



**VACANCY ANNOUNCEMENT - COORDINATOR OF THE TECHNICAL  
UNIT ON NATURAL RESOURCES - 02/26**

<b>Reports to</b>	Program Director of Democracy and Good Governance
<b>Organisation</b>	International Conference on the Great Lakes Region
<b>Languages</b>	English or French mandatory; Portuguese, Arabic and/or Kiswahili optional.
<b>Opportunity type</b>	Contract - 4 years contract, renewable once
<b>Relevant experience</b>	10 years of relevant professional experience, including 5 years in Supervision role.
<b>Expected start date</b>	November 2026
<b>Job Location</b>	ICGLR Conference Secretariat, Bujumbura-Burundi
<b>Salary Scale</b>	P2
<b>Eligibility</b>	For purposes of regional balancing in recruitment, the ICGLR Secretariat encourages the citizens of the following ICGLR Member States to apply for this position: <b>Angola, Central African Republic, Congo, Democratic Republic of Congo, Kenya, Rwanda, Uganda, South Sudan and Sudan.</b>
<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.

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<b>Job Summary</b>	<p>The Coordinator of the Technical Unit on Natural Resources is responsible for:</p> <ul style="list-style-type: none"> <li>Coordinating all ICGLR Secretariat activities related to the implementation of the Regional Initiative on Natural Resources (RINR) at ICGLR Secretariat;</li> <li>Directly managing the Technical Unit staff;</li> <li>Leading the role of ICGLR Secretariat of providing technical and advisory support to Member States in implementation of the RINR;</li> <li>Ensuring good working relationships with mining authorities directly involved in the implementation of the RINR in Member States; and</li> <li>Interfacing with partners supporting the implementation of the RINR.</li> </ul>	
<p>The specific tasks and duties of the Coordinator of the Technical Unit on Natural Resources will be as follow:</p>		
<b>Specific Tasks and Duties</b>	<i>Advisory and technical assistance</i>	<ul style="list-style-type: none"> <li>• Lead the process of conceptualization, preparation and facilitation of meetings, workshops, seminars and other regional events;</li> <li>• Supervise the writing of technical notes and reports;</li> <li>• Coordinate execution of priority activities for the Technical Unit in cooperation with partners;</li> <li>• Review and analyse technical documents, concept notes received from partner organizations, and prepare summaries for the supervisor;</li> <li>• Supervise the development of support communications;</li> <li>• Lead the general strategic planning process: monitoring of activities and the management of the documentation;</li> <li>• Execute other tasks related to the RINR as assigned by the supervisor;</li> </ul>
	<i>Cooperation and Networking</i>	<ul style="list-style-type: none"> <li>• Ensure regular dialogue - through approved channels of communication - relevant authorities appointed by Member States at national and sub-</li> </ul>

		<p>national levels such as Regional Committees' members;</p> <ul style="list-style-type: none"> <li>• Promote strategic partnerships for the implementation of the RINR;</li> <li>• Create and maintain contacts with key organizations and stakeholders.</li> </ul>
	<i>Knowledge Management</i>	<ul style="list-style-type: none"> <li>• Ensure regular transmission of information on development and approaches in the natural resources sector in the Great Lakes Region;</li> <li>• Provide support and contribution to the administrative management of the Programme on Democracy and Good Governance in the form of annual reports, briefing notes or other reports required by the ICGLR Secretariat;</li> </ul>
	<i>Management and Coordination</i>	<ul style="list-style-type: none"> <li>• Ensure constant monitoring of activities, the management and reporting of activities;</li> <li>• Take the lead in the Technical Unit budget preparations and implementation;</li> <li>• Participate in the definition of terms of reference as well as the selection, supervision and evaluation of the performance of Technical Unit staff and contracted third parties;</li> <li>• Perform any other duties assigned to him/her within the ICGLR Secretariat.</li> </ul>
<b>Candidate Profile</b>		<ul style="list-style-type: none"> <li>• A master's degree in geosciences (geography, geology, mineralogy, environmental sciences) political sciences, business administration,) or in a related discipline with relevant experience in the mineral/natural resources good governance sector;</li> <li>• Very good understanding of the illegal exploitation of natural resources thematic and in the trade of mineral resources in the African Great Lakes region;</li> </ul>

	<ul style="list-style-type: none"> <li>• 10 years of relevant professional experience, including 5 years in Supervision role;</li> <li>• Practical experience in development, execution and reporting of mineral governance related projects in the Great Lakes Region;</li> <li>• Very good understanding of the role of ICGLR, its structure, particularly those related to RINR;</li> <li>• Knowledge of the various international mineral due diligence programme and initiatives promoting responsible mineral supply chains;</li> <li>• Developed sense of diplomacy;</li> <li>• Proficiency in Microsoft Office Suite.</li> <li>• Familiarity with data collection and management tools.</li> <li>• Flexibility: acceptance of frequent travel in the African Great Lakes Region and overseas;</li> <li>• Work experience in an African regional organization would be an asset;</li> </ul>
<b>Key Competencies:</b>	<ul style="list-style-type: none"> <li>• Strong program coordination and analytical skills.</li> <li>• Excellent communication, facilitation, and report-writing abilities.</li> <li>• Ability to build partnerships and engage with diverse stakeholders.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Capacity to foster innovation and drive continuous improvement.</li> <li>• Demonstrated integrity, impartiality, and respect for diversity.</li> <li>• Fluency in English or French; Knowledge of Portuguese, Arabic or Swahili; will be an added 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>	Interested candidates who meet the qualifications and experience requirements for this position 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 **31<sup>st</sup> July 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;*

*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 CS email address.*
- *Female candidates are encouraged to apply. ICGLR is highly committed to gender balance.*

Bujumbura, 28<sup>th</sup> May 2026

**The Executive Secretary**



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