

Join ITSCI and make a real impact on responsible mineral sourcing in conflict-affected regions.

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 International Tin Supply Chain Initiative (ITSCI) is a not-for-profit traceability and due diligence programme for the tin, tantalum, and tungsten (3T) minerals, 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.

A key strength of ITSCI 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 businesses to make informed decisions, fulfil their due diligence obligations, and support government authorities and civil society in driving progressive improvement and good governance in mining.

ITSCI 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

The Reporting Officer oversees the collection, analysis and flow of information within the ITSCI Programme, ensuring accurate and timely data and information management and reporting to support monitoring of activities in implementation areas. The reporting officer acts as a point of coordination to prepare and deliver reports for the ITSCI Programme.

Key responsibilities

1. Process and manage all information and reports received from ITSCI teams, ensuring accuracy, quality, completeness and timely submission of information and data.
2. Follow-up with ITSCI teams to clarify and collect additional information as appropriate.
3. Deliver narrative and other reports, including editing and translating as required.
4. Lead the ITSCI incident management process in a designated implementation area, recommending appropriate mitigation actions and ensuring regular follow-up of incidents in accordance with the OECD Guidance, including coordination with relevant stakeholders and partners.
5. 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, ITSCI procedures and protocols, and other relevant topics.
6. Support training of implementing teams on reporting, data management, protocols as required, including by conducting visits in implementing areas in the Great Lakes Region.

Qualifications & Skills

- Bachelor's degree and four years' experience; or Masters' degree and two years' experience.
- Excellent verbal and written communication skills
- Proficiency in both English and French, with strong verbal and written communication skills
- Strong sense of responsibility, initiative, and follow-through;
- Ability to work independently in a fast-paced, multi-task environment;
- Strong team player with the ability to coordinate across departments and teams;
- Ability to travel to remote areas in Central Africa
- Experience in the Great Lakes Region and/or experience in the artisanal mining sector in Africa is a plus.

What we offer

- Opportunity to develop expertise on the OECD Due Diligence Guidance and responsible sourcing practices
- A steep learning curve within a supportive and collaborative team
- Work in an international and multilingual team with daily 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 motivation letter outlining your interest and suitability for the role to reporting@itsci.org.

There is no formal application deadline; applications will be reviewed on an ongoing basis, so we strongly encourage early submissions.

We look forward to hearing from you!

Commitment to Diversity & Inclusion

We are 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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