

Reference: NGCWG0921

### Job description

**Post Title:** Anti-Corruption Expert

**Project Title:** Strengthening the Capacity and Effectiveness of the Commonwealth Africa Anti-Corruption Centre

**Project Location:** Botswana, Gaborone

**Duration:** 12 months

**Closing date:** Tuesday 25 August 2015

#### **Emoluments Package:**

The proposed annual emoluments package for this assignment [comprising fee, inducement allowance plus service gratuity] is £49,793 per year (free of tax). In addition to this, a housing allowance, education allowances, installation grant and shipment of personal effects are also provided.

#### **Background**

In 2011 the Secretariat brought all Heads of Anti-Corruption Agencies (ACAs) in Commonwealth Africa together to establish an Association of Anti-Corruption Agencies in Commonwealth Africa. This Community of practice seeks to promote South-South collaboration and learning by brokering the exchange of ideas and good practices among Commonwealth Africa and to encourage the sharing of experience in areas of comparative advantage.

The annual Heads of ACAs meeting acts as a focal point for the network, providing a forum through which Heads have peer-reviewed country anti-corruption reports and shared transferable experiences through south-south cooperation and peer learning. Meetings have so far been held in Botswana in 2011, in Zambia in 2012, in Mauritius in 2013 and in Ghana in 2014.

The Commonwealth Africa Anti-Corruption Centre (CAACC) was formally established in Gaborone in February 2013 by the Commonwealth Secretariat, in partnership with the Government of Botswana and the Association of Anti-Corruption Agencies in Commonwealth Africa. The Memorandum of Understanding signed between the Commonwealth Secretariat and the Government of Botswana under the auspices of the Agreement to operationalise the Association of Anti-Corruption Agencies in Commonwealth Africa sets out five areas of operation for the Centre.

- i. Support Commonwealth members of the Network by facilitating the exchange of information concerning the practices and procedures used to combat corruption
- ii. Provide training, mentoring, guidance and other forms of practical collaboration between Commonwealth states
- iii. Interface with regional Anti-Corruption Agencies and other non-African countries of the Commonwealth to offer leadership in combatting corruption
- iv. Commission research and policy papers relevant to Commonwealth Governments, universities, research institutions and the wider donor community
- v. Assist in regional sharing through the exchange or secondment of experts between Commonwealth member states

### **Purpose of the project**

To strengthen the capacity and effectiveness of the Commonwealth Africa Anti-Corruption Centre in delivery of its mandates in anti-corruption training and research.

### **Scope of Work**

The Expert is expected to undertake the following activities.

- Design, develop and implement international standard training programmes in the prevention, detection and the prosecution of economic and financial crimes for appropriate staff of anti-corruption agencies in the Africa region.
- Develop the training skills and techniques of CAACC/DCEC staff particularly with regard to the delivery of programmes.
- Advise on additional technical resources required for effective delivery of specific training modules
- Prepare and roll out training manuals covering areas within CAACC mandate, taking cognizance of the most current developments and trends.
- Provide support to CAACC to develop and improve its research capabilities.
- Provide support to CAACC to develop and improve its reporting and management systems, particularly with regarding to financing.
- Advise on potential twinning relationships that may be established with suitable Commonwealth anti-corruption training institutions

In order to ensure long term sustainability and to encourage continuous updating of knowledge and skills in this sector, it is also proposed that the expert undertakes to identify, in collaboration with CAACC/DCEC suitable Commonwealth/international partners with which to develop a twinning relationship. Over time, this relationship may involve the exchange of knowledge, ideas, good practice, lessons learned, and, where appropriate, staff.

### **Project Phase Outputs (Deliverables)**

- International standard Anti-corruption courses developed and rolled out to appropriate staff across the region
- Appropriate CAACC/DCEC staff trained to design and implement programmes independently
- Expanded research programme established
- Research and policy papers commissioned
- Training and working manuals (investigation, prosecution and public education) developed and rolled out
- Improved Reporting and management systems in place and functioning effectively
- Twinning relationship established with suitable Commonwealth anti-corruption training institution

### **Transfer of Expertise**

The Commonwealth Secretariat attaches particular importance to the transfer of expertise and knowledge to counterparts. The expert will mentor key staff or counterparts in their required area of work as agreed by the Director General, DCEC (or her nominee). The Manuals prepared will be consolidated and put into use and training will be provided to the staff members to be able to use, maintain and revise the manuals when required. The overall impact should be that key staff/counterparts will be able to continue, maintain and sustain the project outcomes to reflect the developmental objectives of the stakeholders.

### **Implementation Arrangements**

The expert will be based in the CAACC in Gaborone, Botswana. The Reporting Officer will be the Director-General of DCEC (or her nominee) and will work closely with the staff of DCEC and CAACC. The expert will also work closely with the Governance and Anti-Corruption Adviser within the Secretariat in delivering this technical assistance.

## **Person Specification**

The expert will be expected to fit the following profile

### ***Educational Qualifications***

- Post graduate degree in Economics, Law, Public Administration, Business Administration and Finance, or other relevant discipline; and/or
- Certificate level or diploma or advance diploma qualifications accredited by the International Compliance Association (ICA).

### ***Required Experience***

- 15 years or more experience in anti-corruption/economic crimes environment in government institutions or in anti-corruption agencies.
- Experience of designing and delivering capacity building and training courses in anti-corruption.
- Experience of working within a training institute, academy or centre.
- Experience in coordinating and contributing to anti-corruption research
- Experience in preparing proposals and working with international donors and partners.
- Strong presentation, facilitation and report writing skills.
- Good inter-personal skills, ability to work in a consultative and collaborative manner.
- Ability to establish and maintain effective partnerships with other international anti-corruption agencies and government institutions combating corruption and economic crimes.