



## **Terms of Reference**

### **Internship in Technical Unit on Natural Resources of the Programme on Democracy and Good Governance, Conference Secretariat of the International Conference on the Great Lakes Region**

#### **1. Background**

Since the adoption of the “Regional Initiative against the Illegal Exploitation of Natural Resources” (RINR) through the Lusaka Declaration of Heads of State and Government in December 2010, the Executive Secretariat of the International Conference on the Great Lakes Region (ICGLR) has played the role of platform for dialogue in the development of regional strategies and has provided technical support to accompany the implementation process at national levels in Member States. Furthermore, the ICGLR Executive Secretariat is mandated to monitor the progress of implementation of the six tools of the RINR and play a supervisory role to ensure the credibility of the system.

The six tools of the RINR are the designated instruments adopted by ICGLR Heads of State and Government to implement the Protocol on the fight against illegal exploitation of natural resources. These are: (1) Regional Certification Mechanism, (2) Harmonization of National Legislations, (3) Regional Database on Mineral Flows, (4) Formalization of the Artisanal Mining Sector, (5) Extractive Industries Transparency Initiative (EITI) and (6) Whistleblowing Mechanism .

To fast-track the implementation of the six tools of the RINR, a Technical Unit on Natural Resources was established at the ICGLR Executive Secretariat based in Bujumbura, Burundi.

The ICGLR Executive Secretariat seeks to recruit an intern to support the Technical Unit on Natural Resources of its Programme on Democracy and Good Governance

## **2. Tasks and Responsibilities**

Besides general support to the Natural Resource Technical Unit, the intern's work will focus on the analysis of political processes within the Member States of the ICGLR, especially budgeting processes. In doing so, the intern will join hands with internal and external experts. The intern will work under the direct supervision of the Coordinator of the Technical Unit on Natural Resources. The duration of the internship is 6 months renewable subject to positive performance evaluation and availability of funds.

The intern's tasks include, but are not limited to:

- Support internal and external consultants with the analysis of political processes in the ICGLR Member States, especially with regard to the budgeting processes in the respective Member States;
- Support the development of a list of key stakeholders in ICGLR Member States;
- Act as a focal point between the internal and external consultants
- Performing all administrative and office tasks of the Technical Unit (document management, e.g. document translation, filing and retrieval);
- Supporting the planning, preparation and organization of activities (meetings, workshops, seminars and other events of the Programme on Democracy and Good Governance;
- Managing daily plans of the Technical Unit on Natural Resources (daily planning and follow up);
- Supporting budget preparations and documentation of financial records;
- Performing any other duties assigned to him/her within the ICGLR Secretariat.

## **3. Required minimum qualification**

- A Bachelor Degree in Political Science, Public administration, or similar areas;
- At least 2 years of relevant professional experiences
- Proven expertise in governance processes, preferably budget processes;
- Good understanding of issues related to the exploitation and trade of mineral resources in the Great Lakes Region;
- Proficiency in French and English (oral and written) is a must;

- Capacity to work in other ICGLR language such as Kiswahili, Portuguese, Arabic, is an added advantage;
- Excellent skills in verbal and written communication as well as in the drafting of reports, letters and use of other communication platforms;
- Computer skills: excellent knowledge of basic computer programs (Microsoft Office);
- Experience working in an African sub-regional organization would be an added advantage.

### **Learning Outcomes:**

By the end of the internship, the Intern will learn how to:

- Independently work and elaborate technical documents, especially on the RINR;
- Increased understanding of principles of natural resource governance in the Great Lakes Region;
- Strengthened knowledge of governance processes in the member states
- Critical analysis of political process and events;
- The ability to work in a multi cultural environment and Regional Organization.

### **4. Duration**

The duration of internship is 6 months renewable subject to successful performance evaluation and availability of funds.

### **5. Application Process**

Qualified candidates should submit their complete applications by email on [jobs@icglr.org](mailto:jobs@icglr.org) with copy to [gerard.nayuburundi@icglr.org](mailto:gerard.nayuburundi@icglr.org) under the email subject: *“Application for Internship for Pillar 2 of the ICGLR Programme on Democracy and Good Governance”*

The application file should include:

- A signed cover letter
- An updated résumé
- Copies of academic and professional certificates
- 3 references and their phone numbers and/or e-mail addresses.

The submission deadline is 28<sup>th</sup> February 2017 before close of business day (5pm, Bujumbura time).

The Conference Secretariat believes in the principle of gender equality. In this regard, female candidates are strongly encouraged to apply.