



## **VACANCY ANNOUNCEMENT: COMMUNICATION ASSOCIATE**

### **1. INTRODUCTION**

The International Conference on the Great Lakes Region (ICGLR) is a regional organization comprised of 12 member states namely; Angola, Burundi, Central African Republic, Congo, Democratic Republic of Congo, Kenya, Rwanda, Tanzania, Uganda, Sudan, South Sudan and Zambia. Its establishment in 2004 was based on the recognition that political instability and conflicts in and between these Member States have a considerable regional dimension and thus require a concerted effort to promote sustainable peace and development.

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. For the visibility of both the Great Lakes Conference Secretariat and the projects it will be embarking upon, there will be a need for a Communication Associate to assist the Executive Secretary in mobilizing and managing relationship with the Press.

The Communication Associate will participate in sensitizing the general public and target groups to the objectives and functions of the ICGLR.

### **2. JOB DESCRIPTION**

#### **2.1 Responsibilities**

Reporting to the Executive Secretary, the Communication Associate will have the overall responsibility for the following:

- To prepare, coordinate and implement communication policies, strategies, plans and programs for ICGLR Secretariat and its affiliated Institutions.
- Ensure that all the Public Information material about ICGLR is available for the dissemination in English, French, Portuguese and Arabic.
- Identify and build relations with local, regional and international media

- Supply target journalists with information regarding ICGLR's activities and programmes; arrange interviews and briefings for them; propose articles; arrange visits to headquarters or to the ICGLR Institutions in other Member States.
- Prepare Press Releases and Press Statement as required
- Monitor the media and provide weekly briefings on issues bordering around the region that is of interest to the CS.
- Manage the already established website by liaising to secure appropriate dissemination of material raising awareness of ICGLR's activities
- Prepare Press Kits for the media
- maintain regular contact with the different stakeholders in order to keep up-to-date on and identify news stories for dissemination
- Translate media information from English to French or vice versa.
- perform other related duties as required

## 2.2 Required qualifications

- University degree or equivalent qualification from a recognized institution in Journalism, Social sciences, Business Management, Communication/Information technology or related field. Master's Degree may be an advantage.
- This is a local Position. Applicants must be Burundians by nationality/citizenship between the age of 25 and 45. **Applicants must therefore attach a copy of a passport or National Identity Card or birth certificate to prove their age and nationality.**
- At least 5 years of relevant professional experience in communication/information management, journalism, in a national, multicultural international or regional organization.
- Excellent skills in translations to and from English and French are a Must
- Ability to work under pressure in handling conferences at national or international level
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect for diversity.
- Excellent communication / organization skills, attention to details and persons.
- Fluency in English/French, written and spoken, is essential. Working knowledge of Portuguese, Arabic and/or Kiswahili is an advantage.

### **Terms of Service**

- The successful candidate will be appointed on a three- year contract with a probation period of six months. The contract will be renewable subject to good performance.
- ICGLR offers an attractive fixed salary and benefits package of similar positions in regional/international organizations

### **3. APPLICATION PROCEDURE**

Interested candidates who meet the qualifications and experiences requirements of the above position are required to address their applications to the ;

The Executive Secretary,

International Conference on the Great Lakes Region (ICGLR)

38, Boulevard du Japon, B. P. 7076, Bujumbura, Burundi

Email: [recrutement@icglr.org](mailto:recrutement@icglr.org) with a copy to [hmungyereza@icglr.org](mailto:hmungyereza@icglr.org) and [hmungyereza@gmail.com](mailto:hmungyereza@gmail.com)

The application package shall include the following :

- Detailed Curriculum Vitae;
- Motivation or covering letter;
- Certified copies of relevant academic certificates;
- Names and contact details of three (3) referees;
- Copy or scan of National Passport or National Identity Card showing your photograph, date of birth and nationality;

Candidates should indicate the position/title on the subject line.

**Deadline** : Applications should be submitted not later than, **5<sup>th</sup> August 2021**

#### **Please note:**

- (a) Applications which do not indicate nationality and age; or have no copy of a passport or National Identity Card or birth certificate, covering letter and certified copies of relevant documents will be disqualified;
- (b) All applications shall be submitted electronically and no hard copies will be accepted.
- (c) ICGLR is an equal opportunity employer and does not require candidates to pay any money at any stage of the recruitment process.
- (d) Invitations for interviews will be done in writing to only shortlisted candidates.
- (e) Women are encouraged to apply