



Terms of Reference for the Recruitment of a Legal Officer at the LTA Secretariat

I. INTRODUCTION

The Lake Tanganyika Authority (LTA) is a regional intergovernmental Organization established by the four Lake Tanganyika riparian countries, namely the Republic of Burundi, Democratic Republic of Congo, United Republic of Tanzania and Republic of Zambia, on the basis of Article 23 of the Convention on the Sustainable Management of Lake Tanganyika, signed on 12 June 2003 by the four countries.

The main LTA function is to coordinate implementation of the said Convention by the Contracting States and the decisions of the Conference of Ministers, to safeguard and represent the common interests of the Contracting States in matters relating to the sustainable management of Lake Tanganyika and its basin.

In order to strengthen governance, ensure compliance with legal requirements, harmonize legal and regulatory texts among the riparian countries of Lake Tanganyika on transboundary issues, support the preparation of agreements and contracts as well as the resolution of internal and institutional disputes, the LTA intends to recruit a Legal Officer. The recruitment of a Legal Officer is essential to ensure the legal compliance of the LTA's activities.

2. Tasks and responsibilities

The Legal Officer is a legal expert and guarantor of the LTA legal security. In this capacity, he/she defines the strategy for defending the LTA interests and manages legal and tax aspects, drafts complex contracts, ensures regulatory compliance and manages litigation. He/she acts as an advisor to the LTA Executive Director and other Heads of the operational Directorates.

His/her duties include supporting the preparation of meetings of the LTA statutory organs and drafting the texts of decisions, recommendations and declarations of the said organs, as well as reviewing strategic legal recommendations.

He/she also ensures compliance with the legislation in force and the protection of personal data. Ultimately, the Legal Officer is the true LTA legal shield, ensuring the legal security of its activities and legal compliance.

Specifically, he/she will be responsible for:



A. Ensuring compliance with laws and regulations

Ensuring the LTA's compliance with the various national and international legislations applicable to it. In this regard, he/she must be able to understand and interpret legal texts, while anticipating legislative developments likely to affect the LTA's activities. He/she will therefore work closely with the Departments and LTA statutory organs to ensure that all decisions taken comply with the legal framework.

B. Participating in defining the LTA's strategy

The Legal Officer contributes to the LTA's strategic reflection by providing expertise on the legal aspects of proposed projects. He/she also participates in the assessment of associated opportunities and risks, particularly in terms of civil or criminal liability, intellectual property or competition. This contribution is crucial to ensure the viability of projects and their compliance with legal requirements.

C. Managing disputes and litigation

In the implementation of its activities, the LTA may be faced with disputes with other organizations, suppliers or even its employees. The Legal Officer then intervenes to defend the LTA interests and find the most appropriate solutions to resolve these disputes, whether through amicable negotiations or legal proceedings.

D. Protecting intellectual property and confidentiality

The Legal Officer is responsible for protecting the LTA intangible assets, such as its database, trademarks and copyrights. He/she will ensure that these elements are properly registered and exploited, while preventing the risks of counterfeiting or fraudulent and/or abusive use. In this regard, he/she is responsible for establishing and monitoring confidentiality policies, thereby ensuring the protection of sensitive information held by the LTA.

E. Training and raising staff awareness on legal issues

To ensure effective LTA governance, it is essential that all staff understand and comply with the legal obligations to which they are subject. The Legal Officer will therefore play an essential role in training and awareness-raising, by organizing information sessions or developing training materials adapted to the various of the LTA specific activities.



F. Ensuring legal and regulatory monitoring

Finally, he/she must constantly stay informed of legislative and regulatory developments that could impact the LTA functioning. He/she will thus ensure continuous legal monitoring, in order to anticipate and accordingly adapt internal practices and processes.

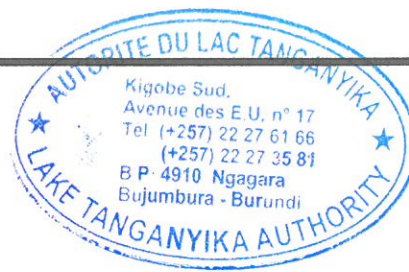
His/her role in the LTA governance will therefore be multiple and essential to its proper functioning. He/she will be the guarantor of legal compliance, contribute to defining strategy, manage disputes, protect intangible assets and train staff on legal issues. His/her expertise will thus ensure optimal risk management and sustain the LTA development. In this capacity, he/she will be responsible for:

- Drafting various legal documents;
- Analysing new laws and regulations in force;
- Providing legal opinions on various legal issues raised by suppliers, partners, employees, etc.;
- Establishing a database (and updating it) bringing together relevant legal instruments (legal and regulatory texts, case law, relevant administrative practices, etc.);
- Conducting additional research for the proper handling of files;
- Diagnosing and technically reformulating legal issues raised and proposing the best solution;
- Carrying out the necessary procedures with administrative authorities in general, in handling the files entrusted to him/her;

G-Performing any other task assigned by the Executive Director contributing to the LTA proper functioning.

H- Having full availability and being able to work beyond regular hours to meet the LTA needs.

3. Qualifications and experience



a) Qualifications and Required Technical Skills.

Position profile

- (i) Hold a Bachelor's degree in international public law or in economic and social law or a Master's degree in public law or another related field;
- (ii) Have proficiency in the use of software (Word, Excel, PowerPoint);
- (iii) Have strong drafting skills and ease in oral communication in two languages (French and English);
- (iv) Have at least 5 years of professional experience in a similar position.

Other aptitudes and skills

- Ability to work independently
- Ability to work in a team
- Drafting skills
- Innovation in the development of activities and market approach
- Integrity, commitment and respect for diversity.
- Skills in human relations management, communication and public relations.
- Skills in analytical and strategic thinking oriented towards results.

b) Ethics and Leadership

- Be methodical, organized and rigorous;
- Be dynamic with a good sense of initiative;
- Have good adaptability and team spirit;
- Be able to carry out confidential work and handle a large volume of work under pressure;
- Be of integrity and good moral character;

c) Performance Evaluation

The Legal Officer will be evaluated over time on the basis of the effectiveness of the non-exhaustive actions below:



Within three (3) months of taking up the position:

Review of the existing situation and recommendations;

In addition, the Legal Officer will be evaluated annually on the basis of a performance contract based on pre-established results.

4.Characteristics of the position

- Duty station: Bujumbura-Burundi:
- Nature of contract and duration of employment: five-year contract renewable based on performance evaluation results.
- Probation period: six (06) months at the end of which a performance evaluation will be conducted.
- Remuneration: Gross monthly salary of 1350 USD payable in Burundian francs
- Administrative arrangements: The Legal Officer will be based at the LTA Secretariat and will report hierarchically to the Administrative and Financial Director. He/she will work closely with the other LTA Directors and his/her administrative grade is that of an LTA Assistant.

5. Selection process

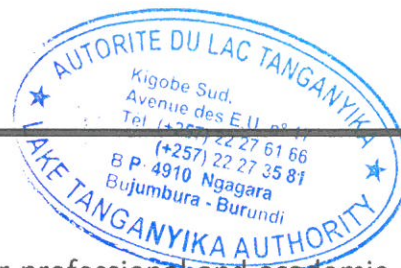
The selection process will take place in two phases:

- CV screening phase: at the end of this phase, candidates will be ranked in order of merit based on the scores obtained in the CV evaluation. Only the first three (03) candidates shortlisted after the CV evaluation and who have obtained at least 70% will be contacted for the interview phase;
- Interview phase: shortlisted candidates will be interviewed individually by a panel composed of members of an evaluation committee to be established by the Executive Director. The best candidate at the end of the interview will be selected for recruitment at the LTA.

6. Composition of the application file and submission deadlines

The application file must include:

- A signed cover letter addressed to the LTA Executive Director;
- A detailed, recent and certified Curriculum Vitae highlighting the candidate's experience and skills, dated and signed (summary of four (04) pages maximum);



- Certified true copies of the required diplomas and other professional and academic certificates;
- Copies of mission or service completion certificates or any other document justifying the candidate's experience.
- Interested candidates may obtain additional information by writing to the following email addresses:

(E-mails: hilahila.kisongo@gmail.com et christelle.nijimbere@lta-alt.org)

The LTA reserves the right not to consider applications that do not comply with the above submission conditions.

NB: Female applications are strongly encouraged.

Applications must be sent/submitted in a sealed envelope to the Executive Director, Lake Tanganyika Authority, Kigobe Sud, 17, Avenue des Etats-Unis, Bujumbura, with the mention on the envelope "Recruitment of the Legal Officer".

The application may also be submitted by the following e-mails: (E-mails: Hilaire and Christelle).

The selected candidate must provide, prior to appointment, a criminal record extract issued within the last three (03) months.

7. Position requirements

The duty station is the Secretariat of the Lake Tanganyika Authority located at Kigobe Sud, 17, Avenue des Etats-Unis, in Bujumbura, Republic of Burundi.

8. Contract duration

The duration of the Legal Officer's contract is 5 years, renewable. Renewal of the contract will be based on periodic performance evaluations of the concerned person.



9. Timeline

Activities	Date
Publication of the Terms of Reference	03 august 2026
Opening date for submission of applications	17 august 2026
Deadline for submission of applications (4:00 PM)	31 august 2026
Selection date (opening and evaluation of bids)	01–04 september 2026
Interviews of shortlisted candidates	07 september 2026
Contract signature (maximum deadline)	11 september 2026

Done at Bujumbura, on 03/08/2026