



The ITSCI Organisation  
Secretariat of the ITSCI Programme - an award-winning responsible sourcing initiative that strengthens governance and livelihoods, whilst fostering peace and stability within mineral supply chains.

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## Call for Application: ITSCI Compliance & Reporting Officer

Join The ITSCI Organisation and make a real impact on responsible mineral sourcing in Conflict-Affected and High-Risk Areas.

As part of our international team, you'll contribute to improving governance, transparency, and risk mitigation in the supply chain for tin, tantalum, and tungsten in conflict-affected and high-risk areas in Central Africa.

If you're passionate about sustainability, collaboration, and driving positive change, we'd love to hear from you!

### About ITSCI

The ITSCI Programme is a not-for-profit responsible sourcing programme focusing on traceability and due diligence for tin, tantalum, and tungsten (3T) mineral supply chains, currently implemented on the ground in the African Great Lakes region – Burundi, Democratic Republic of Congo, Rwanda, and Uganda.

Our commitment to responsible sourcing starts at grassroot level with an on-the-ground team continuously collecting, verifying, and reporting on risks, including mining activities, community developments, and political and security situations.

As a facilitation initiative [Fully Aligned](#) with the OECD Due Diligence Guidance for Responsible Supply Chain of Minerals from Conflict-Affected and High-Risk Areas, we support companies in meeting their due diligence responsibilities. One of our core activities is delivering training and tools to multiple stakeholders across the mineral supply chain, from artisanal miners, local mineral traders, processors and exporters, international traders, and smelters. The ITSCI Programme currently works with approximately 300 participant companies representing a global upstream supply chain across 47 countries.

A key strength of the ITSCI Programme lies in acting as a convening force and mediator to support risk mitigation and resolution. Through trusted relationships with local governments, state services and state security forces, our recommendations to resolve risks lead to increased accountability and concrete actions to mitigate those risks.

By providing unique and credible first-hand information, we enable participant companies to make informed decisions and fulfil their due diligence obligations, while also supporting government authorities and civil society in driving progressive improvement and good governance in mining.

The ITSCI Programme is also committed to supporting the human rights of local mining communities and combating abuses in the mineral supply chain. We work to avoid and address human rights violations, corruption, and other forms of exploitation, while enhancing accountability among all actors. Through our efforts, we aim to foster safer working conditions, protect vulnerable groups, and promote transparency and integrity across the sector.

## **About the role**

You will support the processing of companies across the upstream supply chain applying for participation in the ITSCI Programme. This is a hands-on role combining desk-based due diligence, structured review work, direct engagement with and training of, participant companies to support their continuous improvement, as well as data and information management and reporting.

## **Key responsibilities**

### *Application review, screening & audit support*

- Conduct sanctions and watchlist screening on company applicants, beneficial owners, and key personnel using designated databases and tools.
- Review documentation from company applicants for completeness and alignment with ITSCI Programme standards, inc. company policies, governance documents, and management structures
- Identify gaps or improvements areas; flag any findings or red flags.
- Prepare audit reports and improvement recommendations

### *Member Support & Capacity Building*

- Communicate with applicant companies to request missing documentation or clarify requirements
- Contribute to the development of training tools and support the delivery of training sessions or guidance materials for participant companies on ITSCI Programme standards
- Assist participant companies in improving their management systems, policies, and internal procedures
- Track progress on recommendations and follow up with companies on outstanding items

### *Reporting & Monitoring*

- Support the ITSCI incident management process, recommending appropriate mitigation actions and ensuring regular follow-up of incidents with participant companies in accordance with the OECD Guidance.
- Follow-up with ITSCI teams to clarify and collect additional information as appropriate.
- Prepare and deliver narrative and other reports, including editing and translating as required, ensuring accuracy, quality, completeness and timely submission of information and data.
- Support training of ITSCI implementing teams on reporting, data management, protocols as required, including by conducting visits in implementing areas in the Great Lakes Region.
- Contribute to internal process improvements and updating of standard operating procedures

## **Required Skills & Experience**

- Master's degree in law, international relations, business, sustainability, supply chain management, or a related field
- One to two years' experience in compliance, audit, due diligence, ESG, or a related field
- Familiarity with sanctions screening concepts or AML/KYC processes is an advantage
- Excellent verbal and written communication skills to produce clear, structured reports and correspondence
- High attention to detail and comfort working with document-heavy review processes
- Proficiency in both English and French strictly required. Proficiency in Chinese is a plus.
- Strong sense of responsibility, initiative, and follow-through
- Ability to work independently in a fast-paced, multi-task environment, with strong organisational skills

- Strong team player with the ability to coordinate across departments and teams
- Ability to travel to remote areas in Central Africa
- Proficiency in Microsoft Office
- Experience in the artisanal mining sector is a plus.

### **What we offer**

- Opportunity to develop expertise on the OECD Due Diligence Guidance for Responsible Supply Chain of Minerals from Conflict-Affected and High-Risk Areas, local and international laws and regulations relevant to the mining sector and responsible sourcing practices
- A steep learning curve within a supportive and collaborative team
- Work in an international and multilingual team with regular contact with other team members, including field teams in the African Great Lakes Region
- Flexible and stimulating work environment, with hybrid work arrangement (remote and on-site in Berlin)
- Salary commensurate with experience and consistent with not-for-profit sector standards
- 27 days of annual leave and 36.25-hour work week
- Autonomy in a respectful and inclusive environment

### **How to apply**

Please submit your CV and a short motivation letter (in one file) outlining your interest and suitability for the role to [application@itsci.org](mailto:application@itsci.org).

Applications will be reviewed on an ongoing basis until the position is filled. We strongly encourage early submissions.

We look forward to hearing from you!

### **Commitment to Diversity & Inclusion**

We are an equal opportunity employer committed to fostering an inclusive workplace that values diversity of backgrounds, perspectives, and skills. Our hiring decisions are based on qualifications, merit, and business needs.

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