



Vacancy Announcement – Head of Research, Training, and IT	
Reports to	Regional Director, Lusaka Centre
Organisation	International Conference on the Great Lakes Region
Languages	English or French is mandatory; Working knowledge of Portuguese, Arabic and/or Kiswahili will be an added advantage.
Eligibility	Citizens of 12 member states that formed ICGLR
Opportunity type	Contract - 3-year contract, renewable once
Relevant experience	15 years minimum
Expected start date	March 2023.
Job Location	LMRC Headquarters located in Lusaka, Zambia with travel as needed.
Salary Scale	P.2
Background	The Heads of State and Governments of the ICGLR Member States have vested important and comprehensive functions regarding the management and maintenance of peace and security in the Great Lakes Region into the Regional Follow-up Mechanism (RFM) of the ICGLR. The Conference Secretariat as an important element of this Follow-up Mechanism is tasked to organize and provide the respective services to ensure that the RFM can fulfil these peace and security functions in the interest of the Member States.
Job Summary	The objective of the post is to assist, facilitate and secure the management of all Resources of the Conference Secretariat and to enable the Executive Secretary of the CS to deliver the services also for other levels of action as defined in the RFM e.g. the Summit level, the Troika as well as on the Ministers level.

	<p>Propose and facilitate Research</p>
	<ul style="list-style-type: none"> • Coordinate research activities of the Centre. • Conduct flagship research projects of the Centre • Develop concept papers and/or applied research proposals to be implemented by the Centre or in cooperation with identified Centres of Excellence and Experts. • Ensure that each research report/paper has policy recommendations for uptake by the relevant ICGLR organs. • Contribute to the development of lessons learned from research and projects related to the areas of priority of the Region including those from and generated by the UN, AU, RECs RMs and other relevant institutions. • Ensure regular collaboration with the relevant Department(s) at the ICGLR Secretariat.
	<p>Manage the Programmes of the Department</p>
	<ul style="list-style-type: none"> • Plan, design and set out implementation plans and activities with specified output/deliverables and use of results in areas of Research, Training/capacity building and Documentation in accordance with the Strategic Plan of the Centre. • Develop strategies for resource mobilisation for the Departmental programmes and activities. • Supervise and guide the staff in the different units of the Department in a manner that encourages their professional growth and growth of the units. • Produce staff performance results based on specific performance measurements. • Ensure technical support in research activities and resource persons as required.
	<p>Publications and Activity Reports</p>

<p>Specific Tasks and Duties</p>	<ul style="list-style-type: none"> • Produce publications and manuals as outputs of research and technical reports. • Assume responsibility for quality control of the Centre’s publications. • Oversee production and dissemination of the Centre’s publications emanating from research activities and programmes. • Ensure publication and dissemination of the Centre’s regular newsletter. • Compile the deliverables and reports into the Centre’s overall monthly, quarterly deliverables and reports. • Submit departmental monthly work plans and monthly progress reports using the Strategic Plan Monitoring Framework. • Compile and produce the Department’s annual report for inclusion in the Centre’s Annual Report. • Compile and produce the LMR Centre’s Annual Report. • Ensure that the department submits regular updates of activities and news of interest for publication on the LM-RC website and its social media pages • Coordinate a continuous update of the Centre’s Library and ensure the systematic banking and dissemination of knowledge generated by the Centre. • Regular updating of the Regional Centre’s website. • Perform any other functions as may be required and assigned by the Executive Director.
<p>Candidate Profile</p>	<ul style="list-style-type: none"> • PhD, Master’s or Post Graduate Degree in Social Sciences, Political Science, Policy Analysis, Peace and Security, or other relevant fields, with academic background in democracy, good governance, human rights, gender, and/or civic education. A PhD will be an added advantage. • Have a track record in content development and academic and non-academic publications. • Have excellent writing, analytical, presentation and computer skills. • Have team-building spirit to ensure effective collaboration with other colleagues. • Candidate must be a National of one of the twelve Member States of the IC/GLR. (Angola, Burundi, Central African

	<p>Republic, Congo, Democratic Republic of Congo, Kenya, Rwanda, South Sudan, Sudan, Tanzania, Uganda and Zambia).</p> <ul style="list-style-type: none"> • Be strong in computer skills and conversant with social media such as Twitter, Facebook and LinkedIn. • Fluency in English/French, written and spoken, is essential. Working knowledge of Portuguese, Arabic and/or Kiswahili is an advantage.
<p>Terms of Service</p>	<ul style="list-style-type: none"> • An attractive fixed salary and benefits package offered to similar positions in regional/international organizations. • The incumbent shall enjoy diplomatic immunity, privileges, exemptions, and facilities as provided for by the Host Agreement between the Government of the Republic of Burundi and the Secretariat of the International Conference on the Great Lakes Region.
<p>Application Procedure</p>	<p>You are required to submit your application letter to your country's Ministry of Foreign Affairs/ External Relations latest by 31st January 2023 which will in turn submit it to the International Conference on the Great Lakes Region (ICGLR) Secretariat. Although you submit your application to the above Ministry, please address it to:</p> <p>The Executive Secretary, International Conference on the Great Lakes Region (ICGLR) 38, Boulevard du Japon, B. P. 7076, Bujumbura, Burundi Tel: + 257 22 25 6824/5/7/9, Mob +257 79 344 901 Fax: (00257) 22 25 6828 Email: secretariat@icglr.org Website : www.icglr.org</p> <p>An application package shall include the following:</p> <ul style="list-style-type: none"> • Detailed CV; • Covering letter; • Certified copies of relevant academic certificates; • Names and contact details of three (3) referees; • copy of National Passport showing date of birth; • Candidates should indicate the position/ title on the subject line. • Applications should be submitted not later than, 31st January 2023

Please note:

- ***Applications which do not:*** indicate nationality and age; or have no covering letter and certified copies of relevant documents will be disqualified.
- ICGLR Staff Rules and Regulations preclude considerations of applicants above 55 years of age.
- ICGLR does not require candidates to pay money for the recruitment process. All invitations for interviews will be done in writing.
- No direct applications to the ICGLR Secretariat will be accepted. **All applications must be submitted to your Country's Ministry of Foreign Affairs/External Relations**
- Only shortlisted candidates will be communicated to for interviews.
- Female candidates are encouraged to apply. ICGLR is highly committed to gender balance.
- Due to regional balance in employment, preference shall be given to candidates from Member States with less staff within the ICGLR Institutions, without compromising the quality of recruitment.



Ref: ADM/NV-HBM-AS-EBZ-020/23

NOTE VERBALE

The Secretariat of the International Conference on the Great Lakes Region (ICGLR) presents its compliments to the Ministry of Foreign Affairs and International Cooperation of the Republic of Rwanda and has the honor to make a reminder following the Note Verbals Ref.: ADM/NV-HBM-EBZ-133/22 of 05th October 2022 and Ref: ADM/NV-HBM-EBZ-212/22 of 12th December 2022 informing the vacancy of the position of Head of Research, Training and Information Technology of the Levy Mwanawasa Regional Centre for Democracy and Good Governance, located in Lusaka, Zambia.

The Secretariat of the International Conference on the Great Lakes Region (ICGLR) informs you that it has still not yet received any applications from Rwanda for the said position to date despite the extension of the deadline until 31st January 2023.

Therefore, the Conference Secretariat wishes to inform that the deadline has been further extended to 17th March 2023.

The Secretariat of the International Conference on the Great Lakes Region (ICGLR) takes this opportunity to renew to the Ministry of Foreign Affairs and International Cooperation of the Republic of Rwanda the assurances of its highest consideration.



Bujumbura, 15th February 2023

Ministry of Foreign Affairs and
International Cooperation
Republic of Rwanda