



## **Terms of Reference / Call for Applications**

**Job Offer N°003/FPCIRGL/SAF/2021**

### **Recruitment of Administrative and Protocol Assistant**

#### **1.0 Background and Justification**

The Forum of Parliaments of the Member States of the International Conference on the Great Lakes Region (FP-ICGLR) is an inter-parliamentary organization made up of national parliaments of twelve ICGLR member States, namely: the Republic of Angola, the Republic of Burundi, the Central African Republic, the Republic of Congo, the Democratic Republic of the Congo, the Republic of Kenya, the Republic of Rwanda, the Republic of South Sudan, the Republic of the Sudan, the United Republic of Tanzania, the Republic of Uganda and the Republic of Zambia.

The FP-ICGLR was established on December 4, 2008 in Kigali, Republic of Rwanda, by the signing of the Inter-Parliamentary Accord by the Speakers of Parliaments to promote, maintain and strengthen peace, security and development in the Great Lakes Region in accordance with the political will expressed by the respective Heads of State and Government in the Dar-es-Salaam Declaration signed in November 2004.

The organs of FP-ICGLR are:

- 1) The Plenary Assembly;
- 2) The Executive Committee;
- 3) The Committees;
- 4) The General Secretariat.

The FP-ICGLR is a regional institution with legal personality whose administrative, financial and technical coordination is performed by the Secretary General, who is its Legal Representative.

The General Secretariat of FP-ICGLR is located on Avenue Batetela, Immeuble Crown Tower, 10th floor, at 1004-1007 in the Commune de la Gombe, Ville province de Kinshasa, Democratic Republic of the Congo.

#### **2.0 Main Objective and Areas of Intervention**

The main objective of FP-ICGLR is to serve as a framework for dialogue, exchange of experiences and conflict resolution for the Parliaments of the member countries of the International Conference on the Great Lakes Region.

The FP-ICGLR works in five priority areas:

- 1) Democracy and Good Governance;
- 2) Peace and Security;
- 3) Humanitarian and Social Issues;
- 4) Economic Development, Natural Resources and Regional Integration;
- 5) Gender, Children and Vulnerable Persons.

The fourth ordinary session of the Plenary Assembly of FP-ICGLR held in November 2013 in Bujumbura, Republic of Burundi, adopted, among other things, the organic framework of the General Secretariat of FP-ICGLR.

It is within this framework that the General Secretariat is recruiting an Administrative and Protocol Assistant for an initial term of two years (including probation period of six months) thereafter renewable annually subject to internal rules and regulations of FP-ICGLR. The Administrative and Protocol Assistant will be based in Kinshasa which is the Forum's headquarters and will work under the supervision of the Secretary General of FP-ICGLR.

### **3.0 Job Description**

- Manage the diary of the Secretary General of FP-ICGLR;
- Carry out all administrative tasks;
- Draft letters (in English and French), reports, forms and other documents;
- Receive, check all incoming documents and faxes;
- Distribute mails to the appropriate members of FP-ICGLR and if necessary, file them;
- Answer telephone calls related to the activities of the Secretary General;
- Prepare memos for internal communication;
- Maintain professional relations with FP-ICGLR's partners and report regularly to the Secretary General;
- Manage and keep the petty cash journal and report to the relevant authority every Friday of the week;
- Organize international, regional and local travel including visa applications, per diem calculations, hotel reservations, airport receptions and other important aspects;
- Coordinate protocol aspects of FP-ICGLR's activities.

### **4.0 Core Competencies**

- Sense of autonomy and responsibility;
- Ability to adapt and be open to new ideas;
- Good interpersonal skills;
- Team spirit;
- Reactivity and pragmatism;
- Ability to inspire others and demonstrate dynamic communication skills.

### **5.0 Profile of the Candidate**

- Be a Congolese citizen;
- Hold a degree in Administrative field, Social Sciences, International Relations or related fields;
- Be not more than 45 years old and present proof of age.
- Have a knowledge of protocol services;
- Be computer literate;
- Have excellent report writing skills;
- Have at least three (3) years of professional experience in a similar position;
- Have a very good knowledge of French and English (spoken, read and written);
- Have international exposure;
- Be able to work under pressure and in a multi-cultural environment.

## **6.0 Elements of the File to be Submitted**

Your application will include the following elements:

- A letter of motivation;
- An updated curriculum vitae;
- Three professional references;
- Certified copies of academic documents.

Only those selected for further consideration will be contacted;

Selected candidates are expected to avail their academic documents.

Applications must be submitted no later than August 20, 2021 at 16h00 Kinshasa time.

Submit your application through the following e-mail: [fpcirgl@gmail.com](mailto:fpcirgl@gmail.com), [byabagabojj@gmail.com](mailto:byabagabojj@gmail.com) or physically submitted at: Immeuble Crown Tower, sis avenue Batetela au 10<sup>ème</sup> niveau, local 1007. This advertisement can also be found on FP-ICGLR website: [www.fpcirgl.org](http://www.fpcirgl.org).

**Kinshasa, July 2021**

**Amb. Onyango Kakoba**

**Secretary General**