

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



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

## **VACANCY ANNOUNCEMENT FOR ADMINISTRATIVE ASSISTANTS**

To facilitate the implementation of its activities, The International Conference on the Great Lakes-Conference Secretariat (ICGLR) is inviting applications from suitably qualified Burundian nationals to fill the following vacant position:

**1. JOB TITLE: Assistant to Communication Officer**

**2. GRADE:** S2/B-Local position

**3. LOCATION:** BUJUMBURA, BURUNDI

**LOCATION:** Bujumbura, ICGLR Conference Secretariat

**STATUS:** Contractual

### **1. RESPONSIBILITIES**

Under the supervision of Communication Officer the Assistant to Communication will be responsible for the following:

- i. Under guidance of Communication Officer, work close with ICGLR programs to address the Program communication needs.
- ii. Ensure that the public Information Material is available for the dissemination in both English and French and where needed Portuguese.
- iii. Prepare the programme meetings, write up the minutes
- iv. Ensure the follow up of the implementation of the recommendation of the programme meetings
- v. Ensure the availability of the filing index of the programme documents (project documents, MoUs and others)

- vi. Ensure the availability of an updated list of addresses of different stakeholders working with ICGLR
- vii. Ensure that logistical issues are sorted out for meetings and workshops (booking the venue, equipment and stationery to be used)
- viii. Assist in production of publicity and promotional material such as give always.
- ix. Safeguard and ensure that all publications, reports and products are produced in line with the Communication Guidelines
- x. Support design process of reports and presentations for printing, electronic distribution and live delivery
- xi. With close supervision of Communication Officer design templates for new publications and promotional materials- Brochures, Flyers, souvenirs, newsletters.
- xii. File and maintain correspondences (letters, fax, and e-mail), reports and all documents related to programme implementation
- xiii. prepares correspondence for supervisor's signature, checking enclosures and addresses
- xiv. Scan documents, Draft, type and print letters as requested
- xv. 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
- xvi. Design seasonal greetings cards, Congratulation messages for occasions.
- xvii. Perform any other duties as may be assigned by the supervisor

## **2. SKILLS**

- i. Proven excellence skills in orally and in writing English and French is essential. an additional Working knowledge of ICGLR language Portuguese, Arabic and /or Kiswahili is an added advantage
- ii. Good knowledge of IT, web and layout design, videos and still photographing is an added advantage
- iii. Ability to establish and maintain good inter-personal relationships
- iv. Discretion, takes initiative, independent problem solving
- v. Good filing skills and maintaining of office records

- vi. General good working attitude and follow up on pending issues
- vii. Willingness/ability to work under pressure
- viii. ability to priorities and plan effectively

### **3. PERSONAL QUALITIES**

- i. Flexible, willing to share information and to take up various tasks done in a small office;
- ii. Sense of service for other ICGLR Conference Secretariat;
- iii. Capacity to work in a multi-cultural environment;
- iv. Ability to meet deadlines under pressure;
- v. Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect for diversity
- vi. Organizational and analytical skills
- vii. Some willingness to travel

### **4. REQUIRED QUALIFICATIONS**

- i. University degree or equivalent qualification in Arts, Social Sciences, Communication/Information technology or related field from a recognized
- ii. Three years of relevant professional experience in public or private sector
- iii. knowledge of modern office procedures and systems will be an added advantage
- iv. 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

**INTERNATIONAL CONFERENCE ON THE GREAT LAKES REGION**