

SECRETARIAT  
INTERNATIONAL CONFERENCE  
ON THE GREAT LAKES REGION



SECRETARIAT  
CONFERENCE INTERNATIONALE  
SUR LA REGION DES GRANDS LACS

Ref: ADM/T- HBM-AS-JB/022/23  
Bujumbura, 16th October 2023

**JOB ANNOUNCEMENT-MINERAL DATABASE EXPERT- 03/23**

<b>Title: MINERAL DATABASE EXPERT.</b>	
<b>Organisation</b>	International Conference on the Great Lakes Region (ICGLR) Secretariat.
<b>Location</b>	Bujumbura.
<b>Languages</b>	English and French are mandatory; Working knowledge of Portuguese, Arabic and/or Kiswahili will be an added advantage.
<b>Eligibility</b>	ICGLR Member State citizen.
<b>Number</b>	One (01).
<b>Contract type &amp; Duration</b>	Project staff on short term contract - One(1) year , renewable.
<b>Expected start date</b>	1 <sup>st</sup> December 2023.
<b>Funding source</b>	German Federal Ministry for Economic Cooperation and Development (BMZ) and the Dutch Ministry of Foreign Affairs



## 1. BACKGROUND

The International Conference on the Great Lakes Region (ICGLR) is an inter-governmental organization, which was set up in 2006 by its 12 Member States (MSs) from the Great Lakes Region with the assistance of the African Union (AU) and the United Nations (UN). ICGLR Member States include Angola, Burundi, Central African Republic, Republic of Congo, Democratic Republic of Congo, Kenya, Rwanda, South Sudan, Sudan, Tanzania, Uganda and Zambia.

The ICGLR is headed by the Summit of the Heads of State and Government assisted by the Regional Interministerial Committee (RIMC) composed of Ministers of Foreign Affairs of the 12 Member States.

The ICGLR Secretariat headquarters is based in Bujumbura (Burundi) with Regional Centres in Kampala (Uganda), Lusaka (Zambia) and Goma (DRC).

The ICGLR aims to implement the *Pact on Security, Stability and Development* which sets an ambitious agenda "to transform the region into a space of sustainable peace and security and development. Key Programs of ICGLR include: (i) Peace and Security; (ii) Democracy and Good Governance; (iii) Economic Development and Regional Integration; (iv) Gender, Women and Children; (v) Humanitarian and social issues and (vi) cross-cutting issues.

The ICGLR, through its program on Democracy and Good Governance, is charged with coordinating and facilitating the implementation of the Six Tools of the Regional Initiative on Fight against the Illegal Exploitation of Natural Resources (RINR). One of these tools is the Regional Certification Mechanism (RCM), which applies to the supply chain of four designated minerals - tin, tungsten, tantalum and gold - within and from the countries of the ICGLR. A second tool is the Regional Database on Mineral Flows (Regional Database), which is to be integrated into the RCM in accordance with the standards and procedures as described in the 2<sup>nd</sup> Edition of the ICGLR Regional Certification Mechanism.

It is against the above background that the ICGLR Secretariat is seeking a full time Regional Mineral Database Expert to implement, maintain and provide data quality control support for the Regional Database on Mineral Flows for the ICGLR Regional Certification Mechanism.





## 2. RATIONALE

The Regional Database is meant to be the repository of data first generated and stored at the Member State level. Member States will capture mineral data from their respective mineral supply chains and store it in national databases, which will then be transferred up to populate the Regional Database.

It will be the task of the Regional Mineral Database Expert to establish and implement firm written policies agreed upon by all participants for the regular transfer of data. Additionally, it will be the task of the Regional Mineral Database Expert to work with technical personnel in each Member State to establish the Data Quality procedures by which these data transfers can be accomplished.

As part of the work program, the Regional Mineral Database Expert is required to implement a technical procedures and protocols manual for data transfers, which forms the basis for consultations between the ICGLR Secretariat, the Member States, and the system provider. Based on this data quality and transfer agreement, data transfers and system implementation will be conducted.

## 3. OBJECTIVES

Under the overall guidance of the Director of the Democracy and Good Governance Program of the ICGLR and the direct supervision of the Coordinator of the ICGLR Technical Unit on Natural Resources, the Database Expert will:

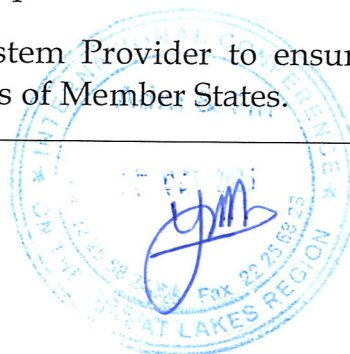
- (i) oversee the implementation of the developed system/Database and
- (ii) provide on-the-job training to ICGLR and Member State technical staff to effectively manage and maintain the database/software.

## 4. DUTIES AND RESPONSIBILITIES:

### Key Responsibilities:

Specifically, the Database Expert will be required to:

- Work in conjunction with the Database System Provider to ensure the Regional Database meets the identified requirements of Member States.



- Maintain and update written instructions, forms and guidelines for the Database system in all Members State offices as well as the central database.
- Provide hands-on advice and training to IT staff and mineral chain auditors regarding software applications, with particular focus on:
  - a. data inputs.
  - b. monthly audit report provision.
  - c. database development and implementation.
  - d. database maintenance and update.
- Audit the accuracy of data provided through data transfers and follow up on any discrepancies to ensure corrective actions are taken.
- Provide advice and guidance on the qualitative and quantitative data that should be collected within the database.
- Ensure that the reports generated by the database/software comply with the ICGLR and Member States' requirements and adhere to the Technical Specifications provided by the ICGLR Secretariat.
- In conjunction with the ICGLR IT staff, and upon request of ICGLR Technical Unit management, conduct regular audits (site visits) of Member State offices to evaluate the level of use of the Database and provide post-development support packages (e.g., consultancy, troubleshooting, training, etc.) in relation to the needs of the responsible Member State institutions.

### **Specific Tasks**

- Supervise and provide guidance to Member States in the implementation of National Databases on Mineral Flows.
- Manage the ICGLR Regional Database on Mineral Flows, ensuring data integrity and security.
- Coordinate data collection from Member States and conduct analysis to identify trends and potential areas of concern/unconformities.
- Establish quality control measures to ensure accuracy, consistency, and reliability of data.



- Prepare regular reports on mineral flows, share findings with stakeholders, and present recommendations.
- Provide technical support and training to Member States to enhance their capacity in managing national mineral databases.
- Collaborate and coordinate with relevant organizations, partners, and initiatives in mineral resource governance.
- Contribute to policy development and review related to mineral flows and the Regional Certification Mechanism.
- Monitor and evaluate the implementation of National Databases on Mineral Flows and propose corrective actions.

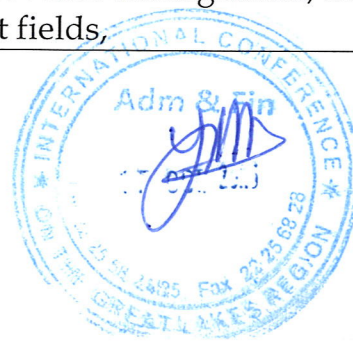
**Competences:**

- Excellent database management knowledge and data quality skills, preferably in the context of mineral flows or supply chains.
- Good knowledge of and experience working with Intergovernmental organizations or public institutions in the Great Lakes Region.
- Knowledge on gender equality and human rights issues, ensuring inclusivity and adherence to ethical principles in data management.
- Demonstrated ability in effective problem-solving, self-improvement, analysis, and synthesis to address challenges and improve processes.
- Excellent writing and IT skills.
- Strong communication skills, both verbal and written.
- Effective teamwork.
- Ability to work independently, with adaptability, creativity.

**5. JOB PROFILE.**

**Education:**

- Advanced degree in a relevant field, such as data management, information systems, in combination with mineral resource management, Information Management, Statistics or other relevant fields,





- Other trainings in Database Management and Data Quality Control will be an asset.

### **Experience:**

- At least 5 years of professional experience in database management is a must.
- At least 3 years of professional experience of information management or quality assurance is required.
- At least 2 years of experience working with (inter)governmental institutions or programs in the area of software and database management systems is required.
- Experience working in the Great Lakes Region.
- Experience in data auditing is considered an asset.
- Experience in "monitoring and evaluation" of projects is considered an asset.
- Experience in web management is considered an asset.

### **Languages:**

- Written and oral fluency in French and English is required.
- Mastery of any other ICGLR official languages, i.e., Portuguese, Arabic and Kiswahili is an added value.

## **6. APPLICATION SUBMISSION GUIDELINES**

**You are required to submit your application file to your country's Ministry of Foreign Affairs/ External Relations latest by 10<sup>th</sup> November 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:

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](mailto:secretariat@icglr.org) Website : [www.icglr.org](http://www.icglr.org)

The application package shall include the following:

- A motivation letter of Intent addressed to the ICGLR Executive Secretary.
- Detailed Curriculum Vitae.
- Certified copies of relevant academic certificates.
- Proof of professional experience.
- Copy of Passport.
- Names and contacts of three professional references.



Deadline: Applications should be submitted not later than **Friday, 10<sup>th</sup> November 2023**.

ICGLR is an equal opportunity organization and does not require candidates to pay any money at any stage of the selection process.

Invitations for interviews will be done in writing to only shortlisted candidates.

Female candidates are encouraged to apply. ICGLR is highly committed to gender balance.



  
**For the Executive Secretary**