



UNCAC Coalition
Association for the Implementation of the UN
Convention against Corruption
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UNCAC Coalition Managing Director

Job Description

Position summary

The Managing Director is a highly-skilled, not-for-profit sector professional who provides leadership, vision and direction for the UNCAC Coalition Hub based in Vienna, Austria, supports the effective operation of the Coalition Coordination Committee (the Board), and advances the general interests of the Coalition membership.

The Managing Director's primary focus is on driving forward the Coalition's efforts to ensure effective implementation of the UN Convention against Corruption in line with the strategic objectives established by the Coalition membership and the Board.

To that end, the Managing Director represents the Coalition in public, builds external relations, leads the Hub's organizational development, oversees program delivery, fosters donor partnerships, optimizes financial performance and oversees personnel.

The Managing Director is appointed by and reports directly to the Coalition Board.

Principle Responsibilities

I. Support Board Governance

- Communicate effectively with the Board, providing it with a timely, relevant and accurate information necessary for its proper functioning and informed decision-making.
- Serve as a non-voting secretary to the Board, including organising, supporting and attending Board meetings, issuing minutes and keeping all records of Board decisions
- Draft rules of procedure for the Board, the General Assembly and elections, for adoption by the Membership;
- Prepare an annual report on the activities of the Coalition and the Vienna Hub (by the end of May for the preceding year)
- Organize Board elections

II. Secure Financial Performance and Viability

- Protect fiscal integrity the Coalition, including through effective budgetary planning and monthly financial statements to the Board
- Ensure responsible financial management, including operating to an approved budget, maximising resource utilisation, and maintaining the organisation in a positive financial condition.
- Identify and pursue funding opportunities for the Coalition, in coordination with the Board, while effectively servicing existing donor partnerships.

III. Advance the Coalition Mission and Strategy

- Oversee the implementation of the Coalition's work plan and activities pre-agreed with the donors
- Ensure the design and implementation of further thematic programs that advance the Coalition goals
- Drive the strategic planning process for the Hub to ensure that the Coalition can successfully deliver on its mission into the future.
- Enhance the Coalition's image and effectiveness through outreach, visibility and partnership building, in particular with the diplomatic and UN communities in Vienna

IV. Oversee Operations and Culture

- Build and lead an effective team, with high performing staff, and positive work culture
- Ensure effective administration of all operations, including full compliance with any statutory, donor, accounting and internal policy obligations.
- Develop internal systems, policies and approaches to further improve the organisational effectiveness and impact
- Protect, promote and personally model the Coalition's values and ethics.
- Act as the organisation's legal representative and signatory

V. Other - complete other such tasks as may be required by the Board and/or the Membership in line with Coalition statutes.

Personal Requirements

- Professional degree in law, political science, economics or other relevant field
- 5+ years management or team leadership experience, preferably in a non-profit context
- Demonstrated intercultural competencies and high levels of integrity
- Exceptional ability to self-manage, show initiative and generally work in an entrepreneurial or start-up environment
- Profound experience and knowledge in the areas of governance and anticorruption, and good understanding of the UNCAC and its bodies. Experience of other

international instruments or institutions (in particular from the human rights or development fields) are a bonus.

- Working language fluency in English and German; ideal if command of further languages
- Preferably experience managing networks and organizing work among various stakeholders
- The position is based in Vienna, so the candidate needs to have a valid working permit for Austria.

Terms of Employment

This Managing Director position is a full-time, two-year role, with the possibility of renewal. It has minimum salary of EUR 3000 per month 14 times a year (i.e. EUR 42,000 annual gross), with the potential of higher remuneration depending on the candidate profile. The Coalition is not covered by a collective bargaining agreement.

How to apply

Applications containing a complete CV, three references with contact details, and a cover letter explaining the candidate's interest in and suitability for the role shall be sent to jobapplication@uncaccoalition.org before **Wednesday August 28, 18:00 CEST**.

Shortlisted candidates deemed by the Board to fulfil all requirements will be invited for an interview. It is expected that the selection process will be completed within 6 weeks from the application closing date above.

The UNCAC Coalition is an equal opportunity employer. We value diversity and welcome applications from individuals irrespective of nationality, origin, race, religion, gender identity, sexual orientation or other personal characteristics. Our policies encourage a workplace free from discrimination and any form of harassment.