



**VACANCY ANNOUNCEMENT – DEPUTY EXECUTIVE SECRETARY-02/2026**

**(RE-ADVERTIZED)**

<b>Reports to</b>	Executive Secretary	
<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>	15 years minimum	
<b>Expected start date</b>	May 2026	
<b>Job Location</b>	ICGLR Conference Secretariat, Bujumbura-Burundi	
<b>Salary Scale</b>	D1	
<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 deputize the ICGLR Executive Secretary (ES) and assist him/her with the day-to-day management of the Conference Secretariat (CS), in enabling the ES to serve other levels of the organization as defined in the Regional Follow up Mechanism (RFM), e.g. the Summit, Troika, as well as the Regional Inter-Ministerial Committee (RIMC).	
The specific tasks and duties of the Deputy Executive Secretary will be as follows:		
<b>Specific Tasks and Duties</b>	<i>Internal management</i>	<ul style="list-style-type: none"> <li>• Deputize the ES and assist him in the day-to-day administrative work;</li> <li>• Take a lead in drawing up an innovative Annual Work Plan. Motivate and continuously set Performance Targets for the Programme Directors and Heads of Centre;</li> <li>• Facilitate timely disbursement of funds, including direct payments from the MS;</li> <li>• Liaise with the Director of Administration and Finance on the coordination and implementation</li> </ul>

		<p>of financial management, procurement and audit systems;</p> <ul style="list-style-type: none"> <li>• Provide substantive input and advice, derived from the best practices, in the strategic direction of the work of the CS;</li> <li>• Ensure application of results-based management of the CS Annual Work Plans', guaranteeing the visibility of the value-added and strengthening partnership between the CS, national and international partners.</li> </ul>
	<p><i>Implementation of projects and Protocol(s)</i></p>	<ul style="list-style-type: none"> <li>• Provide strategic direction to programme activities and supervise the Programme Directors and Heads of Centre through formulation, coordination and implementation of activities;</li> <li>• Provide oversight on programme management and establish an overall plan of operations that clearly sets out the schedule, activities, budget and procurement for the CS;</li> <li>• Be ICGLR counterpart officer on matters regarding the management of the Special Fund of Reconstruction and Development (SFRD);</li> <li>• Prepare and submit regular reports about the progress of SFRD projects, including information on the funding situation;</li> <li>• Take a strategic, forward-looking role in establishing CS future programme direction;</li> <li>• Supervise the team of Programme Directors and Heads of Centre and ensure projects/programmes are fully and efficiently implemented;</li> <li>• Organize and take part in progress review missions regarding projects and forwards comments/ annotated reports to his superiors and other relevant stakeholders involved.</li> </ul>
	<p><i>Preparation, follow-up and reporting of meetings</i></p>	<ul style="list-style-type: none"> <li>• Assist the ES and other implementing agents in the implementation, coordination and evaluation of the CS projects and programmes;</li> <li>• Monitor the implementation of projects/programmes through regular interaction with CS staff, donors, National Coordination Mechanisms(NCMs), and through field visits and assessment of utilization of programme resources and the degree of attainment of agreed upon targets and milestones;</li> <li>• Oversee the preparation of all necessary documents for official internal and external meetings;</li> </ul>

		<ul style="list-style-type: none"> <li>• Convene and attend official internal and external meetings and prepare reports, briefs and logistics as required.</li> </ul>
	<p><i>Establishment and maintenance of working relations with other actors and stakeholders.</i></p>	<ul style="list-style-type: none"> <li>• Establish and maintain close working relations with the desks of relevant UN-organisations, African Union (AU), Regional Economic Communities (RECs), EU, World Bank, etc;</li> <li>• Call upon special experts and institutions to elaborate on special issues and themes relevant to the work of the CS;</li> <li>• Develop and implement a resource mobilization strategy for the CS in consultation with the ES and in coordination with the staff and institutions concerned to ensure optimal results;</li> <li>• Provide support and guidance to the NCMs when necessary;</li> <li>• Advocate on an international and regional scale for ICGLR process and related issues;</li> <li>• Prepare information notes on state of affairs of projects, protocol and other relevant activities for regular ICGLR newsletters;</li> <li>• Maintain close liaison between the management, authorities and stakeholders for the smooth and successful implementation of the respective assignments;</li> <li>• Perform any other duties that may be assigned by the ES.</li> </ul>
<p><b>Candidate Profile</b></p>		<ul style="list-style-type: none"> <li>• Master's degree or equivalent qualification from a recognized institution in International Relations Business Administration, Management, Public Administration, Law, or other Social Sciences;</li> <li>• At least 15 years relevant professional experience at senior management level in a multicultural international or regional organisation;</li> <li>• Sound understanding of the ICGLR challenges, strategies and related projects;</li> <li>• Proven experience and capability in management and leadership in a large national or regional organization;</li> <li>• Have team-building spirit to coordinate all Units in the CS;</li> <li>• Strong leadership as well as strategic planning are required for the better communication with the staff and the partners.</li> </ul>

<p><b>Terms of Service</b></p>	<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>
<p><b>Application Procedure</b></p>	<p>Interested candidates who meet the qualifications and experience requirements for this position 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> March 2026</b>.</li> </ul> <p><i>Please note:</i></p> <ul style="list-style-type: none"> <li>• <i>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;</i></li> </ul> <p><i>The eligible applicants shall be between 45 and 55 years of age.</i></p> <ul style="list-style-type: none"> <li>• <i>ICGLR does not require candidates to pay money for the recruitment process.</i></li> <li>• <i>All invitations for interviews will be done in writing through the CS email adress.</i></li> <li>• <i>Female candidates are encouraged to apply. ICGLR is highly committed to gender balance.</i></li> </ul>

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

**The Executive Secretary**

