



VACANCY ANNOUNCEMENT – ASSISTANT PROGRAM OFFICER FOR GENDER, WOMEN & CHILDREN-02/26		
(RE-ADVERTIZED)		
Reports to	Director for Gender, Women & Children	
Organisation	International Conference on the Great Lakes Region	
Languages	English or French mandatory; Portuguese, Arabic and/or Kiswahili optional.	
Eligibility	Citizens of ICGLR Member States	
Opportunity type	Contract – 3-year contract, renewable once	
Relevant experience	10 years minimum	
Expected start date	Mai 2026	
Job Location	ICGLR Conference Secretariat, Bujumbura-Burundi	
Salary Scale	P4	
Background	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.	
Job Summary	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 :		
Specific Tasks and Duties	<i>Implementation of projects</i>	<ul style="list-style-type: none"> • Act as the contact person and responsible officer in charge of all the projects and protocols related to the Gender, Women & Children (GWC); in the absence of the Programme Director. • Support the Programme Director into the budgeting, planning and implementation of the GWC projects and the protocols specially the

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		<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"> • Ensure that gender concerns are integrated in all programme activities under his/her supervision. • Under the supervision of the Programme Director, the Assistant Program Officer, will coordinate and monitor the Humanitarian and Social issues across the region. • Will develop strategies to achieve significant impact on gender children and women's rights in the context of emergency response and recovery. • Represent the CS in meetings related to GWC, Humanitarian and Social issues projects under the IC/GLR in absence of the Director. • Support the Programme Director in the mobilisation of funds for projects by contacting and advocating among potential partners. • Organize and secure systematic monitoring and follow-up of activities within the projects, based on project documents, work-plans, plans of operations and budgets. • Support the Director to prepare special reports for the Summit on implementation of projects in the GWC cluster and Humanitarian and Social issues. • 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. • Provide technical advice, direction, and support to the Director to achieve significant impact on gender children, women's rights, humanitarian, and social issues. • 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; • Support implementation of the ICGLR Protocol on Protection and Assistance to Internally Displaced Persons (IDPs). • Develop and implement projects on humanitarian assistance, disaster response, and durable solutions. • Contribute to policy formulation and action plans on forced displacement and humanitarian
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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 19th February 2026

The Executive Secretary

