

THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT AND GOOD GOVERNANCE



10th December, 2024

REF. No.CDC.331/580/01/E

VACANCIES ANNOUNCEMENT

On behalf of the Secretariat International Conference on the Great Lakes Region – (ICGLR), the President's Office – Public Service Management and Good Governance (PO- PSMGG), invites, dynamics, and suitable qualified Tanzanians to fill three (3) vacancies post of Program Director, Peace and Security; Program Director, Economic Development and Regional Integration; and Legal Advisor as follows: -

1. Program Director, Peace and Security

Post	Program Director, Peace and Security
Reports to	Executive Secretary through the Deputy Executive Secretary
Organisation	International Conference on the Great Lakes Region
Languages	English or French mandatory; Portuguese, Arabic and/or Kiswahili are an added advantage
Eligibility	Citizens of 12 member states that formed ICGLR
Opportunity type	Contract - 3-year contract, renewable once based on satisfactory performance
Relevant experience	15 YEARS MINIMUM
Expected start date	Mar-25
Job Location	ICGLR Conference Secretariat, Bujumbura-Burundi
Salary Scale	P5
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.

Job Summary	The objective of the post is to assist, facilitate and secure the management of all peace and security related functions attached to the Conference Secretariat and to enable the Executive Secretary of the CS to deliver the services also for other levels of action as defined in the RFM e.g. the Summit level, the Troika as well as on the Ministers level. Tasks related to the management of Peace and Security functions through the CS are as follows;	
Specific Tasks and Duties	<i>Implementation of projects</i>	<ul style="list-style-type: none"> • Acts as the contact person and the responsible officer in charge for all programs, projects and protocol(s) related to the peace and security cluster • Assists in the initiation of peace and security programs, projects and the protocol as decided by the Member States and undertakes necessary steps to facilitate and promote the start of the implementation of projects and protocol. • Provides information to the Ad-hoc group of Experts reporting on the implementation of peace and security related Protocol(s). • Represents the CS in meetings related to peace and security programs under the IC/GLR • The mobilization of resources for peace and security programs/ projects by contacting and advocating among potential partners • Organizes and secures a systematic monitoring and follow-up of peace and security activities within the programs and projects, based on program/project documents, work-plans, plans of operations and budgets including the following elements • Prepares periodic management and statutory reports for discussion on implementation of programs and projects in the peace and security cluster.
	<i>Preparation, follow-up and reporting of meetings</i>	<ul style="list-style-type: none"> • Prepares at the request of the ES or his deputy, agendas, discussion papers, reports or any other special inputs related to peace and security issues for meetings at the various levels of the RFM. • Prepares and submits special inputs on peace and security issues as requested by the ES or his deputy. Prepares briefing notes for the ES and his deputy on Peace and Security related issues • Assists in the logistical preparation of meetings convened to deal with matters of Peace and Security such as providing inputs for budgeting, list of participants etc.

	<ul style="list-style-type: none"> • Brings to the attention of the ES issues of relevance for other instances in the Regional Follow-up Mechanism (RFM). For that purpose, the incumbent is closely following-up and observing issues of Peace and Security in the GLR and beyond.
<i>Establishment and maintenance of working relations with other actors and stakeholders</i>	<ul style="list-style-type: none"> • Establishes and maintains close working relations with the desks of relevant UN-organisations, AU, Regional Economic Communities, Europeans Union, World Bank and other potential development partners
	<ul style="list-style-type: none"> • Undertakes efforts to be incorporated in systems of Early Warning as currently already used by IGAD and in preparation by COMESA and the AU.
	<ul style="list-style-type: none"> • Sets-up a database of contacts with experts in the field of peace and security including special institutions such as universities, ICG, research centers and other information resource centers
	<ul style="list-style-type: none"> • Briefs visitors, representatives of partner organizations involved and interested in the ICGLR on peace and security related issues.
	<ul style="list-style-type: none"> • Advocates on an international and regional scale for IC/GLR process and related issues.
<i>Internal management of the Peace and Security cluster within the Conference Secretariat</i>	<ul style="list-style-type: none"> • Prepare a databank of peace and security data for use by the ICGLR and other relevant partners.
	<ul style="list-style-type: none"> • Prepares work plans for the Peace and Security desk covering all regular activities and a budget related to it for a period of two years
	<ul style="list-style-type: none"> • Prepares information notes on state of affairs of projects, protocol and other relevant activities for regular ICGLR newsletters
	<ul style="list-style-type: none"> • Maintains good working relations with other Directorates in the Conference Secretariat.
	<ul style="list-style-type: none"> • Prepares terms of references and budgets for the deployment of short-term consultants and supervises their assignment including critical assessment and endorsement of services provided by consultants
	<ul style="list-style-type: none"> • Prepares inputs and reporting regarding peace and security issues for any reports produced regularly or occasionally by the ES
Candidate Profile	<ul style="list-style-type: none"> • At least a Master's degree or equivalent qualification from a recognized institution in social sciences, peace studies, law, economics or any other related discipline.
	<ul style="list-style-type: none"> • The candidate should have 15 years minimum of working experience in project management and in fieldwork particularly in the field of peace and security.

	<ul style="list-style-type: none"> • Experiences in the field of peace negotiations, conflict management, peace-keeping operations, of humanitarian assistance, development projects or work related to refugees or IDPs • Prior experiences in working with one of the Regional Economic Communities are also considered an asset. • Strong professionalism with high sense of responsibility, integrity and reliability in the performance of duties; • The candidate shall not have previously worked for ICGLR or any of its organ for more than three years in the interest of equitable and rotational representation among member states.
Terms of Service	<ul style="list-style-type: none"> • An attractive fixed salary and benefits package offered to similar positions regional or international organizations. • The incumbent shall enjoy diplomatic immunities, privileges, exemptions and facilities as provided for by the Host Agreement between the Government of the Republic of Burundi and the Secretariat of the International Conference on the Great Lakes Region

2. Program Director, Economic Development and Regional Integration

Post	Program Director, Economic Development and Regional Integration
Reports to	Executive Secretary through the Deputy Executive Secretary
Organisation	International Conference on the Great Lakes Region
Languages	English or French mandatory; Portuguese, Arabic and/or Kiswahili are an added advantage
Eligibility	Citizens of 12 member states that formed ICGLR
Opportunity type	Contract - 3-year contract, renewable once based on satisfactory performance
Relevant experience	15 YEARS MINIMUM
Expected start date	Mar-25
Job Location	ICGLR Conference Secretariat, Bujumbura-Burundi
Salary Scale	P5
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 of the Protocols and Programmes of Action comprised in the above

	referred key instrument.
Job Summary	The EDRI Director shall ensure the implementation of the Programme of Action on Economic Development and Regional Integration, both regionally and at the Member State level. The Director shall prepare the annual action plan, supervise projects and associated staff, liaise with partners working in the same priority areas, and serve as an active member of the Conference Secretariat management team
Specific Tasks and Duties	<ul style="list-style-type: none"> • Acts as the contact person and the responsible officer in charge for all programs, projects and protocol(s) related to the Economic Development and Regional Integration cluster. • Initiate programs, projects and the protocol as decided by the Member States and undertakes necessary steps to facilitate and promote the implementation of projects Development and Regional Integration sector and protocols under the Economic • Initiate the mobilization of resources for EDRI programs/ projects by developing and submitting project/program proposals to potential development partners. • Organizes and secures a systematic monitoring and follow-up of all projects and activities within the programs and projects, based on program/project documents, work-plans, plans of operations and budgets including the following elements. • Prepares periodic management and statutory reports for discussion on implementation of programs and projects in the EDRI cluster • Supervising and coordinating the various activities of the EDRI in liaison with heads of departments and units; • Stimulating and motivating EDRI staff both individually and collectively, in a competitive and professional spirit; • Encouraging team work wherever adequate in the development and implementation of the EDRI programmes of activities; • Initiating and developing partnerships with relevant international, regional and national institutions and organizations in furtherance of the EDRI Programme of Action. • Making quarterly Monitoring and Evaluation assessments and reporting to the Executive Secretary, through the Deputy Executive Secretary, on all projects/activities/outputs across the entire ICGLR Secretariat including its decentralized centers, ensuring result-oriented performances and rational use of available resources. • Providing support and guidance to experts and consultants hired by the CS for EDRI related projects.

Candidate Profile	<ul style="list-style-type: none"> • At least a Master's degree or equivalent qualification from a recognized institution in Economics, Business Administration, Social sciences, Public Administration, Law, or any other relevant academic field
	<ul style="list-style-type: none"> • At least 15 years minimum of relevant professional experience at senior management level in various national, international or regional organization/s, academic institution/s, national institution/s or other relevant public body/bodies or civil society organization/s;
	<ul style="list-style-type: none"> • Experiences in the field of peace negotiations, conflict management, peace-keeping operations, of humanitarian assistance, development projects or work related to refugees or IDPs
	<ul style="list-style-type: none"> • Proven capability and experience in management and leadership of economic development and/or regional integration programs and projects in a multicultural, multinational and multi-ethnic environment.
	<ul style="list-style-type: none"> • Practical capacity in the development of intercountry markets, inter-country boarder management, projects initiation, development and implementation.
	<ul style="list-style-type: none"> • Practical experience in the development and/or implementation of national, regional or international economic policies, strategies and programs.
	<ul style="list-style-type: none"> • Demonstrated experience in monitoring and evaluation of Projects and Programs within or across member states.
	<ul style="list-style-type: none"> • High ability to interact positively with high-ranking government and international/regional organizations officials.
	<ul style="list-style-type: none"> • Demonstrated experience in strategic planning, project management and resource mobilization.
	<ul style="list-style-type: none"> • Understanding of the ICGLR instruments, challenges, strategies and projects.
	<ul style="list-style-type: none"> • Ability to mitigate eventual internal conflicts and help identify best practices for future sharing and generalization within the institution.
	<ul style="list-style-type: none"> • Flexibility and openness to win-win negotiation strategies;
	<ul style="list-style-type: none"> • The candidate shall not have previously worked for ICGLR or any of its organ for more than three years in the interest of equitable and rotational representation among member states.
Terms of Service	<ul style="list-style-type: none"> • An attractive fixed salary and benefits package offered to similar positions in regional/international organizations.
	<ul style="list-style-type: none"> • The incumbent shall enjoy diplomatic immunities, privileges, exemptions and facilities as provided for by the Host Agreement between the Government of the Republic of Burundi and the Secretariat of the International Conference on the Great Lakes Region

3. Legal Advisor

Post	Legal Advisor
Reports to	Executive Secretary

Organisation	International Conference on the Great Lakes Region	
Languages	English or French mandatory; Portuguese, Arabic and/or Kiswahili are optional	
Eligibility	Citizens of ICGLR Member States	
Opportunity type	Contract - 3-year contract, renewable once based on satisfactory performance	
Relevant experience	10-YEARS MINIMUM	
Expected start date	Mar-25	
Job Location	ICGLR Conference Secretariat, Bujumbura-Burundi	
Salary Scale	P4	
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.	
Job Summary	The objective of the post is to tender legal services and political analysis to the Conference Secretariat and to enable the Executive Secretary of the CS to deliver the services also for other levels of action as defined in the RFM e.g. the Summit level, the Troika as well as on the Ministers level. Tasks related to Legal functions through the CS are as follows;	
Specific Tasks and Duties	<i>Implementation of projects</i>	<ul style="list-style-type: none"> • Assist the ES in the ratification process of the Pact by Member states and depository functions;
		<ul style="list-style-type: none"> • Assist in providing correct interpretation of the Pact and guidance in the implementation process of the Pact
		<ul style="list-style-type: none"> • Assist in the sensitization process, dissemination and partnership building in implementing the Pact;
		<ul style="list-style-type: none"> • Review agreements, contracts and legal documents ensuring their consistency with Secretariat's mandate, Headquarters' Agreements, national laws and international law;
		<ul style="list-style-type: none"> • Provide legal advice during negotiations of conventions and other international agreements related to the Conference mandate and to follow-upon their implementation;
		<ul style="list-style-type: none"> • Draft, interpret and prepare the Conference's legal instruments including processing of contracts, agreements and memoranda of understanding;
		<ul style="list-style-type: none"> • Provide expert written or oral legal advice;
		<ul style="list-style-type: none"> • Facilitate the implementation of decisions of the Summit;
		<ul style="list-style-type: none"> • Maintain custody of the Conference's legal documents;

	<ul style="list-style-type: none"> • Prepare documents for civil suit/litigation, advises on retention of lawyer for court cases on behalf of the Conference and other organs and generally acts as a Solicitor where necessary; • Initiate studies and research related to Legal and Judicial Affairs and monitors their implementation; • Provide reliable and authoritative advice on the legal implications of the Secretariat's policies, plans and operations; • Offer legal opinion or legal service to various department of the Secretariat; • Monitor harmonization of legal training and certification of laws and regulations; • Prepare legal progress reports; • Promote a positive corporate culture and image of the Secretariat. • Provide political analysis of peace and security situations.
<i>Preparation, follow-up and reporting of meetings</i>	<ul style="list-style-type: none"> • Assist in the logistical preparations of meetings convened to deal with Legal matters • Prepares special reports for the Summits on implementation of the Protocols
<i>Establishment and maintenance of working relations with other actors and stakeholders</i>	<ul style="list-style-type: none"> • Establishes and maintains close working relations with the desks for relevant Un – organizations, AU, Regional Economic Communities, European Union, World Bank etc. • Liaise with MS in the implementation of the various Protocols • Assist the Centre in resource mobilization and advocacy campaigns.
Candidate Profile	<ul style="list-style-type: none"> • Master's degree in law, Diploma in Legal Practice, Advocate of the High Court of any of the Member State; • Post-graduate education in International Relations; • At least 10 years of relevant professional experience, 5 of which he/she should have been at senior management level in a multicultural international or regional organisation; • Sound understanding of the ICGLR challenges, strategies and projects related to his/her work; • Excellent research and report-writing skills; • Evidence of a Practicing License and being on Advocate of the High Court must be attached
Terms of Service	<ul style="list-style-type: none"> • An attractive fixed salary and benefits package offered to similar positions in regional/international organizations. • The incumbent shall enjoy diplomatic immunities, privileges, exemptions and facilities as provided for by the Host Agreement between the Government of the Republic of Burundi and the Secretariat of the International Conference on the Great Lakes Region

GENERAL APPLICATION PROCEDURES:

- i. All applicants must have ability to coach and transfer knowledge to subordinates and colleagues; Computer literate (in data management, word and spread sheets); proven leadership and management skills as well as excellent communications and writing skills;
- ii. Eligible applicants must be citizens of Tanzania between 35 to 55 years of age;
- iii. Female candidates are encouraged to apply as the ICGLR is highly committed to gender balance;
- iv. Applicant must attach a detailed CV not more than five (5) pages; names and contact details of three (3) referees; covering letter indicating the position/title on the subject line; certified copies of relevant academic certificates; copy of National Passport showing date of birth;
- v. Applications which do not have evidence (passport bio-page) which indicates nationality and age; or have no covering letter or certified copies of relevant documents will be disqualified;
- vi. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: Interested candidates who meet the qualifications and experience requirements for any of the above positions are advised to submit their signed applications letter be written in English through email: dhrd.tc@utumishi.go.tz or send to: -

The Permanent Secretary,
President's Office, Public Service Management and Good Governance,
Mtumba Government City,
Utumishi Street,
P.O. Box 670,
DODOMA.

- vii. **The deadline for application is 20 December, 2024**

Released by:

PERMANENT SECRETARY

**PRESIDENT'S OFFICE,
PUBLIC SERVICE MANAGEMENT AND GOOD GOVERNANCE**