

## TERMS OF REFERENCE FOR THE POSITION OF INTERN AT THE SITUATION ROOM

**Job description / title:** Intern at the Situation Room in the Peace and Security Programme Directorate

**Location:** Bujumbura

**Duration:** Six months with the possibility of being retained as a *Peace and Security Analyst (P2)*.

### **Summary:**

The internship programme allows the Peace and Security Programme Directorate of the Conference Secretariat to benefit from the support of dynamic and competent young finalists from different universities. It also provides an opportunity for these young people to put into practice the theories learned in the classroom (University) and to be able to integrate into the professional world without difficulties. It is within the framework of this internship programme that the Conference Secretariat would like to recruit six (6) interns for the implementation of its Early Warning System. The intern will effectively and efficiently support the Peace and Security Directorate in the establishment of its Situation Room.

The Conference Secretariat is an equal opportunity employer and committed to diversity in the workplace. All qualified candidates will be considered for employment without regard to their qualifications.

### **Duties and Responsibilities :**

Under the immediate supervision of the Peace and Security Director at the ICGLR Headquarters in Bujumbura, Burundi, the candidate is required to support with the Monitoring of Great Lakes Region-related news by performing the following responsibilities:

- Discuss and determine the monitoring system, and plan to perform duties according to requirements set by the Peace and Security Directorate.
- Monitor the news in prioritized subnational, national and international media for pieces that mention the ICGLR Member States.
- Monitor the news for pieces on prioritized social and political issues.
- Monitor the news in national media for pieces that may be of interest for all Directorates and programmes and staff.
- Prepare a daily (Monday to Friday) bulletin with news, including headline, summary and link to the news.
- Research and gather data and information that can improve ICGLR positioning and communications.
- Draft social listening and media insights reports on prioritized issues.
- Update Situation room directories.

- Monitor social media environments (Facebook, Twitter and Instagram) and report any mention of or reaction to ICGLR' work in Burundi or in the Great lakes region as needed.
- Monitor social media environments and inform of any stakeholder, public institution or public figure statement that may be of interest for ICGLR.
- Support writing a wide array of internal and external information and communications materials, such as reports, briefs, speeches, presentations, articles, press releases, histories, among others.
- Support other relevant information and communications activities as required.
- Gather the needs of decision-makers in each field of intervention and synthesise them
- Choose the appropriate electronic sources for the needs detected: search engines, meta-engines, intelligent agents, directories, sectoral portals, etc.
- Identify human sources: networks, contacts, associations, etc.
- Define the frequency of the search and display of information, as well as the cost of each source
- Validate the mapping of sources with the hierarchy
- Set up the search agents
- Consult daily the sources for which the search for information is automated: Metaengines / Specialised monitoring software, Intelligent agents
- Periodically search for information on non-automated sources: trade show registrations, conferences, chats, specialised forums, etc.
- Adjusting the settings of search engines and software according to needs
- Produce dashboards by : Source, Theme, Priority and Strategic importance
- Cross-reference information between domains
- Detecting warning signals: Requiring corrective action, Informing of a risk in the more or less long term
- Formulate hypotheses for interpretation and make recommendations

### **Education/Experience :**

- Have a minimum of a BAC+3 and a maximum of a Master's degree (Bac+5) in social sciences, law, history, geography, journalism, communication or related fields from a recognised institution or be enrolled in a relevant university programme;
- Be a national of an ICGLR member country;  
Qualifications/special skills
- It is also required that candidates have strong analytical and writing skills. Finally, an excellent command on social media listening and monitoring tools is highly value.
- Conduct media monitoring, social listening and information activities

**Language skills:** fluency in written and spoken French; good knowledge of written and spoken English. Knowledge of Portuguese and Arabic is an asset.

**Computer skills:** proficiency in Word and Excel.

**Other:** Team player; Moral probity (honesty); Analytical mind. Ability to meet deadlines and cope with stressful situations; Flexible; Respect for administrative procedures; Very good organizational skills; Available

**Declaration :** I have read, understood and agree to diligently undertake the above list of tasks as part of my responsibilities as an Intern in the Situation Room at the Peace and Security Programme Directorate of the ICGLR Conference Secretariat in Bujumbura, Burundi. This statement should be included in the cover letter.

Applications should be sent to the following e-mail address: [simon.nibizi@icglr.org](mailto:simon.nibizi@icglr.org) and copied to [situationroom@icglr.org](mailto:situationroom@icglr.org) , mentioning the position in the subject line of the e-mail and the letter.

No late applications will be accepted, and only shortlisted candidates will be contacted.

The application files will include:

- A well-written letter of motivation addressed to the Executive Secretary of the ICGLR;
- A detailed Curriculum Vitae with 3 references (name, phone, email).
- A copy of the national identity card or passport.

All these documents must be in one file.

Candidates who do not comply with all these requirements will not be considered.

NB: Physical files will not be received.

The deadline for applications is Friday 18 April 2022 at 5.30 pm.