

Career Opportunity with the IAIS – Senior Policy Advisor, Legal Counsel and Executive Committee support

The International Association of Insurance Supervisors (IAIS) is the global standard setting body for insurance supervision. Our mission is to promote effective and globally consistent supervision of the insurance industry for the benefit and protection of policyholders and to contribute to global financial stability. We are an independent association of more than 200 insurance supervisors covering 97 percent of the world insurance market. We are hosted by the Bank for International Settlements.

We are inviting applications for the position of Senior Policy Advisor - Legal Counsel and Executive Committee support.

By joining the IAIS

You will be part of an international team supporting IAIS global projects and activities, ranging from risk assessment, standard setting to supporting and assessing implementation. You will be part of a small secretariat team of highly motivated individuals, who together function as a point of contact for IAIS members (insurance supervisors), its committees, subcommittees and stakeholders.

Job description

In this role, you will serve as legal counsel to the IAIS Secretariat and serve as the primary Secretariat support to the IAIS Executive Committee (ExCo). Primary responsibilities include:

- Advising the Secretariat and Committee and Subcommittee leadership on applicable policies, procedures, rules and laws.
- Providing legal advice and undertaking research and analysis on issues relating to the functions, structure and activities of the IAIS.
- Drafting, negotiating and reviewing contracts, agreements and memoranda of understanding (MOUs).
- Leading governance processes and initiatives, including owning various policies around compliance and governance, managing revisions and developing new policies as needed.
- Advising on IAIS constituent documents, including interpretation of and directing revisions to IAIS bylaws.
- Managing ExCo meetings, including overseeing logistical arrangements, coordinating with other IAIS Committees, developing agendas, preparing meeting materials and drafting minutes.
- Supporting the Chair of the ExCo, including preparing briefing materials and advising on procedural matters.
- Coordinating the appointment/election process of new ExCo members.
- Overseeing the IAIS' Annual General Meeting.

The general duties of a Senior Policy Advisor may also include the following:

- Contributing to meeting planning, preparation, and logistics.
- Supporting the Secretary General and Senior Management Team.

- Preparing reports, presentations, and documents on behalf of the IAIS, as well as briefing notes for IAIS Leadership in external speaking engagements.
- Representing the IAIS in regional and international fora.
- Ensuring that IAIS internal policies and procedures are met
- Performing any other relevant work as assigned or delegated by the Secretary General.

Job requirements

The following are the core requirements for this role:

- A law degree from a recognised university and experience working in a law firm or in the legal department of a financial institution, an international organisation, or in government.
- Excellent analytical and written skills.
- Relevant experience in insurance and/or the financial services industry.
- Demonstrated independence, proactivity, diplomacy and the ability to build consensus amongst diverse members and partners.
- Passion, drive and energy to achieve agreed objectives in a structured and transparent manner.
- Proven capacity to work flexibly, effectively and harmoniously in a small team from a wide variety of backgrounds and nationalities, in the context to achieve the successful and timely delivery of project objectives including in time-constrained and/or information constrained circumstances.
- Excellent command of English language (written and spoken) and ability to communicate effectively both internally with team members and externally with insurance supervisors and representatives from national and other international organisations.
- Dedication to work in Basel, ability to sustain regular travel.

Desirable experience including (but not limited to):

- Corporate secretarial experience.
- Prior legal experience advising clients with respect to laws relating to international organisations, privacy and/or emerging technologies, insurance supervision and/or international law.

Who we are

The IAIS is a diverse organisation with colleagues from many countries. By joining us in the international city of Basel, you will work in a unique, highly rewarding and international work environment. We truly value diversity and inclusion and want to reflect the world we serve. We want the best people to work for us in an inclusive environment so welcome applications from all qualified candidates. We value equity and diversity in all its forms and one way we support diversity and inclusion is through our staff-run networks.

What we offer

The position is based in Basel, Switzerland, and will involve international travel. We offer attractive employment conditions. The salary will be paid free of Swiss income tax. The contract term is for

three years with the possibility of extension. A relocation package will be offered to the successful candidate. You will also benefit from working in an international environment that offers flexible, hybrid working options, with a blend of onsite work from our central office location in Basel and working from home.

To apply, please click [here](#).

Questions? Please send a message to IAIS.Recruitment@bis.org.

Closing date for completed applications: 24 July 2023.