



Terms of Reference

Internship on Donor Coordination in the Programme on Democracy and Good Governance, Conference Secretariat of the International Conference on the Great Lakes Region

Type of Contract: Individual Contract

Languages Required: English and French

Commencement Date: 1st April 2017

End Date: 30th September 2017

Duration of the work: 6 months

Location/duty station: ICGLR Secretariat, Bujumbura, Burundi

Deadline: 28th February 2017

Background information,

The International Conference on the Great Lakes Region (ICGLR) is an inter-governmental organization of the countries in the African Great Lakes Region. Its establishment was based on the recognition that political instability and conflicts in these countries have a considerable regional dimension and thus require a concerted effort in order to promote sustainable peace and development.

The organization is composed of twelve member states, namely: Angola, Burundi, Central African Republic, Republic of Congo, Democratic Republic of Congo, Kenya, Uganda, Rwanda, Republic of South Sudan, Sudan, Tanzania and Zambia.

In November 2004, the Heads of State and Government of the Member Countries unanimously adopted the Declaration on Peace, Security and Development in the Great Lakes Region in Dar es Salaam, Tanzania. The Pact on Security, Stability and Development in the Great Lakes Region was signed by Heads of State and

Government in December 2006 in Nairobi, Kenya. This intended to address the root causes of intractable conflicts and constraints to development in a regional and innovative approach. The ICGLR Secretariat, with its headquarters in Bujumbura, Burundi, was established in 2007 and serves a technical arm of the ICGLR.

The main divisions of ICGLR are: Peace and Security; Democracy and Good Governance; Economic Development and Regional Integration; Humanitarian and Social Issues. For further information, logon www.icglr.org

The Programme on Democracy and Good Governance focuses primarily on:

Pillar 1: Promotion of the rule of law, strengthening of the process of democratization;

Pillar 2: Rational management of resources through implementation of the regional initiative on the fight against illegal exploitation of natural resources

The ICGLR Executive Secretariat seeks to recruit an intern to support the implementation of the above objectives. The intern will work under the direct supervision of the Democracy and Good Governance Program Director. The duration of the internship is 6 months renewable subject to positive performance evaluation and availability of funds.

Position Title: Intern on Donor Coordination in the Programme on Democracy and Good Governance, ICGLR Secretariat

Roles & Responsibilities

- Support the Stock Taking of existing international, regional and national financial and technical partners
- Support the identification of possible partners for the Programme

- Drafting of documents in relation to the implementation of activities on Rule of Law and Democratization Processes of the Democracy and Good Governance Programme
- Writing of technical notes, reports and translation of technical documents;
- Compilation, preparation of summaries for the supervisors;
- Research and compilation of information/data on initiatives of democracy and good governance;
- Contribution to the administrative management of the Program such as documents filing and retrieving;
- Support of the general strategic planning activities: monitoring of activities and the management of the documentation;
- Assistance and support in the preparation of financial documents;
- Any other tasks related to the program as assigned by the Programme Director.

Learning Outcomes:

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

- Independently work and elaborate technical documents, especially on the Protocol on the Democracy and Good Governance;
- Increased understanding of principles of democracy and good governance in the Great Lakes Region;
- Strengthened knowledge of international, regional and national financial and technical partners
- Critical analysis of political process and events (general elections, political dialogues, etc ...);
- The ability to work in a multi cultural environment and Regional Organization.

Qualifications and Experiences Required

Recruitment Qualifications	
Education	Master’s degree in political sciences, international relations,

qualification	governance, development studies or other social sciences
Professional experience	<ul style="list-style-type: none"> ▪ At least 3 years of relevant professional experiences; ▪ Proven experience of work with (direct or indirect) technical and financial partners organizations; ▪ Experience working with UN or regional organizations is a strong advantage
Language proficiency	Fluency in written and spoken English and French is a must.
Computer literacy	Excellent knowledge and usage of Microsoft Office software (excel, word, power point and access)

Application Instructions

Interested and qualified candidates should submit complete application files by email to jobs@icglr.org with copy to gerard.nayuburundi@icglr.org. Applications should be sent under the email subject: “*Application for intern position for Pillar One of the ICGLR Programme on Democracy and Good Governance*”.

Application files should be composed of:

- A signed letter of interest;
- An updated curriculum vitae;
- Copies of academic and professional certificates;
- Three references including their contact details (Name, title, phone number, email)

Any applications received after the 28th February 2017 before closing of business day (5pm, Bujumbura time) will not be accepted.

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