

**EXECUTIVE SECRETARIAT  
INTERNATIONAL  
CONFERENCE ON THE GREAT  
LAKES REGION**



**SECRÉTARIAT EXÉCUTIF  
CONFÉRENCE  
INTERNATIONALE SUR LA  
RÉGION DES GRANDS LACS**

## **TERMS OF REFERENCE OF THE ADMINISTRATIVE ASSISTANTS**

**POST TITLE:** ADMINISTRATIVE ASSISTANT

**GRADE:** S2/B

**LOCATION:** BUJUMBURA, BURUNDI

The International Conference on the Great Lakes-Conference Secretariat (ICGLR) is seeking to recruit an Administrative Assistant under the supervision of the program Officer/s. The Administrative Assistant will perform the following tasks:

### **Secretarial Tasks:**

- Organize and ensure effective management of programme secretariat
- Contribute to the dispatching and transmission of the incoming and outgoing mails
- File and maintain correspondences (letters, fax, and e-mail), reports and all documents related to programme implementation
- Takes dictation, using shorthand, and transcribes, ensuring that spelling, punctuation and format are correct; prepares correspondence for supervisor's signature, checking enclosures and addresses
- Draft, type and print letters as requested
- Scan documents on request
- Receive and transmit phone call messages
- Maintains filing system-develop and maintain a filing, reference system and database files, compile appropriate background material and reference documents for use by program Officer/s

### **Administrative Tasks**

- Prepare the programme meetings, write up the minutes

- Ensure the follow up of the implementation of the recommendation of the programme meetings
- Ensure the availability of the filing index of the programme documents (project documents, MoUs, AWP and others)
- Ensure the availability of an updated list of addresses of different partners working with ICGLR
- Ensure that logistical issues are sorted out for the workshops (booking the venue, equipment and stationery to be used)
- Other duties as assigned by the supervisor

#### **Other Skills Required (Editing, Drafting, Organization of Meetings, Etc.)**

- Ability to establish and maintain good inter-personal relationships
- Willingness/ability to work under pressure
- Discretion, takes initiative, independent problem solving
- Good filing skills and maintaining of office records
- General good working attitude
- Good follow up on pending issues

#### **Languages Required**

- Proficiency of English and French

#### **Functional Competencies**

- Secretarial skills
- Organizational and analytical skills

#### **Qualification**

- Higher diploma in administration or an equivalent diploma in related field
- Three years of relevant professional experience in public or private sector
- knowledge of modern office procedures and systems will be an added advantage
- Knowledge of computer and software applications is a must (word, excel, PowerPoint and internet)

#### **Applications Files:**

- A motivation letter addressed to the Executive Secretary, clearly marked "Administrative Assistant"
- Photocopy of the diplomas;
- A CV;

- A list of three reference people with their complete addresses.

***NB: Incomplete applications and applications that are not similar to the wanted profile will not be examined.***

- ICGLR reserves for itself the right to request certified copies of diplomas for the successful candidate

### **Application Files Deposit**

These documents should be submitted to the Executive Secretary ICGLR Ground Floor BRB Building Bujumbura not later than January 26, 2015

Only preselected candidates will be contacted. The preselected Candidates will be expected to undergo a written test and a job interview.

**Attn: Executive Secretary of the ICGLR**

**PO Box: 7076**

**Bujumbura-BURUNDI**

**Tel: + 257 22256824/25**

**Fax: + 257 22256828**

**E-mail: [recrutement@icglr.org](mailto:recrutement@icglr.org)**

**Copy: [musondar.simukoko@icglr.org](mailto:musondar.simukoko@icglr.org)**

**Web Site: [www.icglr.org/job opportunities](http://www.icglr.org/job%20opportunities)**

Done in Bujumbura, on 7<sup>th</sup> January, 2015

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