



The National Assembly of Zambia, on behalf of the Forum of Parliaments of the International Conference on Great Lakes Region (FP-ICGLR), invites applications from suitably qualified and experienced citizens of ICGLR Member States to fill the position below:

PROGRAMME MANAGER FOR PEACE AND SECURITY, DEMOCRACY AND GOOD GOVERNANCE

a) Job Purpose

The Programme Manager will be in charge of Peace and Security, Democracy and Good Governance for a three (3) 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.

b) Major Duties and Responsibilities

- (i) Conceive, plan and implement the Peace and Security & Democracy and Good Governance programme;
- (ii) Manage the team in charge of project implementation;
- (iii) Coordinate all the programme related activities;
- (iv) Report on a regular basis to the Secretary General on the management of programmes relating to his/her area of intervention;
- (v) Coordinate the networking with partners, agencies and/or regional and international organizations working in this area;
- (vi) Coordinate experts' activities in the drafting of resolutions related to his/her area of intervention;

- (vii) 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;
- (viii) Coordinate the drafting of reports of statutory meetings and those related to his/her area of intervention; and
- (ix) Perform other tasks assigned by the Secretary General.

c) Qualifications and Experience

- (a) Must have at least a Bachelor's Degree in one of the following fields: International Law, Conflict Management and Resolution, International Relations or in related fields;
- (b) Must have at least seven (7) years professional experience in a similar position;
- (c) Very knowledgeable about management and good governance;
- (d) Must have a very good knowledge of either French and or English;
- (e) Must be able to work under pressure and in a multi-cultural environment; and
- (f) A professional experience in a regional or international organization will be an advantage.

d) To Apply

- a) A motivation letter to the Secretary General of FP-ICGLR;
- b) An updated Curriculum Vitae;
- c) Three (3) professional references with letters of recommendation; and
- d) Academic certificates (certified by a sworn notary) as well as certificates of rendered services).

Kindly submit the complete application package by email to the following email address: fpcirgl@gmail.com. The Job Reference Number **001/FP-ICGLR/HR/2020** must be indicated in the subject of your cover letter.

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

Further, a copy of the complete application package must also be sent to the following address:

The Hon. Mr Speaker
National Assembly
Parliament Buildings
P. O. Box 31299
LUSAKA

The closing date of receipt of applications is Wednesday, 19th August, 2020.

NOTE:

1. The vacancies are open to citizens of the ICGLR Member states only.
2. Only short-listed candidates will be contacted.