



Vacancy Announcement - Head of Research, Training, Capacity Building and Documentation

Reports to	Regional Director, Levy Mwanawasa Regional Centre for Democracy and Good Governance (LMRC)
Organisation	International Conference on the Great Lakes Region
Languages	English, French mandatory; Portuguese, Arabic and/or Kiswahili optional.
Opportunity type	Contract - 4-year contract, renewable once
Relevant experience	Minimum of 10 years of experience in governance research, public sector reform, or gender and development, including at least 5 years in a senior position.
Expected start date	October 2026
Job Location	LMRC Headquarters located in Lusaka, Zambia
Salary Scale	P4
Eligibility	For purposes of regional balancing in recruitment, only the citizens of the following ICGLR Member States are eligible to apply for this position: Angola, Central African Republic, Republic of Congo, Democratic Republic of Congo, Kenya, Rwanda, South Sudan, Sudan, and Uganda
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. The LMRC is tasked with contributing to these objectives by providing applied research services and products
Job Summary	The aim of this post is, under the direction of the regional director, to lead and supervise activities relating to applied research, training, the development and substantive of the Centre documentation technical tools associated with these research and training activities.
	Supervise the department research program on good governance, peace, security and gender Research activities:

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	• Plan, design and set out implementation plans and activities with specified output/deliverables and use of results in areas of Research, Training/capacity building and Documentation in accordance with the Strategic Plan of the Centre. • Coordinate, supervise and conduct research activities of the department • Develop applied research proposals and concept notes to be implemented by the Centre or in cooperation with identified Centres of Excellence and Experts. • Contribute to the development of lessons learned from research and projects related to the areas of priority of the Region including those from and generated by the UN, AU, RECs RMs and other relevant institutions.
	Publications and dissemination activities: • Produce publications and research reports from the department research activities • Assume responsibility for quality control of the Centre's publications. • Supervise the production of training materials • Oversee production and dissemination of the Centre's publications emanating from research activities and programmes. • Ensure that the department submits regular updates of activities and news of interest for publication on the LMRC website
	Develop and promote the utilisation of the Centre Documentation technical tools • Develop, manage and promote the centre's research technical tools such its online dashboards • Develop the utilisation of online dissemination tools such the Centre's website and its social media accounts • Supervise the continuing learning of the utilization of the centre's technical tools of the Centre personnel training for the centre's staff
	Manage the administration of the Department • Develop strategies for resource mobilisation for the Departmental programmes and activities. • Supervise and guide the staff in the different units of the Department in a manner that encourages their professional growth and growth of the units. • Produce staff performance results based on specific performance measurements. • Compile the deliverables and reports into the Centre's overall monthly, quarterly deliverables and reports.

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	• Submit departmental monthly work plans and monthly progress reports using the Strategic Plan Monitoring Framework. • Compile and produce the Department's annual report for inclusion in the Centre's Annual Report. • Compile and produce the LMRC Centre's Annual Report. • Develop partnerships with other similar research institutions and researchers.
Candidate Profile	• PhD or advanced master's degree social sciences, peace and conflict studies, international relations, political science, or related social sciences. • Minimum of 10 years of experience in research in governance research, peace and conflict studies, gender, and development, including at least 5 years in a senior position. • Proven experience in policy-oriented research, training design, and stakeholder engagement. • Strong knowledge of governance, peace, security, and gender issues in the Great Lakes Region. • Be technological skills and have a proven experience in the utilisation of technological tools of research and communication • Have team-building skills to ensure effective collaboration with other colleagues. Fluency in English or French, written and spoken, is essential. Working knowledge of Portuguese, Arabic and/or Kiswahili is an advantage.
Terms of Service	• An attractive fixed salary and benefits package offered to similar positions in regional/international organizations. The incumbent shall enjoy diplomatic immunity, privileges, exemptions and facilities as provided for by the Host Agreement between the Government of the Republic of Zambia and the Secretariat of the International Conference on the Great Lakes Region.

Application n Procedure	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: • 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 4th September 2026. <i>Please note:</i> • <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 academic documents will be disqualified;</i> <i>The eligible applicants shall be between 35 and 50 years of age.</i> • <i>ICGLR does not require candidates to pay money for the recruitment process.</i> • <i>All invitations for interviews will be done in writing through the CS email address.</i> <i>Female candidates are encouraged to apply. ICGLR is highly committed to gender balance</i>
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Bujumbura 4th August 2026

The Executive Secretary