

**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. POST TITLE: ADMINISTRATIVE ASSISTANT

GRADE: S2/B-Local position

LOCATION: BUJUMBURA, BURUNDI

The Administrative Assistant will perform the following tasks;

SecretarialTasks:

- 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)

Guidelines for the Application

Your application has to consist of the following:

- Cover page indicating the (individuals) motivation to do this job and why you think you are the best candidate for ICGLR
- CV (Resume) of the candidate
- Academic qualification copies;

Interested candidates may obtain further information at the address below during office hours:

- Monday to Thursday: 8:00-12:30/14:00-17:30
- Friday: 8:00-14:00

Applications in hard copies must be delivered to the address below by **26th January 2015** (local time) at 12:30

Executive Secretariat of the International Conference on the Great Lakes Region

Attn: Executive Secretary of the ICGLR

PO Box: 7076

Bujumbura-BURUNDI

Tel: + 257 22256824/25

Fax: + 257 22256828

E-mail: recrutement@icglr.org

Copy: musondar.simukoko@icglr.org

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