



TERMS OF REFERENCE FOR RECRUITMENT AT FP-ICGLR / CALL FOR APPLICATIONS

Job Offer N°002/FP-ICGLR/HR/2020 (RE-ADVERTISED)

Position: Programme Manager

Fixed term contract: 3 years renewable once

Deadline: 27 January, 2021

1. Background and Rationale

Parliaments of the Members States of the International Conference on the Great Lakes Region (ICGLR) namely : Angola, Burundi, Kenya, Central African Republic, Republic of Congo, Democratic Republic of the Congo, Rwanda, Sudan, South Sudan, Tanzania, Uganda and Zambia felt the need to combine their efforts through the Forum of Parliaments of Member States of the International Conference on the Great Lakes Region (FP-ICGLR) established on 4th December, 2008 in Kigali, Rwanda, with a view to promoting, maintaining and reinforcing peace and security in the Great Lakes region in compliance with the political will expressed by their respective Heads of State and Government in the Dar-es-Salaam Declaration signed in November 2004.

The Dar-es-Salaam declaration led to the signing of the Pact on Security, Stability and Development in the Great Lakes Region along with 10 Protocols by the Heads of States and Government on 15th December, 2006 in Nairobi, Kenya.

2. Areas of intervention

The FP-ICGLR intervenes in following areas:

- a) Democracy and Good Governance;
- b) Peace and Security;
- c) Humanitarian and Social matters;
- d) Economic Development, Natural Resources and Regional Integration;
- e) Gender, Children and vulnerable Persons.

Following its Fourth Ordinary Session held in November 2013 in Bujumbura, Republic of Burundi, the Plenary Assembly of FP-ICGLR adopted, among other things, the organizational chart of the General Secretariat of FP-ICGLR which included a position for a **Programme Manager in charge of Peace and Security & Democracy and Good Governance**.

The FP-ICGLR General Secretariat is in the process of recruiting a new Programme Manager.

It is in this context that the General Secretariat of FP-ICGLR is recruiting a Programme manager in charge of Peace and Security & Democracy and Good Governance for a three-year fixed term

contract once renewable. The Programme Manager will be based in Kinshasa, the FP-ICGLR's headquarters, and will work under the supervision of the Secretary General of FP-ICGLR.

3. Major Duties and Responsibilities

- Conceive, plan, implement the Peace and Security & Democracy and Good Governance programme;
- Manage the team in charge of projects implementation;
- Coordinate all the programme-related activities;
- Report on a regular basis to the Secretary General on the management of programmes relating to his/her area of intervention;
- Coordinate the networking with partners, agencies or regional and international organizations working in this area;
- Coordinate experts' activities in the drafting of resolutions related to his/her area of intervention;
- Monitor the security and humanitarian situation in the ICGLR member States and keep the Secretary General and other FP-ICGLR's bodies informed in order to find apt solutions;
- Perform other tasks assigned by the Secretary General;
- Coordinate the drafting of reports of statutory meetings and those related to his/her area of intervention.

4. Basic skills

- Judgment, integrity, assurance, adaptability, initiative, perseverance;
- Capacity to summarize;
- Deep understanding of the Organization;
- Leadership;
- Inter-personal Relations;
- Results-based management.

5. Candidates' profile and Requirements

- Must be a national of one of following ICGLR Member States:
 - 1° The Republic of Angola
 - 2° The Republic of Congo
 - 3° The Republic of Sudan
 - 4° The Republic of South Sudan
 - 5° The United Republic of Tanzania
 - 6° The Republic of Zambia
- Must have at least a Bachelor's Degree preferably in one of the following /fields: Social Sciences, International relations, international law or in related fields;
- Be not more than 55 years old and present a photocopy of biodata page of pass port for confirmation;
- Be very knowledgeable about management and good governance

- Must have at least seven (7) years professional experience in a similar position;
- A professional experience in a regional or international organization will be an advantage;
- Must have a very good knowledge of either French or English;
- Must have better command of the basic computer software (Word, Excel, Power Point etc);
- Must be able to work under pressure and in a multi-cultural environment;
- Must have the ability to work independently;
- This **Call for Application** is open to both new and previous applicants who meet the requirements;
- However, for applicants who previously applied for this position in July/August 2020, only those who passed the professional test and were invited for oral interviews are eligible to re-apply.

6. Remuneration

The position has an attractive package commensurate with an international posting.

7. To apply

The files must include the following elements:

- A motivation letter to the Secretary General of FP-ICGLR;
- An updated curriculum vitae;
- Three professional references with letters of recommendation;
- Copies of academic degree(s) certified by a sworn notary and certificates of rendered services.

Please send your application package in either French or English to the Secretary General of FP-ICGLR, and a copy to the Speaker of your National Parliament making sure you have mentioned the Announcement Reference Number in the subject of your cover letter.

The deadline for submission of applications is **27th January 2021**, Kinshasa time (15h GMT)

Only short-listed candidates will be contacted for the next stage.

Female candidates are highly encouraged to apply.

Kindly submit the complete application package by email at the following address:
fpcirgl@gmail.com

This offer can be found on the FP-ICGLR's website: www.fpcirgl.org

Kinshasa, December 2020

Onyango Kakoba

Secretary General