SECRETARIAT
INTERNATIONAL CONFERENCE
ON THE GREAT LAKES REGION

SECRÉTARIAT
CONFÉRENCE INTERNATIONALE
SUR LA RÉGION DES GRANDS LACS

VACANCY ANNOUNCEMENT – COMMUNICATIONS AND CONFERENCE OFFICER-02/26

(RE-ADVERTIZED)

Position	Communications and Conference Officer
Organisation	International Conference on the Great Lakes Region
Duty Station	ICGLR Conference Secretariat, Bujumbura-Burundi
Reports to	Deputy Executive Secretary
Direct report	Communications Associate
Opportunity type	Contract -4-year contract, renewable once
Salary Scale	P2 (ICGLR Salary Scale)
Expected start date	Mai 2026

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 the planning, coordination, and execution of all ICGLR conferences, meetings, and public engagement initiatives. The Officer ensures smooth logistical organization of events and serves as the focal point for internal and external communications, media relations, and public affairs. This role supports ICGLR's visibility, stakeholder engagement, and dissemination of key organizational messages.

The specific tasks and duties of the Communications and Conference Officer will be as follows :

Specific Tasks and Duties	*Conference Planning and Coordination*	• Organize and coordinate ICGLR statutory and technical meetings, conferences, and events. • Prepare logistical arrangements including venue, travel, accommodation, materials, and interpretation services.

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		• Ensure timely preparation and distribution of meeting agendas, documents, and reports. • Maintain records and minutes of official meetings and follow up on action points.
	Public Relations and Communication	• Develop and implement ICGLR's communication strategy and media outreach. • Prepare press releases, speeches, talking points, newsletters, and other communication materials. • Maintain and update ICGLR's website and social media channels. • Coordinate with media representatives and ensure appropriate coverage of ICGLR activities. • Shall work with the Executive Assistant and Directors in preparing speeches, notes and briefs for the Executive Secretary for all meetings, conferences and workshops.
	Establishment and maintenance of working relations with other actors and stakeholders.	• 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; • 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; • Identify opportunities for positioning the Conference Secretariat optimally in the area of GWC affairs • Collaborate with humanitarian partners, including UN agencies, NGOs, and member states, in planning and delivering relief interventions.
	Stakeholder Engagement	• Facilitate information-sharing and outreach to member states, partners, civil society, and the public. • Support development of outreach campaigns, awareness events, and publications.

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		• Build relationships with communication focal points in member states and partners.
	Branding and Visibility	• Ensure consistent use of ICGLR branding and visibility materials across platforms and events. • Produce visual and promotional content aligned with ICGLR's mission and goals. • Manage the design and production of corporate materials and signage.
	Reporting and Monitoring	• Produce post-event reports and media monitoring briefs. • Evaluate effectiveness of communication activities and stakeholder feedback. • Maintain archives of media coverage and communication outputs.
Candidate Profile	**Required Qualifications and Experience:** • Advanced university degree (Master's or equivalent) in communications, journalism, public relations, international relations, or a related field. • Minimum of 7 years of relevant experience in communications, media, public relations, or event management. • Experience in organizing high-level conferences and managing external relations. • Previous experience in a regional or international organization is an advantage. **Key Competencies:** • Strong planning, coordination, and communication skills. • Ability to interact effectively with media, government, and diplomatic representatives. • Excellent writing, editing, and public speaking abilities. • Creative, proactive, and solution-oriented mindset. • Demonstrated integrity, impartiality, and respect for diversity. • Good interpersonal skills. • Fluency in English, French, Portuguese, Arabic or Swahili; proficiency in any two of the languages will be an added advantage. **Computer and Technical Skills:** • Proficient in Microsoft Office and digital communication tools.	

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	• Familiarity with website content management systems (CMS), graphic design, and video editing software. • Experience with social media analytics and media monitoring tools.
Eligibility Criteria:	• Must be a citizen of one of the 12 ICGLR Member States: Angola, Burundi, Central African Republic, Republic of Congo, Democratic Republic of Congo, Kenya, Rwanda, South Sudan, Sudan, Tanzania, Uganda, or Zambia. • Must have no criminal record or history of violations of international law. • Aged between 35–55 years at the time of application.
Terms of Service	• An attractive fixed salary and benefits package offered to similar positions in regional/international organizations. • 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.
Application Procedure	Interested candidates who meet the qualifications and experience requirements for any of the above positions are advised to submit their applications to their **respective Ministries of Foreign Affairs/ International Relations/ Ministry of Regional Integration**. The application package must include following: • A detailed CV; • A covering letter; • Certified copies of relevant academic certificates; • Names and contact details of three (3) referees; • Copy of National Passport showing date of birth, names and photo; • Candidates should indicate the position/title on the subject line; • Applications should be submitted not later than **20th March 2026.** ***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.*

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	• ***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

For Executive Secretary