



## VACANCY ANNOUNCEMENT-LMRC-PROGRAMME ASSISTANT-OPERATIONAL RESEARCH AND PARTNERSHIPS - 01/24

**Position: Programme Assistant-Operational Research and Partnerships,  
based in Lusaka, Zambia.**

<b>Reports to</b>	Head of Research, Training, and IT
<b>Required Experience</b>	At least 3 years of experience in a research-related role, preferably within a think tank, academic institution, or international organization
<b>Organisation</b>	International Conference on the Great Lakes Region (ICGLR) Secretariat/ Levy Mwanawasa Regional Centre for Democracy And Good Governance
<b>Languages</b>	English is mandatory; Working knowledge of French, Portuguese, Arabic and/or Kiswahili will be an added advantage.
<b>Eligibility</b>	Only Citizens of Zambia are eligible to apply
<b>Opportunity type</b>	Contract – 5 years contract, renewable once
<b>Expected start date</b>	August 2024.
<b>Salary scale</b>	GS2

### 1. BACKGROUND

The International Conference on the Great Lakes Region (ICGLR) is an inter-governmental organization composed of 12 Member States (MSs) from the Greater GLR, which was set up in 2006 with the assistance of the African Union (AU), United Nations (UN) and bilateral donors. ICGLR Member States include Angola, Burundi, Central African Republic, Democratic Republic of Congo, 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, and assisted by the Regional Interministerial Committee (RIMIC) composed of Ministers of Foreign Affairs of the 12 Members States.

The ICGLR aims to implement the *Pact on Security, Stability and Development* (PACT) which sets an ambitious agenda "to transform the region into a space of sustainable peace and security and development. Key sectors 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 Levy Mwanawasa Regional Centre for Democracy, Good Governance, Human Rights and Civic Education is a Regional Think Tank created by the Heads of State and Government of Member States of the International Conference on the Great Lakes Region (ICGLR) in December 2006 as a key institution for the promotion of Democracy, Good Governance, Human Rights and Civic Education. Its establishment epitomised the realisation of the will expressed by the Heads of State and Government of ICGLR Member States not only in the 2004 Dar-es-Salaam Declaration on Peace, Security, Democracy and Development in the Great Lakes Region but also in the Pact on Security, Stability and Development (with a Protocol on Democracy and Good Governance) signed in Nairobi on December 15, 2006. The Regional Centre was formally launched during the August 2009 Heads of State and Government Summit that was held in Lusaka, Zambia. It was on this occasion that it was named after the late President Levy Mwanawasa, the former Zambian President who died during his term as President of the ICGLR Heads of State and Government Summit.

With its operationalisation in 2011, the Regional Centre provides a strong foundation to the ICGLR's Programme of Action on the promotion of Good Governance and Democracy whose vision is that of "a Region characterized by deeply entrenched values, principles and norms on democracy, good governance and observance of human rights". The Regional Centre is based in Lusaka, Zambia.

The Regional Centre's vision is "an authoritative and autonomous Think Tank that catalyses reforms and promotes best practices on complex governance issues in the Great Lakes Region", whose mission is "to reinforce the capacities of social and political institutions of ICGLR Member States in the areas of democracy, good governance, human rights and civic education".

In order to strengthen partnerships and operational research of the Regional Centre and its work, there is need to recruit a Programme Assistant for Operational Research and Partnerships in the Research and Documentation Department.

## 2. MAIN FUNCTION

Under the supervision of the Regional Director and the Head of Research, Training and Documentation, the Programme Assistant-Operational Research and Partnerships shall be accountable on a daily basis to the Head of Department – Research, Training and Documentation/Regional Director for implementing the department's designated





programme activities in the areas of resource mobilization, partnerships, and projects of the Regional Centre.

### **3. SPECIFIC TASKS/DELIVERABLES**

The following are the expected roles and responsibilities:

#### **a) Research**

- Assist in the design and implementation of research projects related to gender, peace, democracy and good governance
- Conduct literature reviews and compile relevant data from various sources.
- Support the development of research proposals and grant applications.
- Participate in fieldwork, including data collection and stakeholder interviews.

#### **b) Data Management**

- Assist in the collection, entry, and analysis of quantitative and qualitative data.
- Maintain accurate and up-to-date databases of research findings.
- Support the development and maintenance of an online research repository.

#### **c) Report Writing**

- Contribute to the drafting of research reports, policy briefs, and other publications.
- Assist in the preparation of presentations and dissemination materials for various stakeholders.

#### **d) Collaboration and Partnerships:**

- Support the hierarchical superiors in establishing and maintaining partnerships with academic institutions, civil society organizations, and government agencies.
- Assist in organizing research seminars, workshops, and conferences.

#### **e) Administrative Support:**

- Provide administrative support for research projects, including scheduling meetings, preparing agendas, and taking minutes.
- Assist in budget tracking and financial reporting for research activities.
- Prepare draft quarterly and annual progress reports as appropriate and organise corresponding monthly, quarterly and annual progress reviews.
- Perform any other functions as may be required and assigned by the supervisor.





#### 4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

- Bachelor's degree in Political Science, Gender Studies, International Relations, Development Studies, or a related field is preferred.
- Candidates with postgraduate degrees in the relevant field will have an added advantage.
- At least 3 years of experience in a research-related role, preferably within a think tank, academic institution, or international organization.
- Experience in the Great Lakes Region and knowledge of the regional political and governance context is highly desirable.
- Proven writing experience (articles, blogs or research.)
- Strong research and analytical skills.
- Proficiency in data analysis software (e.g., SPSS, STATA) and Microsoft Office Suite.
- Excellent written and verbal communication skills in English. Knowledge of French, Swahili, Arabic and/or Portuguese is an asset.
- Strong organizational and time-management skills.
- Ability to work independently and as part of a team.
- Good command of ICT latest trends.

#### 5. APPLICATION SUBMISSION GUIDELINES

Interested candidates who meet the qualification and experience requirements of the above position are required to address their applications to the Executive Secretary of the Conference Secretariat, 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.

The applications will be submitted by email on: [jobs@icglr.org](mailto:jobs@icglr.org) with a copy to [info.lmrc@icglr.org](mailto:info.lmrc@icglr.org).

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, 30<sup>th</sup> June 2024.

Please note:

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

Bujumbura, 30<sup>th</sup> May 2024  
For the Conference Secretariat

