



**VACANCY ANNOUNCEMENT – DIRECTOR OF ADMINISTRATION AND
FINANCE - 01/26**

Reports to	Deputy Executive Secretary
Organisation	International Conference on the Great Lakes Region
Languages	English or French mandatory; Portuguese, Arabic and/or Kiswahili optional.
Opportunity type	Contract – 4 years contract, renewable once
Relevant experience	15 years of relevant professional experience, including 5 years in a senior management role.
Expected start date	November 2026
Job Location	ICGLR Conference Secretariat, Bujumbura-Burundi
Salary Scale	P5
Eligibility	For the purpose of regional balancing in recruitment, the ICGLR Secretariat encourages the citizens of the following ICGLR Member States to apply for this position: Congo, Central Africa Republic, Democratic Republic of Congo, Kenya, South Sudan and Sudan.
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 Director of Administration and Finance at the International Conference on the Great Lakes Region (ICGLR) is responsible for providing strategic leadership and oversight of the Secretariat's administrative, financial, human resources, procurement, and information technology functions. This role ensures that the internal operations of the ICGLR are efficient, transparent, and aligned with the principles and commitments of the ICGLR Pact on Security, Stability, and Development in the Great Lakes Region. The Director plays a key role in institutional strengthening, compliance with organizational policies and international standards, and the effective delivery of support services to all directorates and programs. Working closely with the Executive Secretary, the Deputy Executive and other senior leaders, the Director ensures sound financial management, robust internal controls, and organizational sustainability. Strong leadership, integrity, and cross-functional expertise are essential for advancing the Secretariat's mandate and operational excellence.

The specific tasks and duties of the Director of Administration and Finance will be as follow:

<p>Specific Tasks and Duties</p>	<p><i>Human Resources Management</i></p>	<ul style="list-style-type: none"> • Coordinating the development, review and interpretation of HR policies, and ensuring compliance; • Coordinating the development, approval and implementation of performance Management systems; • Ensuring that each staff has a Job description, schedule of duties and relevant performance tools and conducting regular reviews on the Terms of reference for all CS staff; • Conducting regular salary survey to keep the pay systems in line with regional or international organizations and ensuring salaries are paid in line with ICGLR policies; • Carrying out Capacity Needs Assessment and Developing Capacity needs programs for staff with the view of building human capital/institutional knowledge through manuals, communication and training; • Advise authorities on policy issues and HR management matters; • Devising measures to ensure consistent HR system application and enforcement of established rules, regulations and standards within the delegated authorities;
	<p><i>Financial Management</i></p>	<ul style="list-style-type: none"> • Take leadership in resource mobilization, budget control and ensuring that funds are allocated to the planned programs in efficient and effective manner in ICGLR and other intergovernmental agencies; • Coordinating the process of budgets preparation, budget approval and budget execution for all programs in ICGLR; • Ensuring timely preparation of Financial reports, documents and Books of Accounts for Audit; • Maintaining integrity of the financial systems, review of budget requirements and consistent application of the rules; • Participating in the establishment and implementation of internal controls and ensures accuracy, promptness and appropriateness of information to be reported to the Executive Secretary;

		<ul style="list-style-type: none"> • Monitoring use of funds and cash flows and proposing and advising allocation of funds where there are cash deficits taking leadership in initiation of Financial Management Policies; • Setting up mechanisms to ensure full implementation of the financial management procedures and close follow-up of internal and external audits recommendations; • Organize and take part in progress review missions regarding projects and forwards comments/ annotated reports to his superiors and other relevant stakeholders involved.
	<p><i>Procurement, Logistics and Assets Management</i></p>	<ul style="list-style-type: none"> • Coordinating the preparation of Procurement plans by all concerned offices and developing supplier/service providers' contracts; • Initiating, reviewing and drafting procurement policies and guidelines; • Providing secretarial services to Procurement Committees, ensuring value for money of procurements and keeping records for all procurement Committee meetings; • Identifying, evaluating and setting up mechanisms for management and maintenance of CS materials, equipment and assets; • Defining and setting up harmonized mechanisms for public procurement guidelines and plan, especially for large services and works, and bidding documents; • Ensuring application and adherence to approved policies based on the international standards and best practices with regard to transparency, fair competition, efficiency and value in the procurement; • Formulating business improvement initiatives to minimize costs by effective utilization of assets as well as enhance performance and profitability; • Proposing adequate information systems to track all procurement activities (from quotation to delivery) to all necessary stakeholders in the process; • Setting up mechanisms to organize and expedite timely payment of all goods and services rendered, in respect of approved budget and financial rules; • Initiating mechanisms to monitor and evaluate and ensure conformity with the finance, procurement rules and procedures;

		<ul style="list-style-type: none"> • Oversee logistics functions including travel coordination, fleet management, and inventory control. • Ensure effective management of assets and resources to support operational needs.
	<i>Information Technology and Records Management</i>	<ul style="list-style-type: none"> • Develop and oversee the implementation of IT strategies and systems. • Ensure secure, reliable, and efficient digital infrastructure and information systems. • Implement effective records and document management policies.
	<i>General Administration</i>	<ul style="list-style-type: none"> • Responsible for initiating and managing all procurements regarding Fleet, Fuel cards, and other utilities; • Responsible for Supervising the Administrative Unit and staff; • Performing any other tasks as required in line with the present terms of reference; • Responsible for smooth implementation of the Conference Secretariat HQ Agreement and MOUs signed with the Host country; • Maintaining close contacts with relevant Government officials with a view to resolving any (emerging) issues including taxation (and tax exemption), customs clearance, Protocol, security, accommodation, privileges and immunities offered to the international civil servants
Candidate Profile	<ul style="list-style-type: none"> • Advanced university degree (Master's) in business administration, public administration, finance, human resources management, or a related field. • Professional certification such as CPA, ACCA, or equivalent is an added advantage • At least 15 years of relevant professional experience, including 5 years in a senior management role. • Proven experience in financial management, human resources, and administrative oversight in an international or intergovernmental setting. • Developed sense of diplomacy; • Proficiency in Microsoft Office Suite and ERP systems. • Familiarity with financial software, HR information systems, and data analysis tools. • Flexibility: acceptance of frequent travel in the African Great Lakes Region and overseas; • Work experience in an African regional organization would be an asset; 	

Key Competencies:	<ul style="list-style-type: none"> • Strategic leadership and organizational development. • Strong financial, human resource, and administrative management capabilities. • Excellent interpersonal, negotiation, and communication skills. • Ability to manage change, foster teamwork, and ensure accountability. • Strong analytical and problem-solving skills. • Capacity to foster innovation and drive continuous improvement. • Demonstrated integrity, impartiality, and respect for diversity. • Fluency in English or French; Knowledge of Portuguese, Arabic or Swahili; will be an added advantage.
Terms of Service	<ul style="list-style-type: none"> • 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	<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"> • 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 31st July 2026. <p><i>Please note:</i></p>

	<ul style="list-style-type: none">• 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; <p><i>The eligible applicants shall be between 45 and 55 years of age.</i></p> <ul style="list-style-type: none">• ICGLR does not require candidates to pay money for the recruitment process.• All invitations for interviews will be done in writing through the CS email adress.• Female candidates are encouraged to apply. ICGLR is highly committed to gender balance.
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Bujumbura, 28th May 2026

The Executive Secretary

