



**VACANCY ANNOUNCEMENT – ASSISTANT PROGRAM OFFICER FOR  
GENDER, WOMEN & CHILDREN-02/26**

**(RE-ADVERTIZED)**

<b>Reports to</b>	Director for Gender, Women & Children	
<b>Organisation</b>	International Conference on the Great Lakes Region	
<b>Languages</b>	English or French mandatory; Portuguese, Arabic and/or Kiswahili optional.	
<b>Eligibility</b>	Citizens of ICGLR Member States	
<b>Opportunity type</b>	Contract – 3-year contract, renewable once	
<b>Relevant experience</b>	10 years minimum	
<b>Expected start date</b>	Mai 2026	
<b>Job Location</b>	ICGLR Conference Secretariat, Bujumbura-Burundi	
<b>Salary Scale</b>	P4	
<b>Background</b>	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.	
<b>Job Summary</b>	The objective of the post is to assist, facilitate and secure the management of all Gender, women, children, humanitarian, Social and Environmental related functions attached to the Conference Secretariat, and to enable the Directorate of Gender, Women and Children and the Executive Secretary of the CS to deliver the services also for other levels of action as defined in the RFM e.g. the Summit level, the Troika as well as at the Regional Inter-Ministerial Committee.	
The specific tasks and duties of the Assistant Program Officer for Gender, Women & Children will be as follows :		
<b>Specific Tasks and Duties</b>	<i>Implementation of projects</i>	<ul style="list-style-type: none"> <li>• Act as the contact person and responsible officer in charge of all the projects and protocols related to the Gender, Women &amp; Children (GWC); in the absence of the Programme Director.</li> <li>• Support the Programme Director into the budgeting, planning and implementation of the GWC projects and the protocols specially the</li> </ul>

		<p>protocol on prevention and suppression of Sexual Violence against Women and children as well as others ICGLR protocols related to Gender; Humanitarian issues and SGBV as decided by the Member States .</p> <ul style="list-style-type: none"> <li>• Ensure that gender concerns are integrated in all programme activities under his/her supervision.</li> <li>• Under the supervision of the Programme Director, the Assistant Program Officer, will coordinate and monitor the Humanitarian and Social issues across the region.</li> <li>• Will develop strategies to achieve significant impact on gender children and women's rights in the context of emergency response and recovery.</li> <li>• Represent the CS in meetings related to GWC, Humanitarian and Social issues projects under the IC/GLR in absence of the Director.</li> <li>• Support the Programme Director in the mobilisation of funds for projects by contacting and advocating among potential partners.</li> <li>• Organize and secure systematic monitoring and follow-up of activities within the projects, based on project documents, work-plans, plans of operations and budgets.</li> <li>• Support the Director to prepare special reports for the Summit on implementation of projects in the GWC cluster and Humanitarian and Social issues.</li> <li>• Lead on implementation process of Minimum Standards on Gender in the programme, including identifying challenges and recommend practical solutions on the design and implementation of gendered humanitarian interventions.</li> <li>• Provide technical advice, direction, and support to the Director to achieve significant impact on gender children, women's rights, humanitarian, and social issues.</li> <li>• In collaboration with the Programme Director, he/her ensure that CS and affiliated centres work treats gender as a cross-cutting issue in all its response activities, in accordance with the gender strategy;</li> <li>• Support implementation of the ICGLR Protocol on Protection and Assistance to Internally Displaced Persons (IDPs).</li> <li>• Develop and implement projects on humanitarian assistance, disaster response, and durable solutions.</li> <li>• Contribute to policy formulation and action plans on forced displacement and humanitarian</li> </ul>
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		<p>protection.</p> <ul style="list-style-type: none"> <li>• Develop M&amp;E tools to assess effectiveness and impact of humanitarian programs.</li> <li>• Support training for national coordination mechanisms, Officers in charge of Refugees, IDPs, CSOs and partners.</li> <li>• Monitor humanitarian developments and coordinate ICGLR's responses to emergencies.</li> </ul>
	<i>Preparation, follow-up and reporting of meetings</i>	<ul style="list-style-type: none"> <li>• Prepare at the request of the Programme Director agendas of meetings, discussion papers and reports related to the GWC, humanitarian, and social issue;</li> <li>• Assist the Programme Director to prepare</li> <li>• the minutes of meetings convened under the auspices of the GWC humanitarian, and social issues;</li> <li>• Prepare briefing notes for the Programme Director on the progress made in the implementation of the Protocol and projects under the GWC cluster and advise on the way forward;</li> <li>• Prepare program progress reports, donor updates, and evaluation summaries.</li> <li>• Provide technical assistance to strengthen national and regional response mechanisms.</li> </ul>
	<i>Establishment and maintenance of working relations with other actors and stakeholders.</i>	<ul style="list-style-type: none"> <li>• Support the Programme Director to establish and maintain dialogue with partners for optimal visibility of the value-added of the Pact in general and of the projects in the GWC humanitarian, and social issues;</li> <li>• Propose strategies and actions for partnership building with governments including the Troika, the Regional Economic Communities, the National Preparatory Committees, the Private Sector, the donor community, the international financial institutions and the UN system, notably UNDP and OCHA;</li> <li>• Identify opportunities for positioning the Conference Secretariat optimally in the area of GWC affairs</li> <li>• Collaborate with humanitarian partners, including UN agencies, NGOs, and member states, in planning and delivering relief interventions.</li> </ul>
	<i>Internal Management Support</i>	<ul style="list-style-type: none"> <li>• Assist the Programme Director to Prepares annual work plan and budgets for the Directorate covering all activities related to the implementation of the regional programme of action;</li> <li>• Prepares the progress reports on the activities</li> </ul>

		<p>undertaken for the Conference Secretariat News Letter;</p> <ul style="list-style-type: none"> <li>• Assist the Programme Director to prepare terms of references and budgets for the deployment of short-term consultants;</li> <li>• Maintain good collaboration with all the Assistant Programme Officers of the other 4 clusters.</li> </ul>
<b>Candidate Profile</b>		<ul style="list-style-type: none"> <li>• Master's degree in Social Sciences, Law, Gender Studies, Economics or any other suitable discipline;</li> <li>• Have at least 10 years working experience in project management and in fieldwork, particularly in the field related to gender, women, children and/or humanitarian, and social issues.</li> <li>• Experience in the field of Governance programmes, peace building and humanitarian assistance; or work related to refugees or IDPs;</li> <li>• Prior experience working with international organizations is considered as an asset;</li> <li>• Have team-building spirit to coordinate with other colleagues;</li> <li>• Candidate must be a National of one of the twelve Member States of the IC/GLR. (Angola, Burundi, Central African Republic, Democratic Republic of Congo, Kenya, Uganda, Rwanda, South Sudan, Sudan, Tanzania and Zambia);</li> <li>• Fluency in English/French, written and spoken, is essential. Working knowledge of Portuguese, Arabic and/or Kiswahili is an advantage.</li> </ul>
<b>Terms of Service</b>		<ul style="list-style-type: none"> <li>• An attractive fixed salary and benefits package offered to similar positions in regional/international organizations.</li> <li>• The incumbent shall enjoy diplomatic immunities, privileges, exemptions and facilities as provided for by the Host Agreement between the Government of the Republic of Burundi and the Secretariat of the International Conference on the Great Lakes Region.</li> </ul>
<b>Application Procedure</b>		<p>Interested candidates who meet the qualifications and experience requirements for any of the above positions are advised to submit their applications to their <u>respective Ministries of Foreign Affairs/ International Relations/ Ministry of Regional Integration</u>. The application package must include following:</p> <ul style="list-style-type: none"> <li>• A detailed CV;</li> <li>• A covering letter;</li> <li>• Certified copies of relevant academic certificates;</li> <li>• Names and contact details of three (3) referees;</li> <li>• Copy of National Passport showing date of birth, names and photo;</li> <li>• Candidates should indicate the position/title on the subject line.</li> <li>• Applications should be submitted not later than <b>20<sup>th</sup> Mars 2026</b>.</li> </ul>

**Please note:**

- **Applications which do not:** have evidence (passport bio-page) which indicates nationality and age; or have no covering letter or certified copies of relevant documents will be disqualified;
- **The eligible applicants shall be between 35 and 50 years of age.**
- **ICGLR does not require candidates to pay money for the recruitment process. All invitations for interviews will be done in writing through the provided.**
- **Female candidates are encouraged to apply. ICGLR is highly committed to gender balance.**

Bujumbura 19<sup>th</sup> February 2026

**The Executive Secretary**

