

**INTERNATIONAL CONFERENCE ON THE GREAT LAKES REGION
CONFÉRENCE INTERNATIONALE SUR LA RÉGION DES GRANDS LACS**

**LEVY MWANAWASA REGIONAL
CENTRE FOR DEMOCRACY AND
GOOD GOVERNANCE**



**CENTRE RÉGIONAL LEVY MWANAWASA
POUR LA DÉMOCRATIE ET LA BONNE
GOUVERNANCE**

Terms of Reference for the Personal Assistant to the Regional Director

November, 2021

Lusaka, Zambia

1. Background

The Levy Mwanawasa Regional Centre for Democracy, Good Governance, Human Rights and Civic Education is the regional **Think Tank** created by the Heads of State and Government of eleven Member States of the International Conference on the Great Lakes Region (ICGLR)¹ in December 2006 as a key institution for the promotion of Democracy, Good Governance, Human Rights and Civic Education. Its establishment epitomised the realisation of the will expressed by the Heads of State and Government of ICGLR Member States not only in the 2004 Dar-es-Salaam Declaration on Peace, Security, Democracy and Development in the Great Lakes Region but also in the Pact on Security, Stability and Development (with a Protocol on Democracy and Good Governance) signed in Nairobi on December 15, 2006. The Regional Centre was formally launched during the August 2009 Heads of State and Government Summit that was held in Lusaka, Zambia. It was on this occasion that it was named after the late President Levy Mwanawasa, the former Zambian President who died during his term as President of the ICGLR Heads of State and Government Summit.

With its operationalisation in 2011, the Regional Centre provides a strong foundation to the ICGLR's Programme of Action on the promotion of Good Governance and Democracy whose vision is that of "a Region characterized by deeply entrenched values, principles and norms on democracy, good governance and observance of human rights". The Regional Centre is based in Lusaka, Zambia.

2. Vision, Mission and Strategic Objectives of the Regional Centre

The Regional Centre's **vision** is "an authoritative and autonomous Think Tank that catalyses reforms and promotes best practices on complex governance issues in the Great Lakes Region", whose **mission** is "to reinforce the capacities of social and political institutions of ICGLR Member States in the areas of democracy, good governance, human rights and civic education".

3. Objective

In order to create an efficient and effective functioning Office of the Regional Director of the Regional Centre, we require services of a Personal Assistant.

4. Proposed ToRs

Personal Assistant to Regional Director

Under the supervision of the Regional Director, will have the primary responsibility of providing an efficient functioning Office of the Regional Director of the Regional Centre. The Personal Assistant should be flexible to take part in activities from other departments of the Centre as deemed necessary. The following are responsibilities He/she will be expected to perform:

¹The ICGLR Member States are: **Angola, Burundi, Central African Republic, Democratic Republic of Congo (DRC), Kenya, Republic of Congo, Rwanda, South Sudan, Sudan, Tanzania, Uganda, and Zambia.**

- Ensure the efficient functioning of the Office of the Director of the Centre: overall confidentiality in all working aspects, adherence to protocol procedures, management of information flow and strategic compliance to deadlines; facilitate the working volume of the Director of the Centre in order to establish the necessary balance to reconcile solicitations on his time schedule.
- Assist the Director of the Centre on issues related to diplomatic rules and procedures and policies required for the smooth functioning of the Centre.
- Draft declarations and prepare material for support, analysis and organise high quality information notes for meetings at the highest level with government and other national and international partners as well as courtesy calls and missions.
- Identify the needs for supporting material, assist the supervisor in preparation of presentations, information notes and supporting material for meetings, missions and courtesy calls.
- Manage courtesy calls paid to the Regional Director of the Centre, including organisation of meetings, contacts with high level government officials and donors, and take minutes of discussions.
- Manage all travel arrangements for the Regional Director and ensure coordination with other travel partners from the internal or external environment.
- Maintain a working relationship with a wide audience at the highest level both internally and externally.
- Research, obtain and ensure that the Regional Director's requirements for background materials for briefings, meetings, official missions and appointments are in place.
- Provide assistance in the preparation of draft documents which require the signature of the Regional Director of the Centre, including official correspondence with the Government and other high level officials/partners, and provide any other assistance to ensure the smooth running of the office of the Regional Director of the Centre.
- Manage the time table of missions and visits of the Regional Director of the Centre and take necessary measures to ensure compliance with relevant diplomatic immunities and privileges granted to international staff.
- Ensure a follow up on guidelines issued by the Management of the Centre, establish priorities and advise the Regional Director of the Centre on emergencies; coordinate the flow of information through the offices of the management while adhering to deadlines, follow up on the circulation of files and ensure appropriate filing of documents/correspondences, while ensuring protection of confidential information.
- Exercise a quality control function for all outgoing documents; proofread and edit texts for adherence for format, grammar, punctuation and style. Ensure that correspondence emanating from the other departments for the Regional Director's signature as well as talking points, profiles and briefing notes conform to the established format.
- Develop and maintain a computerised filing system.
- Provide assistance and logistical support to inter-agency meetings, retreats, working groups and committees.
- Attend meetings and prepare minutes for the same on time.
- Fulfill any other duties which may from time to time be assigned by the Regional Director and Head of Finance & Administration.

5. Academic qualifications

- Grade 12 School certificate.
- A Bachelor's Degree in Public and Business Administration, Office Management and any other related field.

6. Competencies and Experience

- IT skills, including knowledge of Microsoft Office Word, Excel, PowerPoint, IMIS, Web Calendar; and ability to use internet for research.
- Good knowledge of modern office procedures.
- Ability to lead and organise working teams on a results-based management strategy.
- Excellent communication/organizational/ public relations skills and be a team player.
- Ability to work under pressure and meet strict deadlines.
- High level of attention to detail in all aspects of work responsibilities.
- Knowledge of French and other ICGLR Official languages will be an added advantage.
- Clean current driver's license will be an added advantage.
- Promotes and seeks continuous learning.
- Communicates clearly with stakeholders from different cultures.
- Takes initiative and drives high levels of performance management.
- Plans work, anticipates risks, and sets goals within area of responsibility.
- Excellent analytical skills.
- Ability to prepare concept notes and speeches.
- Minimum of 2 to 3 years experience the most recent of which were spent with a Head of Office and be familiar with challenges of a new office.

Levy Mwanawasa Regional Centre is an equal opportunity employer and offers a competitive remuneration package of similar positions in regional/international organisations. Interested candidates are invited to submit an application letter and detailed curriculum vitae stating information for three referees including their contact phone numbers and email addresses to the attention of the Regional Director on info.lmrc@icglr.org no later than 6th November, 2021 at 17:00 hrs.

Only shortlisted candidates will be contacted for interviews. Applications are invited from Zambian nationals only.