



*We empower, we network and we research to improve*

Gitega, December 20, 2021

## NOTICE OF HIRING

### Full time Position: Peacebuilding Coordinator

**Application Period:** From December 20, 2021 to January 15, 2022.  
**Test & Interview Period:** January 20-21, 2022  
**Starting Date:** February 1, 2022  
**Employment Duration:** 1-year contract (extension depends on availability of funding and performance)  
**Reports to:** Director of GLPI  
**Place of Work:** at GLPI office located at GITEGA/BURUNDI

### About the Organization:

The Great Lakes Peacebuilding Institute (GLPI) is a regional bilingual peacebuilding organization that offers trainings, capacity building and learning opportunities to practitioners in the African Great Lakes Region through its annual peacebuilding training (every October), special modules, peace education, networking research and publications and other relevant trainings. Its main office is based in Gitega, Burundi. Its founding/supporting partners are Ministry for Peace and Reconciliation under the Cross (MIPAREC) in Burundi; Friends Peace House (FPH) in Rwanda, Conseil pour la Paix et Reconciliation (COPARE) in DRC, and Mennonite Central Committee (MCC) in US/Canada. Since its founding, it has trained hundreds of peace and development practitioners from all over the region and other parts of the world. Alumni from the Great Lakes Region forms part of the GLPI regional alumni network.

All information related to GLPI can be found at the website: [www.greatlakespeacebuildinginstitute.org](http://www.greatlakespeacebuildinginstitute.org)

GLPI envisions to make the African Great Lakes Region a space where a culture of sustainable, solidarity and harmonious development reigns. In order to achieve this vision, GLPI commits in a mission to bring the peacebuilders in the region closer together by strengthening their capacities, sharing best practices, and exchanging experiences through theoretical and practical courses in the spirit of building a supportive and active networks of change agents.


**Summary of the Position:**

The Peacebuilding Coordinator is generally responsible for coordinating GLPI' Institute, especially its annual peacebuilding trainings and special modules. S/he is also responsible for ensuring, logistics; partner, participants, and facilitators contacts. He is also responsible of the smooth day-to-day office work , linking GLPI's Peacebuilding institute to Universities and other Peace institute, Alumni network, research, publications, working closely and reporting directly to GLPI's Director.

**Responsibilities:**

- Lead the necessary preparations and attend to all administrative and logistical needs for the successful implementation of the GLPI trainings (i.e. October Institute, special modules, specialized trainings, etc)
- Prepare the Institute in promoting and recruiting participants, including producing promotional materials and updating website and social media platforms
- Carries out GLPI programs: 1) research and documentation; 2) peace and development trainings; and 3) alumni engagement
- Receive, manage, review, confirm, and safekeep applications from candidates interested in the GLPI trainings.
- Coordinate with facilitators, translators, volunteers, and others who are involved in the GLPI trainings.
- Assist the Director in preparing proposal for the peacebuilding Institute.
- Ensure the alumni network, and other organizational partners.
- Prepare reports and presentations

**Qualifications:**

- Minimum Bachelor's degree (preferably in peacebuilding, organizational management, program management, and other related themes)
  - At least two years of work experience with peacebuilding and/or development organizations
  - Fluency in both English and French (written and verbal)
  - Strong organizational and communication skills with a problem-solving attitude
  - Has great attention to details, exemplifies creativity, innovation, and positive spirit, and works under minimal supervision
  - Skilled in program design, implementation, and management
  - Computer skills (MS Word, MS Excel, MS Powerpoint, video/photo editing, lay-outing website, etc).
- 

### How to apply?

*To apply for this position, interested candidates must provide following documents, on or before January 15, 2022 and e-mail them to [info@greatlakespeacebuildinginstitute.org](mailto:info@greatlakespeacebuildinginstitute.org) :*

- 1. A signed letter of motivation addressed to the Legal Representative of GLPI*
- 2. A current (up to date) CV*
- 3. A recommendation letter*
- 4. Copies of qualifications*
- 5. A Copy of your national ID card or passport.*

On behalf of GLPI:

Mr. NIYONZIMA Jean Pierre

Legal Representative