of Contract:</b>	Fixed-term or Secondment
<b>Grade Level:</b>	AD 8
<b>Application Deadline:</b>	12 July 2024 (15:00 UTC+2)
<b>Languages Required:</b>	English
<b>Duration of Initial Contract:</b>	1 year (renewable) with 4 months' probation period
<b>Expected Start Date:</b>	As soon as possible

**BACKGROUND**

**About us**

The International Anti-Corruption Academy (IACA) is an intergovernmental organization with a global constituency as well as a post-secondary educational institution, headquartered in Laxenburg/Vienna. It is the only international organization with a mandate focused solely on fighting corruption through education, research, cooperation, and technical assistance delivery.

IACA strives to complement the UN's work in the field of sustainable development, incl. through project implementation and provision of technical assistance, and to facilitate the implementation of the UN Convention Against Corruption. 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. IACA activities benefit public and private sector professionals and practitioners, academics, media professionals, and civil society.

For detailed information on IACA, please visit our website at [www.iaca.int](http://www.iaca.int).

**Remuneration:**

**For staff appointment:**

As an international civil servant, the incumbent will be entitled to an all-inclusive annual salary of **58,092 EUR**. An adjusted dependency benefit will be given to staff members with at least one child. For detailed information on IACA grades and conditions, please consult the [Staff Rules of International Anti-Corruption Academy](#)

**For Secondment:**

The incumbent will be remunerated by the seconding authority and not by IACA.





- **Training and Guidance:** Provide advice and support in training and guiding interns, particularly on workflow, administrative practices, and procedures.

Occasional work on other tasks given by superiors is expected, not directly related to the appointment, but where relevant work experience and skills are an asset and/or the immediate shortage of personnel capabilities require so.

The Project Officer's place of employment is at the IACA campus, in a multinational environment. The incumbent may also be sent to IACA's other offices or to those of partners, contractors, or other third parties, in Austria or abroad, and thus must hold valid national travel documents. The incumbent actively contributes to the development and maintenance of the Academy's distinctive character as a centre of excellence in the field of anti-corruption training and education.

### **Skills and Professional Experience**

The incumbent:

- has proven experience in supporting the organization and implementation of projects, including project budgeting, accounting, reporting and evaluation,
- has excellent communication skills in English, and is able to present ideas and content in a clear and structured way, both verbally and in writing,
- has sound analytical skills and effective problem-solving abilities,
- has strong organizational skills for managing files, records, and documentation,
- is prepared to take over responsibility, and able to work independently in a multinational environment,
- is able to work effectively with people from diverse professional backgrounds and maintain communication with external partners, participants, and lecturers,
- is confident and proactively pursues targets,
- is proficient in contemporary computer software (MS Office), particularly Microsoft Office Excel,
- is able to work well under pressure, adapt to challenging and changing environments, and meet deadlines.

A minimum of three (3) years of professional experience in project management, preferably in an educational institution, international organization, or working on development and implementation of educational programmes.

For applicants with a first level university degree, a minimum of five (5) years of professional experience, in the order of preference as indicated above, is required.

Knowledge and understanding of practices in the field of anti-corruption and/or compliance are an asset.

Knowledge of one additional UN language and/or German is an asset.





- **Client orientation** - Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive relationships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress and setbacks in projects; meets timeline for delivery of products or services to clients.
- **Commitment to continuous learning** - Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.
- **Technological Awareness** - Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks, shows willingness to learn new technology.

#### **SPECIAL NOTICE**

IACA is committed to the principles of equal opportunities, non-discrimination, gender balance, and geographical distribution, and upholds its Guiding Principles. It is committed to achieving 50/50 gender balance in its staff. 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.

#### **ADDITIONAL CONSIDERATIONS**

- Applications received after the closing date will not be considered.
- IACA's selection is final and not subject to review.
- Qualified female candidates are strongly encouraged to apply.